Changing Your Personal Information

Navigating to Account Information

- Select the avatar at the top of the site.

- Select the ‘Personal Info’ option from the pop-up menu.
Changing Your Personal Information

Tab - Account Info

- Change information about your name.

![Account Info Tab](image)

Tab - Communication Preferences

- Update your email.

![Communication Preferences Tab](image)
Changing Your Personal Information

Tab - Password

- Change your password for safety.

Tab - Photo

- Add or replace a photo.
Changing Your Personal Information

Tab - Custom Info

- Add extra information that you would like to show.

Tab - Office Hours

- Add office hour sessions.
Tab - Privacy Settings

- Adjust where you would like your information to show up.