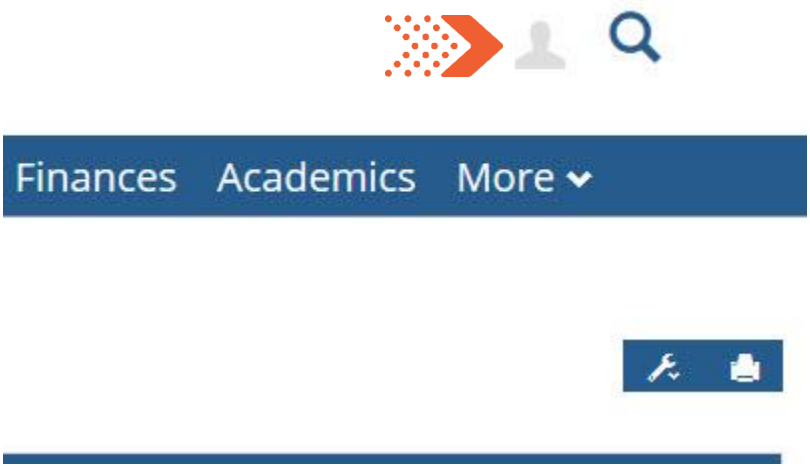
Changing Your Personal Information

JICS Companion Guide

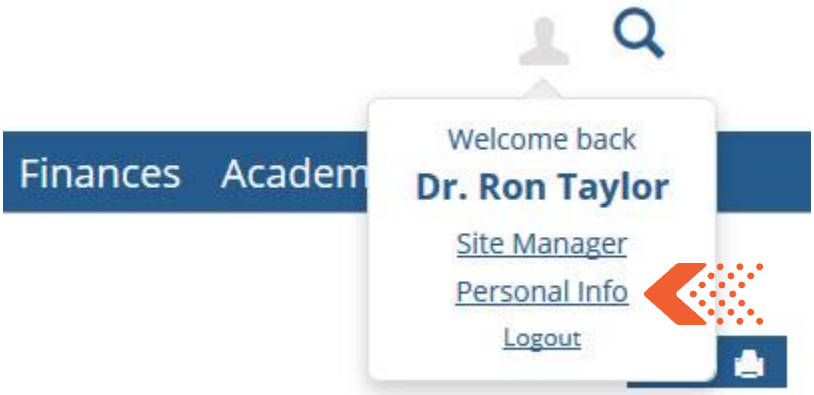
Changing Your Personal Information

Navigating to Account Information

- Select the avatar at the top of the site.

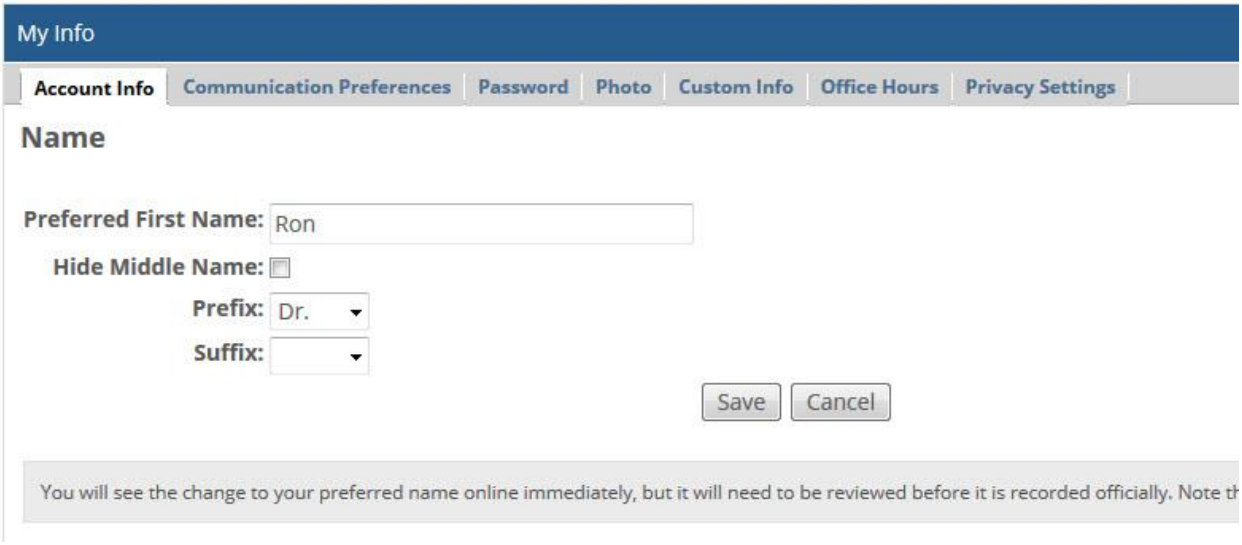


- Select the 'Personal Info' option from the pop-up menu.



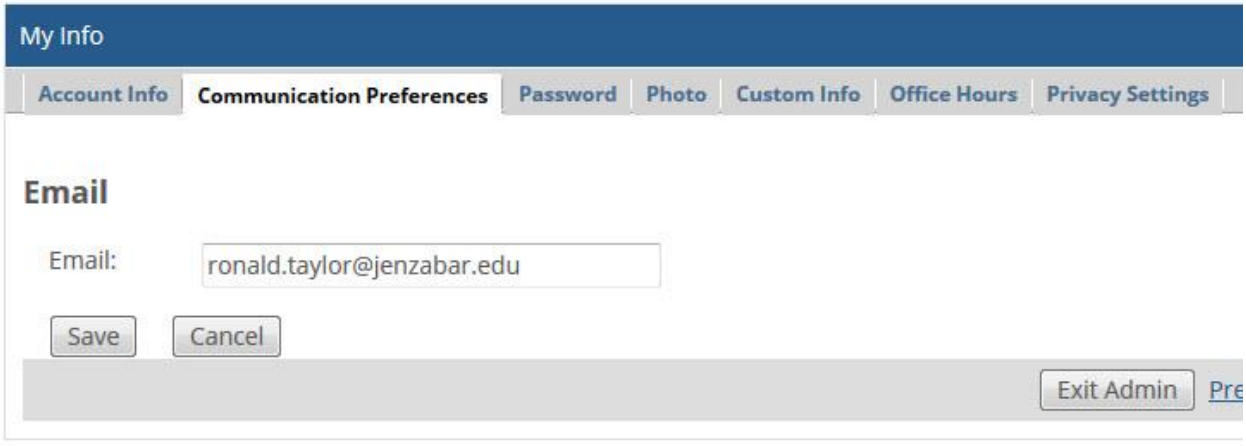
Tab - Account Info

- Change information about your name.



Tab - Communication Preferences

- Update your email.

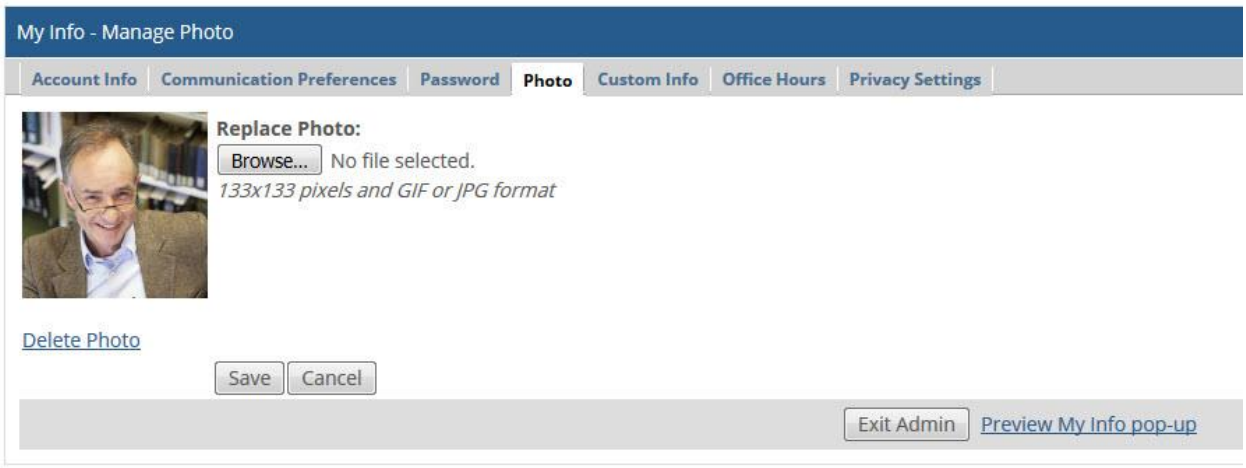


Tab - Password

- Change your password for safety.

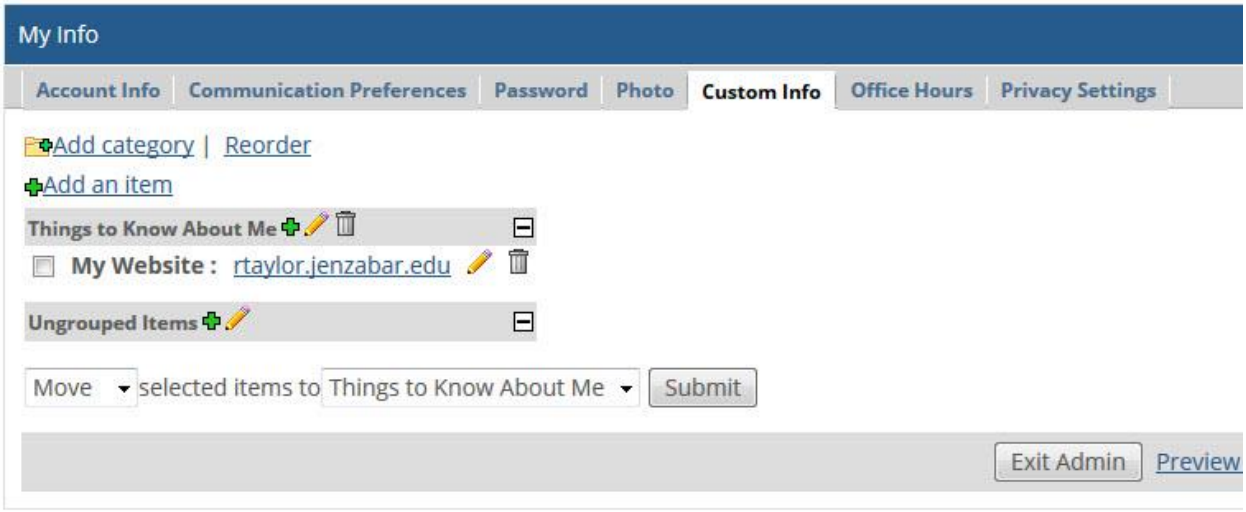
Tab - Photo

- Add or replace a photo.



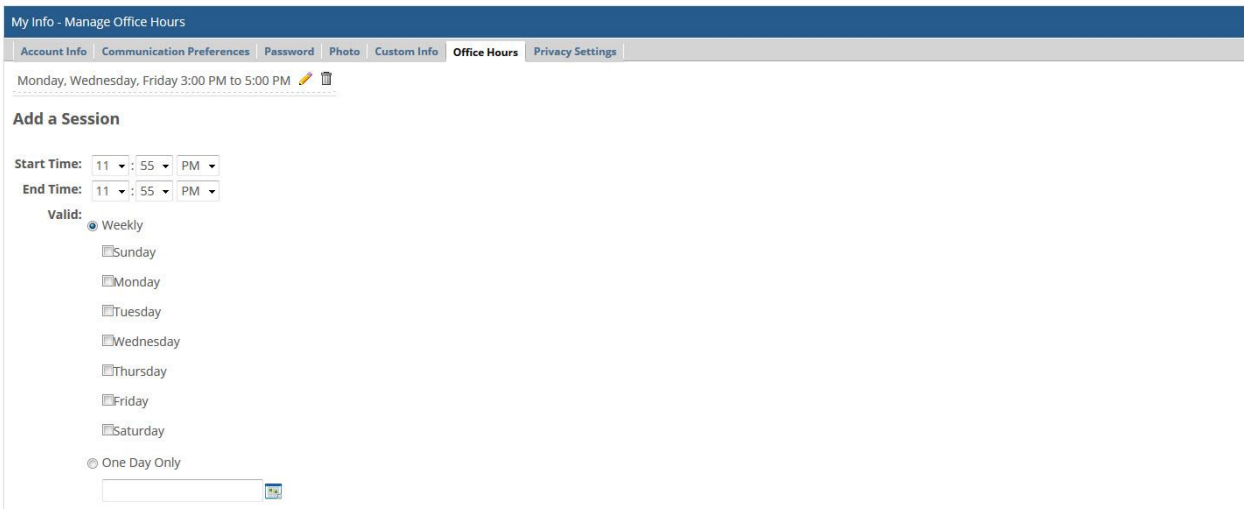
Tab - Custom Info

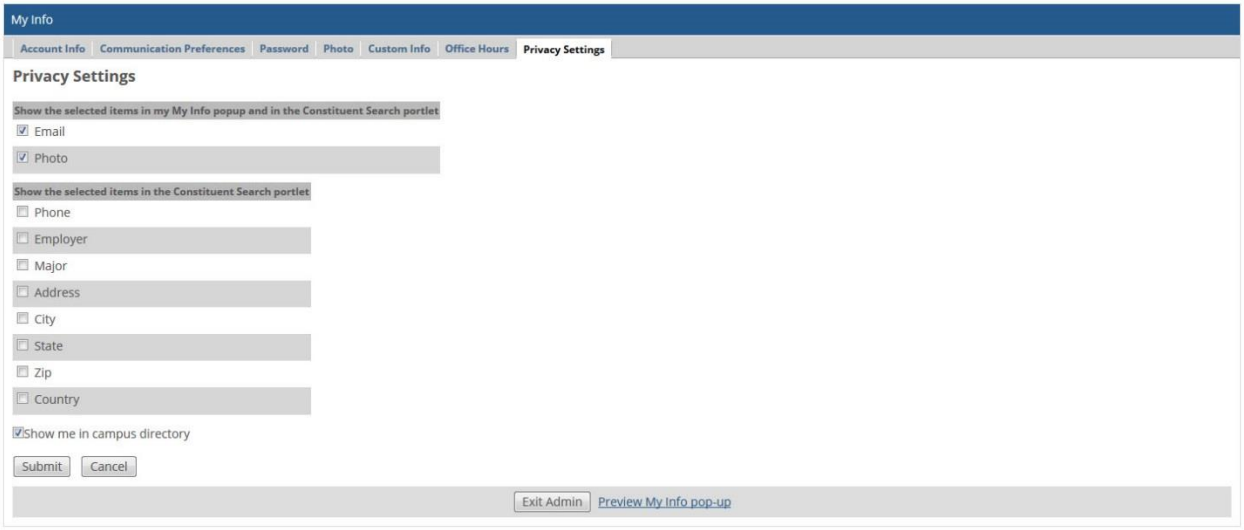
- Add extra information that you would like to show.



Tab - Office Hours

- Add office hour sessions.



Tab - Privacy Settings

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