



# Informatics for Pharmacy Students e-Resource

## Profile Editing Instructions

Follow the steps below to edit your profile.

- Your profile includes information such as your name, email address, and e-Resource preferences.
- You can set and adjust your preferences by editing your profile.

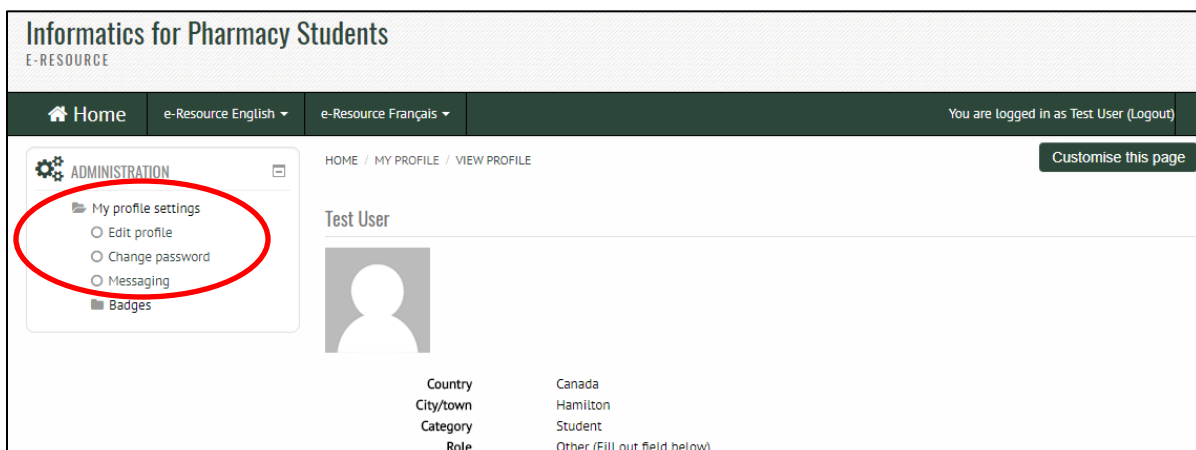
### Step 1: Accessing your profile

- After logging in, you will see your name on the top right corner of the page.
- Click on your name to edit your profile.



### Step 2: My Profile Settings

- You will see a menu called “Administration” on the left side of the page.
- Click on “Edit profile” to edit your settings.



### Step 3: Mandatory Fields

- Fields marked with a red asterisk are mandatory and cannot be altered (these fields were completed during the self-registration process).
- Other fields will allow you to change your preferences.

Informatics for Pharmacy Students  
E-RESOURCE

Home e-Resource English e-Resource Français You are logged in as Test User (Logout)

ADMINISTRATION  
My profile settings  
Edit profile  
Change password  
Messaging  
Badges

HOME / MY PROFILE SETTINGS / EDIT PROFILE

Test User Expand all

General

First name\* Test

Surname\* User

Email address\* sm.wood@utoronto.ca

Email display Allow only other course members to see my email address

Email format Pretty HTML format

Email digest type No digest (single email per forum post)

Forum auto-subscribe Yes: when I post, subscribe me to that forum

### Step 4: Set Your Preferences

- Go through the settings and choose your preferences.
- Please pay attention to the following fields:

**Email display** – Your choice determines whether your email address will be seen by others.

Allow only other course members to see my email address

Hide my email address from everyone

Allow everyone to see my email address

Allow only other course members to see my email address

**Preferred language** – Your choice will determine the default language for the learning management system.

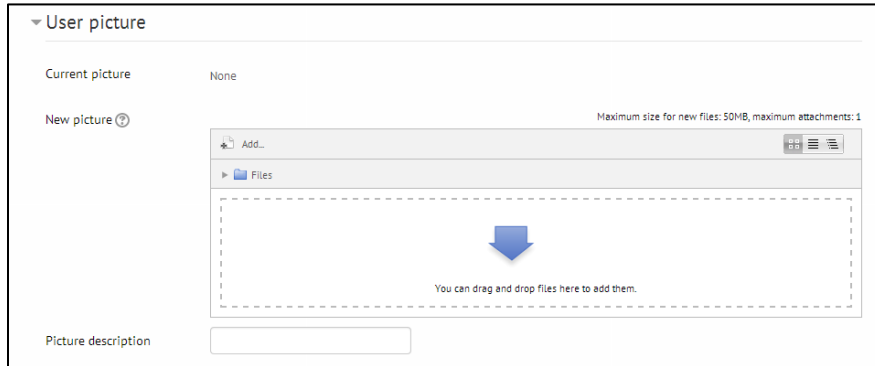
English (en)

English (en)

Français (fr)

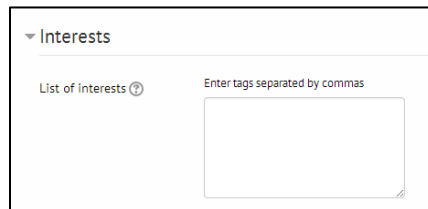
### Step 5: Add Your User Picture (optional)

- You can upload your user picture by clicking “Add...” and selecting a file or dragging and dropping the file to the upload box.



### Step 6: List Your Interests (optional)

- You can list your interests to make your profile more engaging.
- Your interests will be displayed on your profile page as tags.



### Step 7: Save Changes

- Scroll down to the bottom of the page and click “Update profile” to save your changes.

