Getting started with my.acap

A resource for Students, including:

1. Participant Profiles
   a. Updating your own Profile
**Updating your Profile**

Find your own profile in the class list. Click on your name to open your Profile. Once your profile page is open, Click on the ‘Edit Profile’ tab, as shown below and the screen on the following page will appear.

![Profile Image](image_url)

**Tip:** Each participant can only edit their own profile. You cannot edit someone else’s profile and vice versa.

**About your profile**

There are four main parts to your profile:

- **General information**: General information allows each participant to update core information about themselves and the way they interact with my.acap. This includes their name, location, their ACAP email address and some information about the way in which the participant wants to receive information from my.acap (e.g. automatic subscriptions to forums etc). Many of these fields have been pre-populated with standard information and it is recommended that you do not change this information.

- **Picture**: Each participant may attach a picture of themselves or an image that represents them.

- **Interests**: Participants may add information about their interests.

- **Optional (or Advanced)**: This section allows participants to add extra information about themselves, if they choose.

**NOTE**: Your profile is your ‘my.acap’ profile. That is, you do not need to update it for each class or module. It will flow through to all the classes into which you’re enrolled and will be retained Term after Term. However, it is good practice to check your profile each term to ensure the information is current.
Fields marked in red are mandatory

It is recommended that you do not change this ‘default’ information

Enter a description or a short biography of yourself here

To add a photo to your profile, click on ‘browse’, select the image from within your computers files (just like attaching a document to an email). The image will be saved when you update your profile below

Add optional ID or contact information if you wish

To save the changes you have made, click ‘Update Profile’
## Document History

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