Your profile settings explained

This refers to Moodle 3.4 from July 2018 onward

You can edit your profile to show information about yourself and also to customise your experience of Moodle. If you change anything in your profile don’t forget to click Edit Profile:

- Click on your name at the top right of the Moodle page
- Click on Profile in the pull-down menu
- View your profile, and if you’d like to change anything, click Edit Profile in the User details section.

General settings
You cannot change your First name, surname or email address as these are set centrally.

You can add more information to your Description.

You can also add a Picture to your profile

### Additional names and Optional information

You can add an additional name or nickname to your profile

#### Additional names

<table>
<thead>
<tr>
<th>Name Type</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name - phonetic</td>
<td></td>
</tr>
<tr>
<td>Surname - phonetic</td>
<td></td>
</tr>
<tr>
<td>Middle name</td>
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<td>Alternate name</td>
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You can also add your personal web address, Skype ID etc. under the Optional tab.
We do not recommend that you add any personally identifying information that is not required for learning and teaching purposes.

You can also change your forum and email preferences.

See also: Ensuring you get emails from Moodle in the format you'd like

Further information

The following other resources are also relevant to this topic:

- Upload a picture to your Moodle profile
- Customising your Dashboard - adding a Favourites block
- Your profile settings explained
- Making sure you get all your emails
- 3. Your Moodle profile and Dashboard page
- Change the number of emails Moodle sends you