

Changing Your Personal Information

JICS Companion Guide



Changing Your Personal Information

Navigating to Account Information

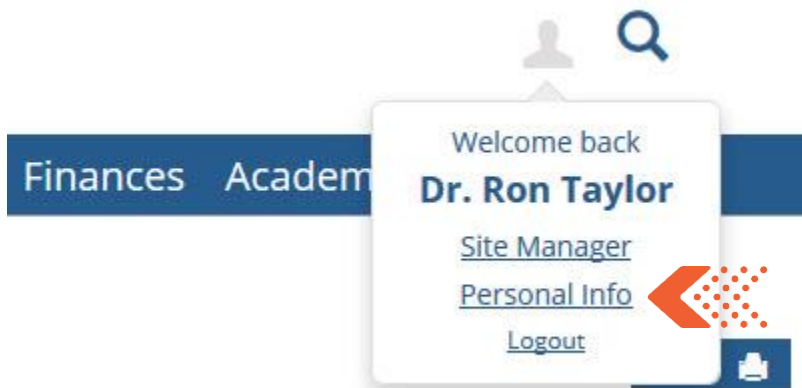
- Select the avatar at the top of the site.



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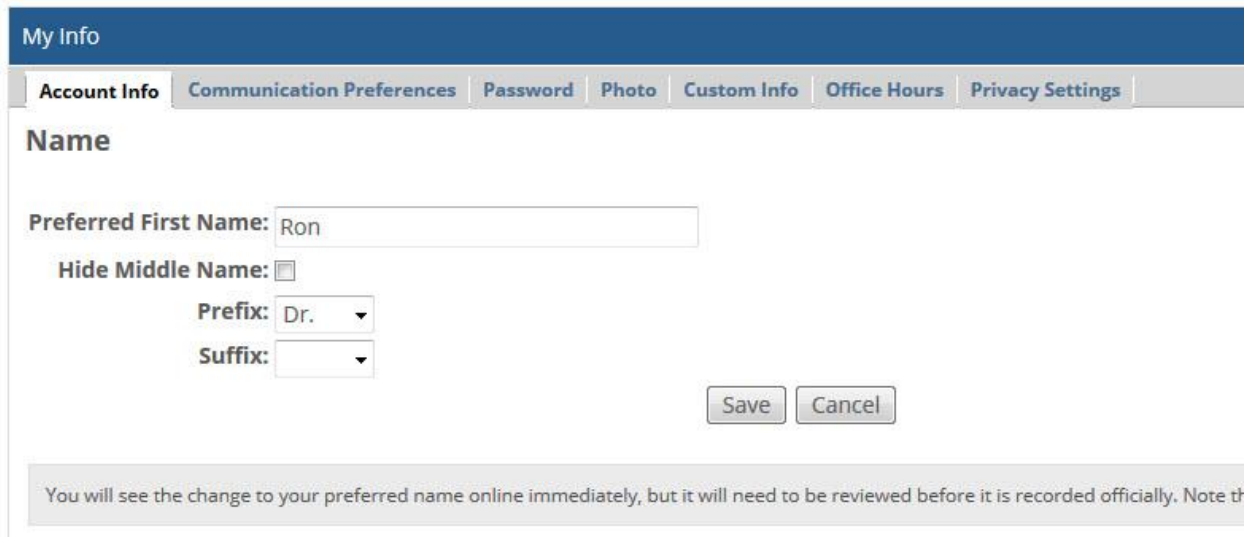
- Select the 'Personal Info' option from the pop-up menu.



Changing Your Personal Information

Tab - Account Info

- Change information about your name.



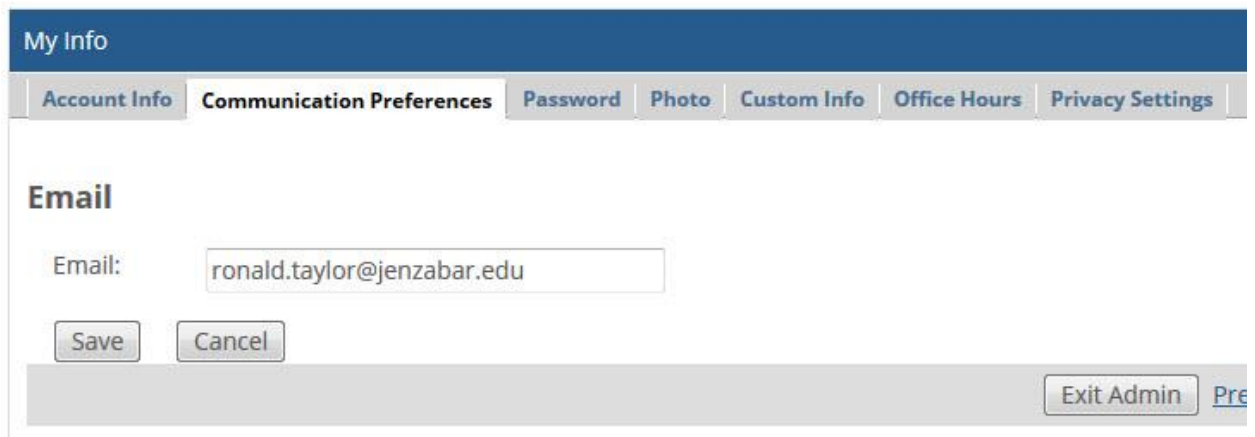
The screenshot shows the 'My Info' page with the 'Account Info' tab selected. The 'Name' section contains the following fields:

- Preferred First Name:
- Hide Middle Name:
- Prefix:
- Suffix:

Buttons for 'Save' and 'Cancel' are located below the fields. A message at the bottom states: "You will see the change to your preferred name online immediately, but it will need to be reviewed before it is recorded officially. Note th"

Tab - Communication Preferences

- Update your email.



The screenshot shows the 'My Info' page with the 'Communication Preferences' tab selected. The 'Email' section contains the following field:

- Email:

Buttons for 'Save' and 'Cancel' are located below the field. At the bottom right, there is an 'Exit Admin' button and a partially visible 'Pre' button.

Changing Your Personal Information

Tab - Password

- Change your password for safety.

My Info - Manage Password

[Account Info](#) [Communication Preferences](#) **Password** [Photo](#) [Custom Info](#) [Office Hours](#) [Privacy Settings](#)

Password

The new password you choose must be between 3 and 10 characters long.

Old Password:

New Password:

Confirm Password:

[Password Hint](#)


[Preview My Info pop-up](#)

Tab - Photo

- Add or replace a photo.

My Info - Manage Photo

[Account Info](#) [Communication Preferences](#) [Password](#) **Photo** [Custom Info](#) [Office Hours](#) [Privacy Settings](#)



Replace Photo:

No file selected.
133x133 pixels and GIF or JPG format

[Delete Photo](#)

[Preview My Info pop-up](#)

Changing Your Personal Information

Tab - Custom Info

- Add extra information that you would like to show.

The screenshot shows the 'My Info' page with the 'Custom Info' tab selected. The page has a blue header with 'My Info' and a navigation bar with tabs: 'Account Info', 'Communication Preferences', 'Password', 'Photo', 'Custom Info', 'Office Hours', and 'Privacy Settings'. Below the navigation bar, there are links for '+Add category | Reorder' and '+Add an item'. There are three items listed: 'Things to Know About Me' with a plus, pencil, and trash icon; 'My Website : rtaylor.jenzabar.edu' with a pencil and trash icon; and 'Ungrouped Items' with a plus and pencil icon. At the bottom, there is a 'Move' dropdown menu, a text input field containing 'selected items to Things to Know About Me', and a 'Submit' button. In the bottom right corner, there are 'Exit Admin' and 'Preview' buttons.

Tab - Office Hours

- Add office hour sessions.

The screenshot shows the 'My Info - Manage Office Hours' page. The page has a blue header with 'My Info - Manage Office Hours' and a navigation bar with tabs: 'Account Info', 'Communication Preferences', 'Password', 'Photo', 'Custom Info', 'Office Hours', and 'Privacy Settings'. Below the navigation bar, there is a text input field containing 'Monday, Wednesday, Friday 3:00 PM to 5:00 PM' with a pencil and trash icon. Below that, there is a section titled 'Add a Session'. The 'Start Time' is set to '11:55 PM' and the 'End Time' is set to '11:55 PM'. Under 'Valid:', there are radio buttons for 'Weekly' (selected) and 'One Day Only'. Below 'Weekly', there are checkboxes for 'Sunday', 'Monday', 'Tuesday', 'Wednesday', 'Thursday', 'Friday', and 'Saturday'. Below 'One Day Only', there is a text input field with a calendar icon.

Changing Your Personal Information

Tab - Privacy Settings

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

My Info

Account Info | Communication Preferences | Password | Photo | Custom Info | Office Hours | **Privacy Settings**

Privacy Settings

Show the selected items in my My Info popup and in the Constituent Search portlet

Email

Photo

Show the selected items in the Constituent Search portlet

Phone

Employer

Major

Address

City

State

Zip

Country

Show me in campus directory

[Exit Admin](#) [Preview My Info pop-up](#)