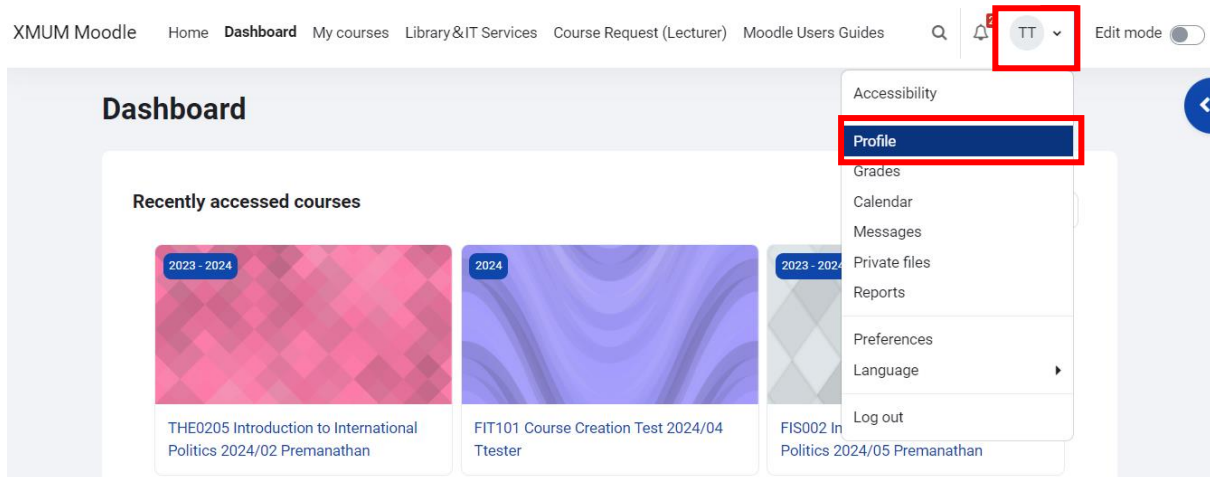




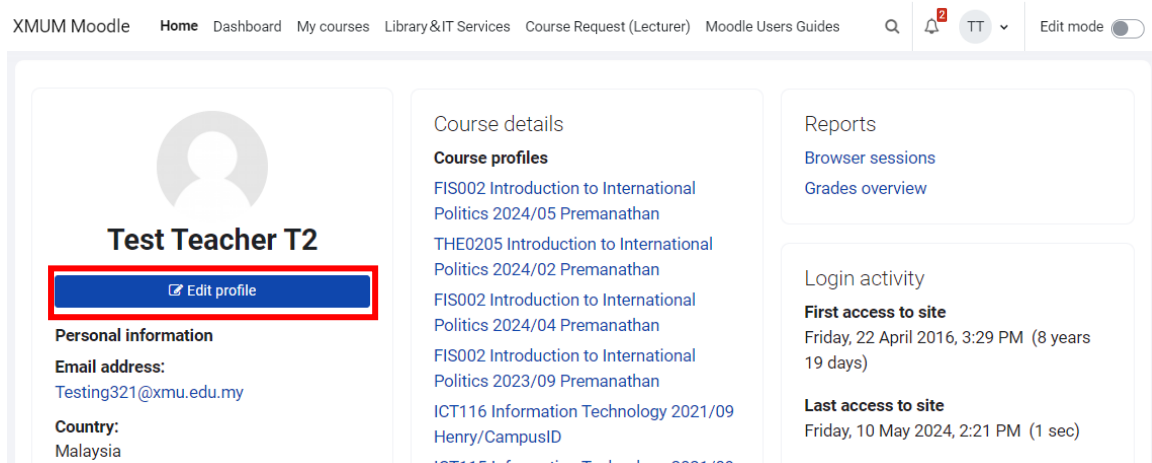
Editing Your Moodle Profile

This page allows you to update your personal profile page in Moodle, post your picture, a personal statement, and **ensure your full name is entered correctly**.

1. Click on **Your Name** and select **Profile** at User Menu.



2. Click **Edit profile**.





3. Ensure your full name is entered correctly - **First name** and **Last name**. Select the country or region is "Malaysia" and Timezone is "Server timezone (Asia/Kuala Lumpur)".

Test Teacher T2

[Expand all](#)

▼ General

First name	<input type="text" value="Test Teacher"/>
Last name	<input type="text" value="T2"/>
Email address	<input type="text" value="Testing321@xmu.edu.my"/>
Email visibility	<input type="text" value="Visible to course participants"/>
MoodleNet profile ID	<input type="text"/>
City/town	<input type="text"/>
Select the country or region name	<input type="text" value="Malaysia"/>
Timezone	<input type="text" value="Server timezone (Asia/Kuala Lumpur)"/>
Description	<div><div>Edit View Insert Format Tools Table Help</div><div></div><div><p>p</p></div><div>0 words</div></div>

4. Scroll to the **User picture** section.

- Click the **Add button**. This will take you to "file picker" where you can **upload a file**, or **drag and drop** a photo from your computer.

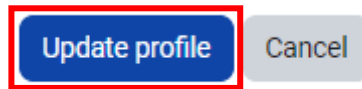
NOTE: The picture must be in JPG or PNG format. Moodle will crop the image to a 100x100 pixel square. Moodle photo upload limit applies.

▼ User picture

Current picture	None
New picture	<div><div><div><div></div><div><div>Upload a photo from your computer</div></div></div><div>Maximum file size: 20 MB, maximum number of files: 1</div></div><div><div>Files</div></div><div>Accepted file types: Image files to be optimised, such as badges .gif .jpe .jpeg .jpg .png</div></div>
Picture description	<input type="text"/>



5. Once selected, click **Update profile** at the bottom of the page.



6. If any information is found incorrect, email the correct info to **moodle@xmu.edu.my**