## Overview

Filling out your profile can be a good way to share some information about yourself with your learners or colleagues. However, please keep in mind that **all users in your course** **can view your personal profile**. Only add information you feel comfortable sharing with others.

## Create or Edit Your Profile

1. To access your personal profile, click on your name in the mini bar and choose **Profile** from the personal menu that appears



1. Fill in any text fields that you want by typing in the available boxes.



1. If you want to upload and display a profile picture, click on **Change Picture**.



1. Click the **Upload** button to browse for your file, or drag and drop it into the box provided.



1. It may take a few moments for your image to upload. Once the image has loaded, click the blue **Add** button to save your profile picture.