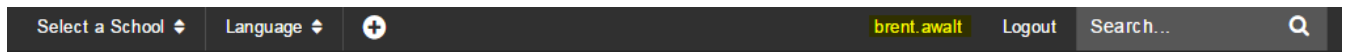



Once you are logged into your campus site, you should see your user name at the top.



Click on your name and it will show this window

[View User](#) [Edit User](#) [Transcript](#)



**Brent Awalt [brent.awalt]**  
Webmaster  
Web Administrator  
  
Email Address Brent.Awalt@desotoisd.org  
Work Address UNITED STATES  
Home Address UNITED STATES  
Sex Male

If you click on the **Edit User** tab at the top you can begin editing your profile information.

[View User](#) [Edit User](#) [Transcript](#)

[User Account](#) [User Profile](#) [User Photo](#) [Preferences](#)

**USER DETAILS**  
**Fields marked with an asterisk (\*) are mandatory.**  
Username \*  
First Name \*  
Last Name \*  
Email Address \*  

[Update User](#) [Cancel](#)

Clicking on the **User Profile** tab at the top will allow you to edit your Job Title and other information.

<a href="#">View User</a>	<a href="#">Edit User</a>	<a href="#">Transcript</a>
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<a href="#">User Account</a>	<a href="#">User Profile</a>	<a href="#">User Photo</a>	<a href="#">Preferences</a>
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### USER PROFILE DETAILS

Job Title

Gender  ☐ Keep Private

Self Description

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### User Profile

Website

Blog

### Personal Message

To **Upload** a photo click on the User Photo tab. *Then Choose File*

View User

**Edit User**

Transcript

User Account

User Profile

**User Photo**

Preferences

**USER PHOTO**

To upload a new profile picture, select an image by clicking the Browse button and click the Upload button to upload the selected image.

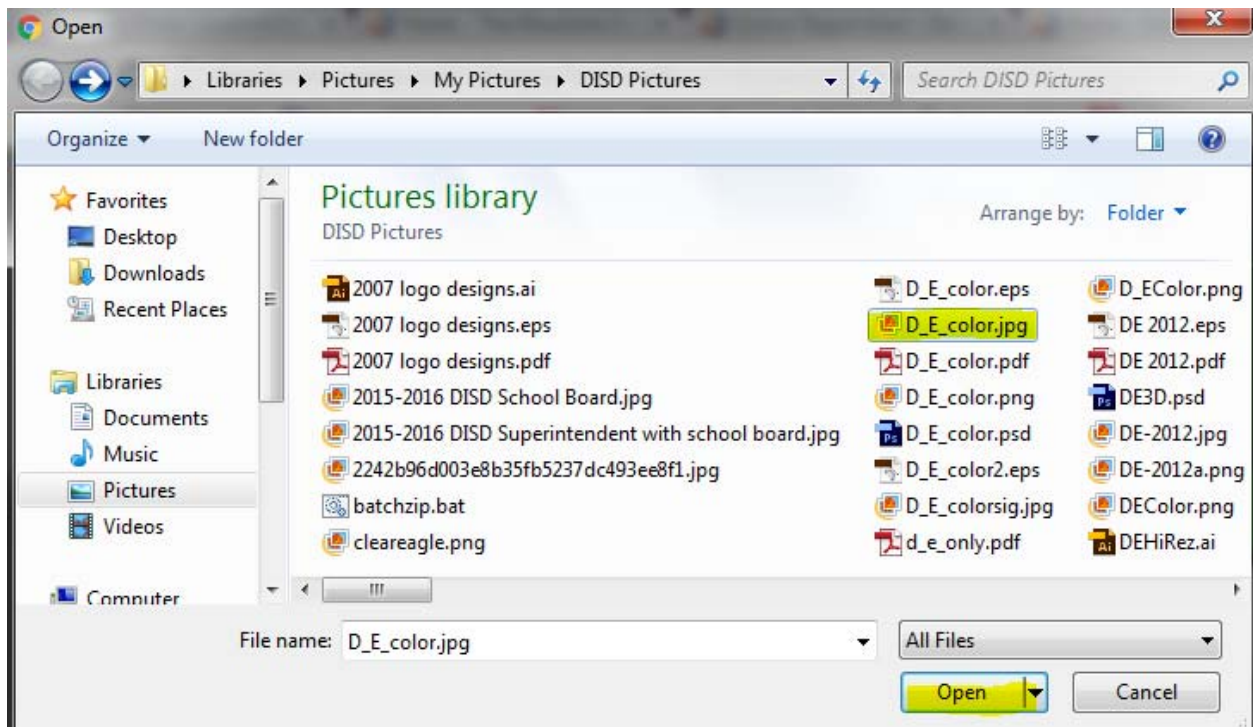
The image must be a **jpg, gif, png, or bmp** with file size less than 10MB.

Choose File

No file chosen

Upload

I will be prompted to select the file from your computer. Once found click it and press **Open**.



You will not see that the file name of the picture you wish to upload is displayed. Click **Upload** and your picture will be added.

[View User](#) [Edit User](#) [Transcript](#)

[User Account](#) [User Profile](#) [User Photo](#) [Preferences](#)

### USER PHOTO

To upload a new profile picture, select an image by clicking the Browse button and click the Upload button to upload the selected image.  
The image must be a **jpg, gif, png, or bmp** with file size less than 10MB.

[Choose File](#) **D\_E\_color.jpg**

[Upload](#)

[View User](#) [Edit User](#) [Transcript](#)

[User Account](#) [User Profile](#) [User Photo](#) [Preferences](#)

### USER PHOTO

To upload a new profile picture, select an image by clicking the Browse button and click the Upload button to upload the selected image.  
The image must be a **jpg, gif, png, or bmp** with file size less than 10MB.

[Choose File](#) No file chosen

[Upload](#)

### CURRENT PHOTO

[✕ REMOVE PHOTO](#)

