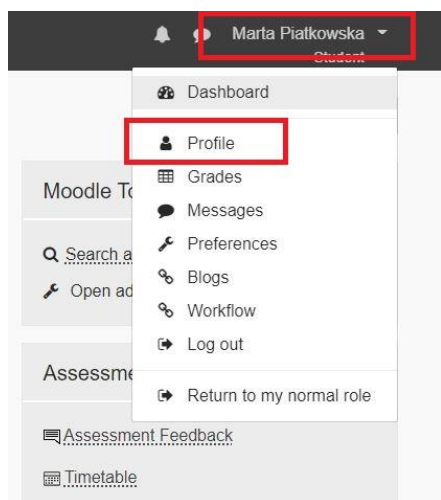


Manage and upgrade your Profile

This guide will show you how to update and how you can manage your profile on Moodle.

To update your profile:

1. In Moodle, select your name to reveal the drop-down menu.
2. Select **Profile** to access your details.



3. Select **Edit Profile** from the **User Details** block.



4. Edit the fields you want to update.
 - a. **Note:** Some fields (username, first and last name, email address) are populated by SITS and you cannot change in Moodle.
5. When finished, select **Update profile**.

