# Moodle: Editing Your Profile

This page is to help you make changes to your profile on the Moodle site.

The first thing you will need to do is log in to the site, if you have not done so already. Once you are logged in you can click on your name anywhere it appears on the site; in the header, a discussion forum, or a participant list.

Once you click on your name, the profile window appears. This first page gives some summary information and a number of tabs. One of these tabs is labeled edit profile. Click this tab.
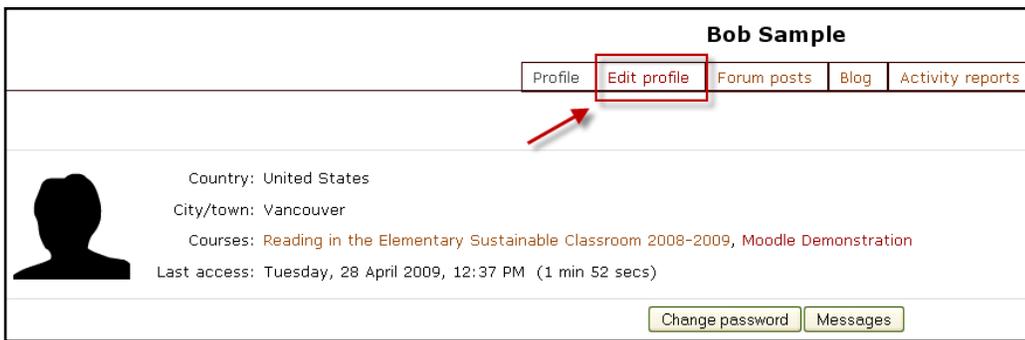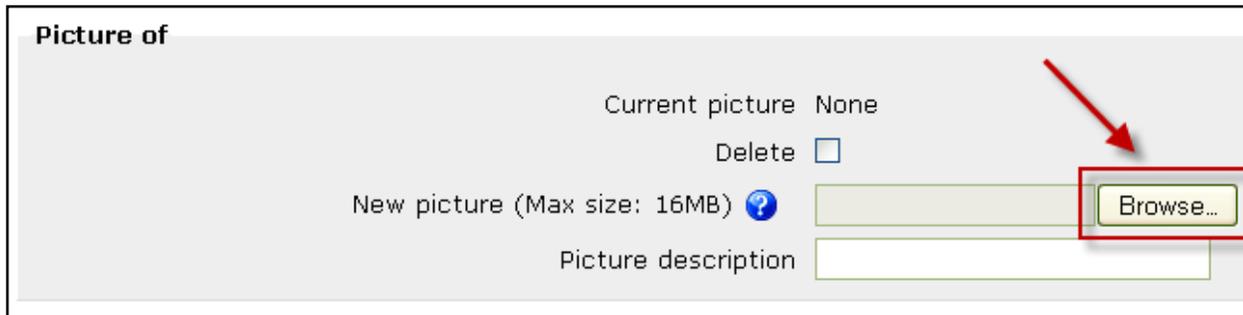

This area allows you to add or change your personal information including your email address and username. There are some advanced options that you should be aware of as well. Scroll to the top and click the show advanced button. A number of other options have now appeared.
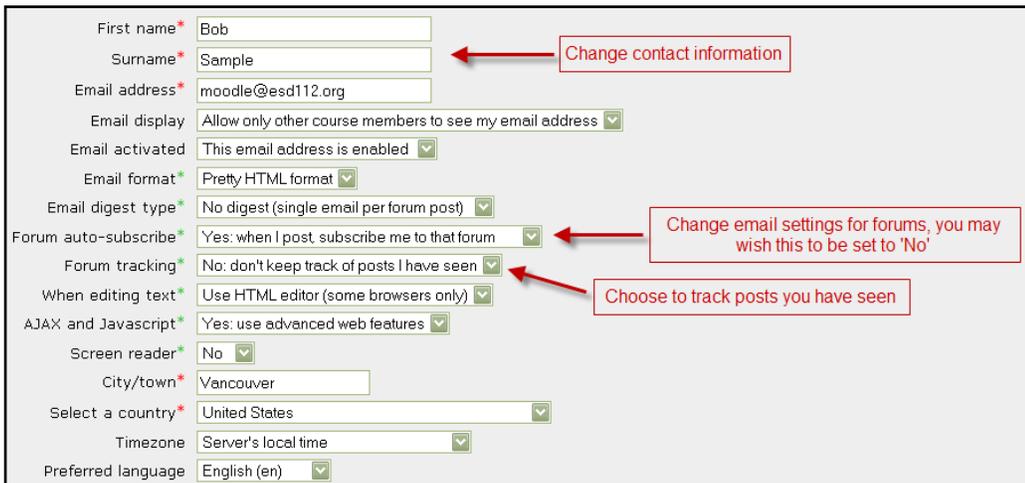
Forum auto-subscribe changes whether you will automatically receive emails when you post to a forum/discussion group. You may wish to change this setting to "No". You can always choose in each forum to subscribe to that particular one. This might save you from getting a barrage of emails if you forget to choose no in each forum where you post.

The other setting is forum tracking. This will show you where there are posts in a forum you have not yet read. This can be useful in a course where people are logging in to post at a variety of times.

You can also add a picture of yourself by scrolling down to the picture area, browsing on your computer to find an image and clicking add. You can add a real photo or an image that represents you depending on what you prefer or what the leader of your group or class has asked you to do.