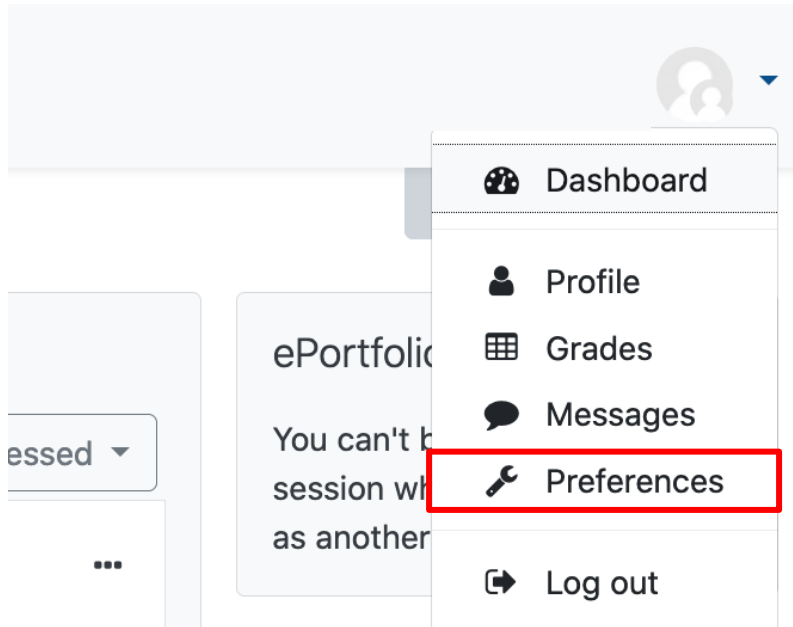


## Set up your profile



### Step 1

You can view your profile in your name on the top right corner, click **'Preferences'**. Then select **'Edit profile'** (second figure).

### Preferences

#### User account

[Edit profile](#)

[Preferred language](#)

[Forum preferences](#)

[Editor preferences](#)

[Course preferences](#)

[Calendar preferences](#)

[Security keys](#)

[Message preferences](#)

[Notification preferences](#)

#### Portfolios

[Configure](#)

[Transfer logs](#)

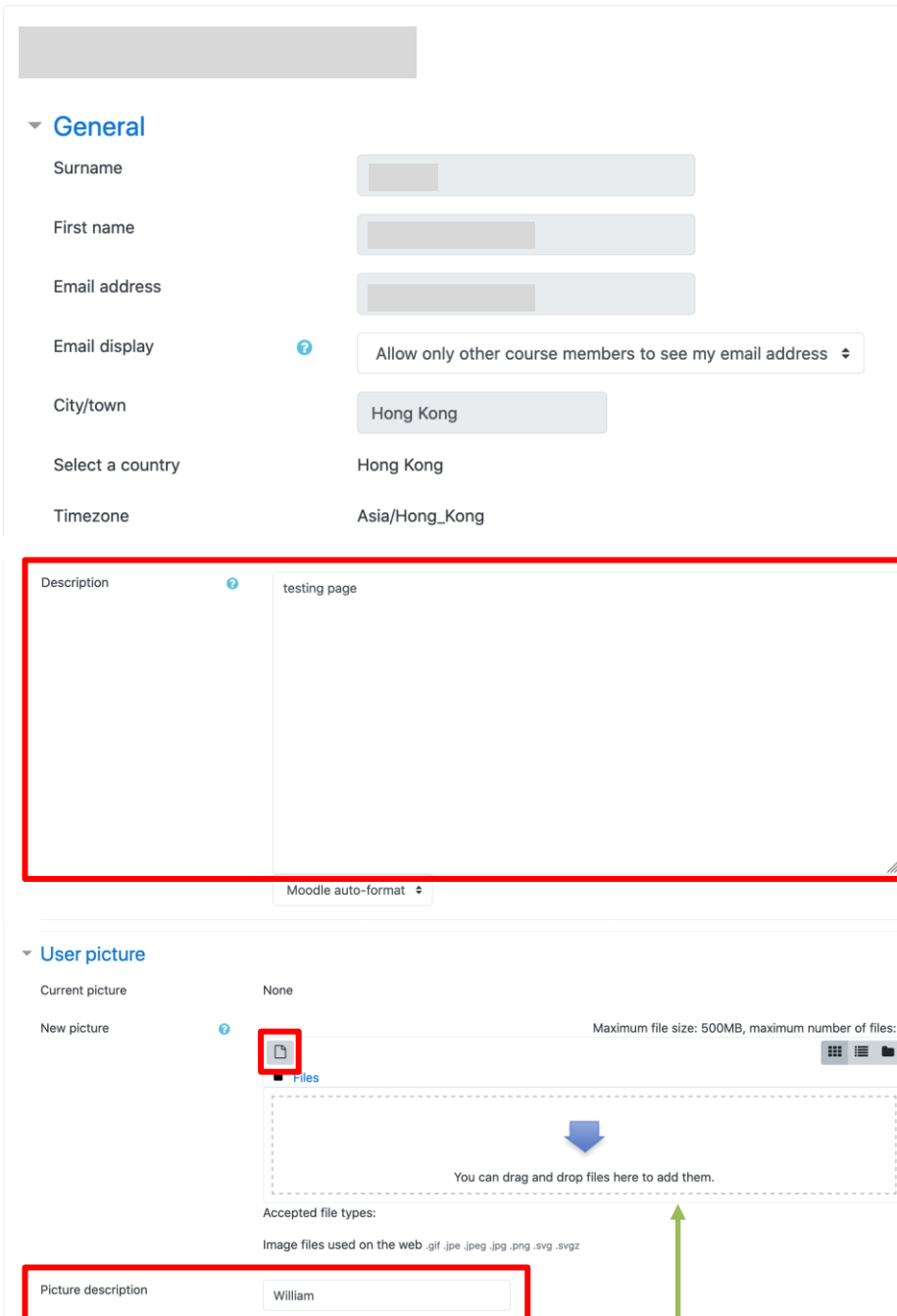
#### Blogs

[Blog preferences](#)

[External blogs](#)

[Register an external blog](#)

### Set up your profile



The screenshot shows the Moodle user profile setup page. The 'General' section includes fields for Surname, First name, Email address, Email display (with a dropdown menu), City/town (set to Hong Kong), Select a country (set to Hong Kong), and Timezone (set to Asia/Hong\_Kong). The 'Description' field is highlighted with a red border and contains the text 'testing page'. The 'User picture' section shows the current picture as 'None' and the new picture upload area, which is also highlighted with a red border. The 'Add...' button is highlighted with a red box. Below the upload area, the 'Picture description' field is highlighted with a red border and contains the text 'William'. A green arrow points from a tip box to the 'Add...' button.

## Step 2

Some of these fields will be prepared by the banner system and cannot be edited. You may add a description of your own.

## Step 3

You may upload your own picture by clicking the “Add...” button. You may add a picture description and list your interest.

### Tip -

You can drag and drop files to upload them from your desktop.

### Set up your profile

#### ▼ Additional names

First name - phonetic	<input type="text"/>
Surname - phonetic	<input type="text"/>
Middle name	<input type="text"/>
Alternate name	<input type="text"/>

#### ▶ Interests

#### ▶ Optional

## Step 4

You may input your personal information.

The “**Additional Names**” fields can be used to enter a preferred English name (in the “Alternative name” fields) as well as phonetic spellings.

Click on ‘**Update profile**’ to save your editing.