

How to Edit Your Profile



If you are new to NovoEd creating your profile for the first time – Welcome! This article will help you add a profile picture and edit your profile details.

How to Edit Your Profile

1. To edit your organizational profile, you may click on your avatar and then select "Profile" from the drop down menu.
2. To edit your course profile, first enter the course.
3. Then, click on your Profile Image from the left navigation bar and choose "Profile" from the dropdown menu. (Alternatively, you may be directed to your profile from a notification or a profile activity in a lesson.)
4. **Note: depending on your organization, some fields may not be editable**





Alison
Sullivan

Import from Facebook Import from LinkedIn

Add a headline

Add a short bio of yourself

- Where do you live?
- Where do you work?
- What's your job title?
- Where did you go to school?

PICTURE

You may upload a new profile picture (it will be automatically cropped to fit) by:

- Directly uploading a picture from your computer
- Or importing your profile image from LinkedIn

BASIC DETAILS & CUSTOM QUESTIONS

From your Profile page, hover and click on the text boxes to edit and make changes. There may be some required questions, which will be noted with an asterisk. Some courses may have additional questions to personalize your page.

LOCATION

To add your location, input your city and a drop-down list of cities will appear. Select the best match and it will populate for your location.

Where do you live?

- Manila** NCR, Philippines
- Manila** UT, United States
- Manila** AR, United States
- Manila** CA, United States
- Manila** WV, United States

Note: Imported data will override fields that have content in it. Some courses may include additional questions or different options determined by your organization.