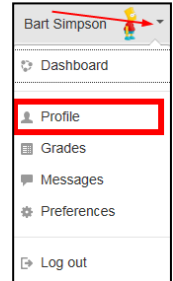


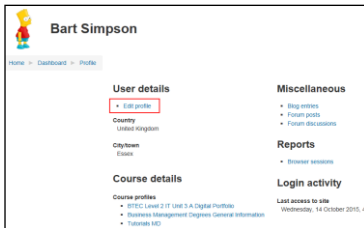
## Update Your Moodle Profile

### Update Your Moodle Profile

Once logged in, click on the dropdown arrow next to your name on the top-right of the screen

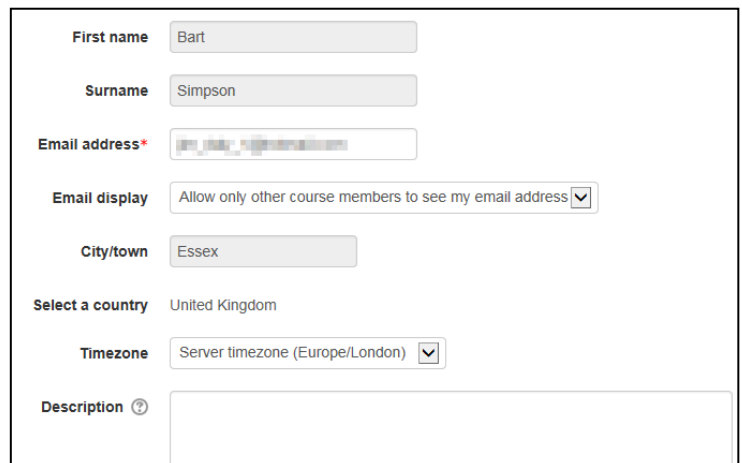


Click on 'Profile'




This will take you into a page to view your profile. Click on Edit Profile.

You may change the email address to your personal email, but if you do, remember you should still regularly check your Colchester Institute email so that you do not miss important communications from your tutor and the college and so that your email inbox does not get filled up (preventing you from receiving any further emails).




Scrolling down, the description box gives you a place to tell everybody a little about yourself.


You can upload a picture of yourself. Click on **User picture** to open the section, then either drag and drop the desired file into the drag and drop section or click the 'Add...' button 





## Update Your Moodle Profile

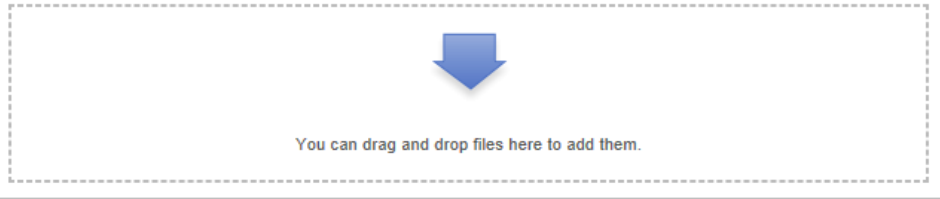
▼ **User picture**

**Current picture** 

**Delete**

**New picture**  Maximum size for new files: Unlimited, maximum attachments: 1



**Picture description**

Click on 'Upload a File'. Then click 'Browse' to locate your image. Once you have selected it, click on 'Upload this File'.

File picker ✕

Server files  
Recent files  
**Upload a file** 1  
URL downloader  
Wikimedia

**2**

Attachment:  **Browse...**

Save as:

Author:

Choose license:  ▾

**Upload this file** 3

Update other optional fields as appropriate.

To save your changes, scroll to the bottom and click on 'Update Profile'

[Update profile](#)