

Profile settings

From the **Dashboard** page click on the **Content** tab and you will see the **About Me Profile** page which is made up of four sections:

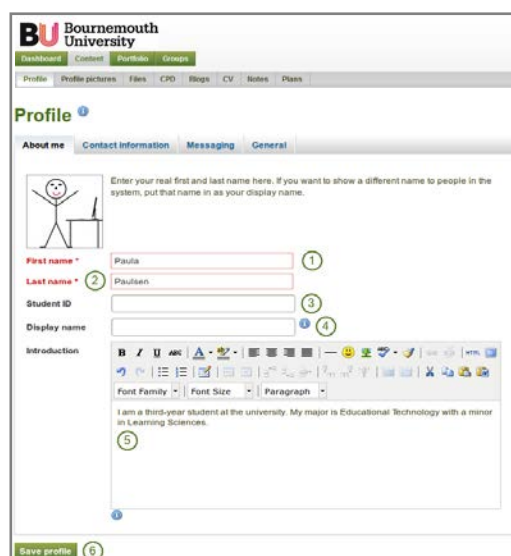
- **About Me** – Where you can add a **Display Name**, which replaces your first name and surname for anyone viewing your content. An **Introduction** where information about you can be added that will be visible to everyone within Mahara.
- **Contact Information** - You can add contact information which can be shared with other people e.g. an employer. You can add other email addresses, which may be useful depending on the audience that will be viewing the information. Please consider privacy issues before sharing any contact information.
- **Messaging** - In this section you can add account details for various popular messaging systems
- **General** - This contains more generic information about you.

Updating your profile settings

- From **Dashboard** under **Create and collect** click on **Update your profile**

Profile - About me:

1. Add your **First name**
2. Add your **Last name**
3. Include your **Student ID** if required
4. You can add a **Display name**. This will be the name by which you want to be known within Mahara. If you have a display name, your real name will not be visible to regular Mahara users
5. Provide a brief **introduction** about yourself. This text is placed onto your profile page automatically unless you take the introduction out of your profile page
6. Click the **Save profile** button to save your changes.



Adding a profile picture

You can upload up to 5 profile pictures. The recommended size of your profile picture is 100x100 pixels and ideally square. Please use an image editing software before you upload your pictures to reduce a photo's dimensions to the required ones.

You should add a photograph of yourself that is appropriate for a professional document.

1. Click on the **Browse** button to navigate to your picture on your computer
2. Click **Open**
3. **Optional:** Enter a title for your picture
4. Click **Upload**
5. Your picture appears in the list of profile pictures. You can now choose it as default picture. It also appears in your **Files** area in the **images** folder.

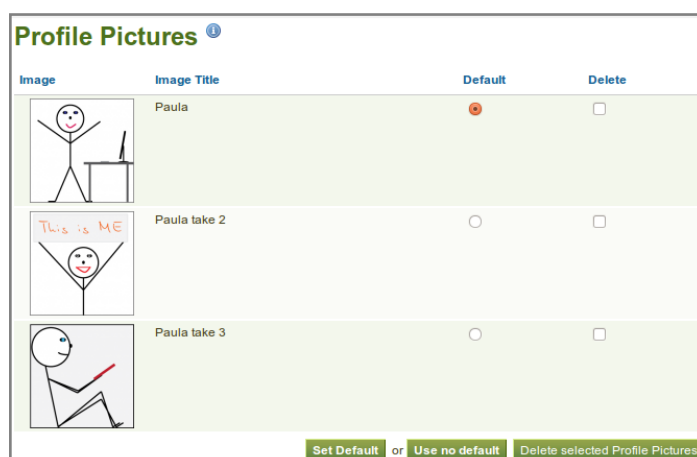





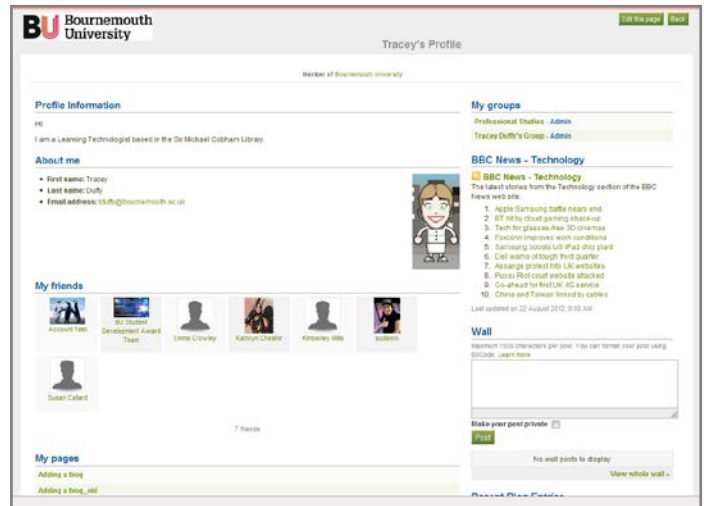
Image	Image Title	Default	Delete
	Paula	<input checked="" type="radio"/>	<input type="checkbox"/>
	Paula take 2	<input type="radio"/>	<input type="checkbox"/>
	Paula take 3	<input type="radio"/>	<input type="checkbox"/>

Set Default or Use no default Delete selected Profile Pictures

Detailed Profile page

From the **Dashboard** click on **your name** (located on the left hand side) and you will access a **detailed Profile page**. You can build this page to contain further information about you. The page can contain:

- Files, images, videos.
- You can choose to display blogs entries
- Your CV or elements of such as your education and / or employment history etc.
- You can also include elements of your **About Me Profile** page such as your first and last name, your profile picture, email address and your introduction text
- Your display name (or real name if you do not have a display name)
- My pages
- My groups
- Your wall
- Your friends
- External content such as RSS feeds, Google apps. Etc.



Your profile page **should not** be used as your portfolio because you cannot control who sees the information you make available on your profile. As a minimum it is everybody who has an account on Mahara. At maximum it can be everybody online. Always remember to think about your own personal security before releasing contact information on a **publicly available** page or even just for other Mahara users.

Further support

- All Mahara queries should be reported to the IT Service Desk (01202 9) 65515.

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