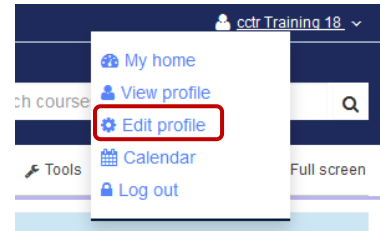# Editing Your Profile and Adding a Profile Picture

1. Log onto Cougar Courses, and in the upper right corner, hover over your name and select **Edit Profile.** Or, in the Administration block within any course, click **My Profile Settings** and from the dropdown list, click **Edit profile**.

2. You will be redirected to your profile. **Note**: though it appears you can change your name and email address from this page, you actually cannot. Any changes will be overridden upon your next login.

3. On this page you can edit settings such as:

   a. Description: This is where you can provide notes about yourself that will be visible on your profile page across the site. Profiles are not course- specific, so information here should be more generic. Add your picture in the **User Picture** field below, not in this field.

   Under **Preferences**:

   b. *Email digest type*: If you want to reduce the number of emails received from Cougar Courses, you can receive just one email per day with the combined set of messages for the day.

   c. *Forum auto-subscribe***:** Forum subscription means you will receive email copies of posts to the forums. This is forced in some situations (like the News Forum used by instructors) but is optional for other forums. This profile setting controls the default behavior upon posting in a forum.

   c. *Forum tracking***:** Forum tracking will indicate whether new posts have been made in forums since your last visit/login. This is only tracked if enabled here in your profile setting.

User Picture

You can add a picture which will display on your profile page and next to your name in any course activity (forum posts, assignment submissions, etc.). This profile picture is site-wide and thus viewable by your instructors and members outside of courses, so use good judgment when selecting your picture. Inappropriate pictures will be removed and you may be called in to the Dean of Students Office.

1. If your picture is larger than 1MB, use an image editor to **resize your image** to less than 1MB.

2. In some Internet browsers you will be able to drag and drop your image onto the area provided. If not, click the **Add** symbol.
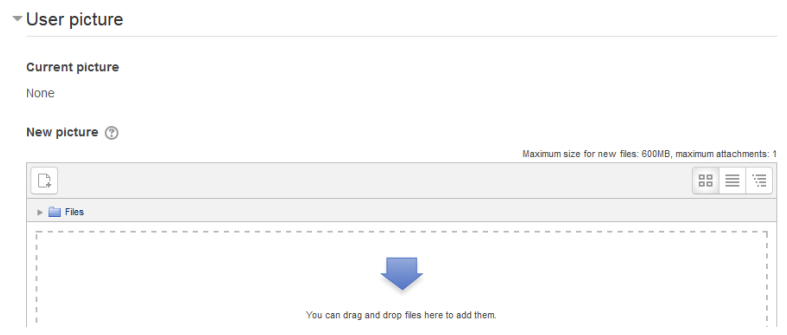
3. When the File picker opens:
   a. Select **Upload a file.**
   b. Click the **Browse** button and locate the image file on your computer.
   c. Click **Upload this file**.
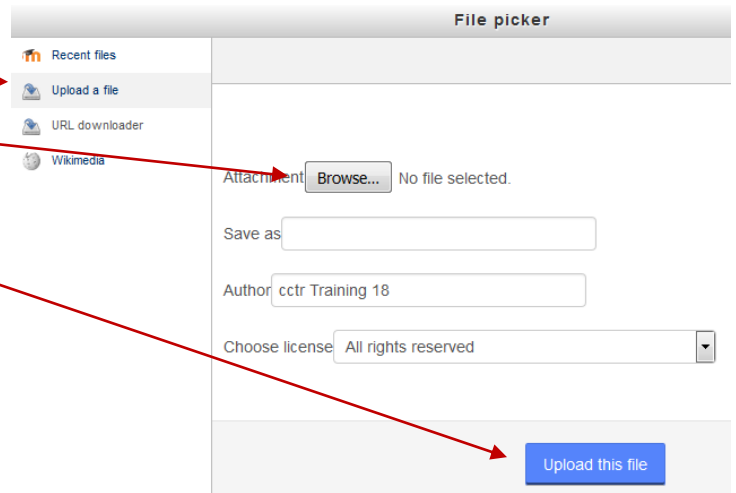
4. Your image should appear in the **New picture** field.
5. Scroll to the bottom and select **Update profile**.