How to edit your account information and your profile in the Virtual Classroom

Once logged in the Virtual Classroom, in the upper right hand corner you will see your name and profile picture. If you click there, the User menu will open. Click the “Profile” option.
Profile page

This will open your profile page, which includes personal information (country, city, profession, date of birth, etc.), the courses in which you are enrolled, date and time of last access, among other information.

User details
- Edit profile
- Country: Jamaica
- City/town: Kingston
- Profesión / Profession: Psychologist
- Lugar donde labora: Ministry of Health
- Cargo que desempeña: Psychologist
- Fecha de nacimiento: 18 August 1980
- Sexo / Gender: M

Course details
- Course profiles
  - AUDIT-SBI in Primary Health Care
  - Alcohol Policy in Public Health

Miscellaneous
- Blog entries
- Forum posts
- Forum discussions

Reports
- Browser sessions

Login activity
- First access to: Friday, 4 March 2016, 9:02 AM (3 days 1 hour)
- Last access to: Monday, 7 March 2016, 10:11 AM (now)
“Edit profile” link

In the following slides we will show how to update/edit your account information. Then we will review how to update your user profile in the Virtual Classroom. For both of these actions, click on the “Edit profile” link in your profile page.
How to update your account information (First name, Last name, E-mail, Password, etc.)

After you click “Edit profile”, a form will appear. Click on the link in the yellow banner at the top of the page.

Once you update your account information, you must logout and re-login to see the changes.
How to update your account information (First name, Last name, E-mail, Password, etc.)

A new tab in your browser will open, showing your username and a summary of your PERSONAL INFORMATION below. Click on the “Edit” button.
How to update your account information

In the form, use the “Current password” field if you wish to change your e-mail or your password. Follow the instructions on the screen. If you do not wish to make changes, continue with the rest of the form.
How to update your account information

Below, you can update the information you included when creating your account:

**First name and Last name:** Please write your names correctly. These are the names that will appear in the Virtual Classroom and on your course completion certificates so please enter your full name **EXACTLY** as you want it to appear. Make sure to include any accents, hyphens or other marks that should appear in your name. Do not put your names in all uppercase. Only the first letter of each name should be capitalized. Do not include any titles (Dr., etc.).

**Identification (ID) number:** Please write exactly as it appears on your identification card. This information is stored securely and will only be used to validate your identity in the certifications you obtain.

**Country and city:** Country and city where you live.

**Gender and date of birth:** Select from the dropdown list.
How to update your account information

The rest of the information you need to update is your PROFESSIONAL AND WORK INFORMATION (Profession, Where do you work and Job title).

Remember to click the “Save” button to finish the process.
Changing your password

To change your password, at the beginning of the form, follow the instructions on your screen. First, write your current password **(1)**. Then write your new password **(2)**, repeat this new password in the next field **(3)**, and finally press the “Save” button at the end of the form.
Update your First name and Last name

PLEASE NOTE: The changes in your First name and Last name will NOT be shown immediately... The next time you log out of the Virtual Classroom and then log in again, you will see your name updated.
How to edit your user profile in the Virtual Classroom

When you return to the original “Edit profile” tab, below the yellow banner you can update your user profile fields:

1. Email display: this determines who will be able to see your e-mail address (please select one of three options: allow only participants of the course to see your email address, allow everyone or hide from everyone).

2. Time zone: Select the time zone of the place where you live. This field is important because time sensitive activities in the platform will display the dates and time zone you have set, and also show the time remaining until the deadline for the activity.

3. Description: Write a brief synthesis of your academic and professional experience.
Photo or profile picture in the Virtual Classroom

After you have completed the 3 previous fields, you will find a space to upload your profile picture.

How do I upload my picture?

1. The first option is to open your files explorer (Windows or MAC), then drag and drop the image file in the space indicated.

2. The second option is to press the “Add +” button to select the file.
Select picture

Once you press the “Add+” button, you will see the “File picker” window where you should click on “Upload a file" and then the “Attachment” button on the right.

With the help of your files explorer (Windows or MAC), select the desired image from your computer. Press the “Open” button to select the file. Once you have done this, click "Upload this file".

NOTE: The photo must meet the requirements specified on the following slide.
Photo Requirements

IMPORTANT!!

The selected image must meet the following requirements:

• It must be in jpg or png format.
• Passport or ID type photos are recommended.
• It should have a minimum resolution of 100 x 100 pixels.
• We recommend using images of less than 500 KB.

If you meet these requirements, the image will be displayed as shown. Remember to click on the button “Update personal information” to save all changes.
VIRTUAL CAMPUS HELP DESK

If you need assistance, please go to the Campus Help Desk:
https://ayuda.campusvirtualsp.org/?q=en

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