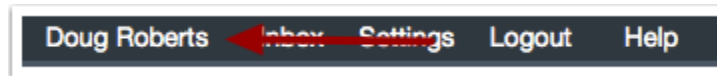


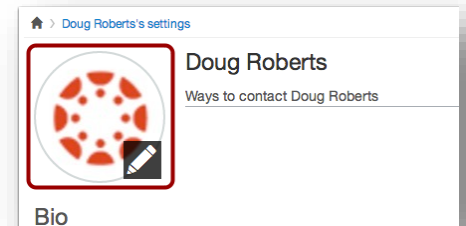
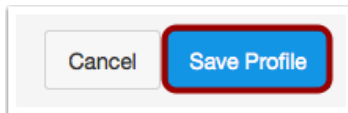
This handout explains how to modify your user Profile in Canvas. User Profile allows you to update your name, preferred contact methods, add a picture and any personal links for your account.

### Editing Your Profile

1. Open your Profile by clicking your name in the Help Corner.



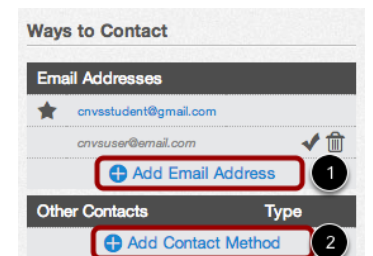
2. Click the **Edit Profile** button on the right side of the screen.
3. In this screen you are able to edit:
  - a. Your name in the name field.
  - b. Your title in the title field.
  - c. Your biography in the bio field. Here you can add hobbies and interesting facts about yourself.
  - d. Your personal links on your profile, such as personal websites, blogs, or portfolios. Enter the title of the link in the title field. Type the URL in the URL field.
4. To upload a profile picture, click the profile picture icon, click "choose a picture" to locate a picture from your computer, and click **Save** to finish uploading the picture.
5. Click the **Save Profile** button.



### Adding Additional Contact Methods



6. Click the **Settings** link located on the top right of the screen.
7. Here you can edit **Ways to Contact**, located on the right side of the screen.
  - To include a second email address you can select the "Add Email Address" option. (1)
  - To include a phone number to be notified via SMS messaging select " Add Contact Method" (2)



8. **Note:** When adding a Cellular Phone, a verification message will be sent to the selected number.