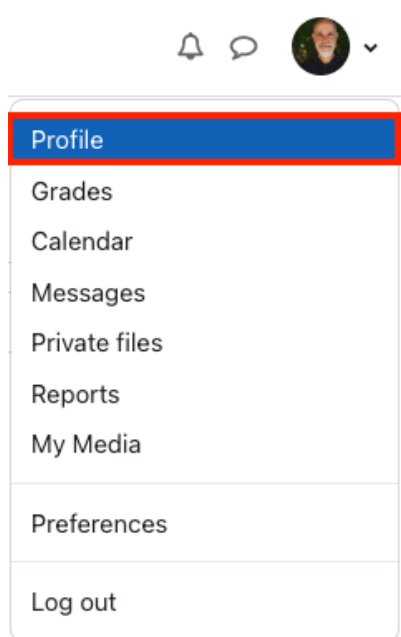# Profile Settings in AsULearn

Every user in AsULearn has a **Profile** with contact and descriptive information, most of which is visible to other users in your courses. In AsULearn, your profile is a **site profile**, not a course profile.

To edit your profile, click your avatar or name at the top right corner of the AsULearn page, then click **Profile**.

The Profile page contains links to reports about your activity on AsULearn and a link to edit your information and preferences.

Select the **Edit profile** link from the **User details** section on the page.

You cannot edit data that is assigned through Banner.

You can specify who can see your **Email** address:

- no one but privileged users (instructors, administrators),
- everyone, or
- only others in your courses.

Enter a **Description** to let others know about you and your interests. Again, this is a site profile, so this should not be specific to any given course, but a general description/bio as you prefer.

Upload an image for your **User picture**. Select a JPG or PNG file. The image will be cropped to a square and resized to 100×100 pixels.

Current picture

Delete picture

New picture ❓

Maximum size for new files: 800MB, maximum attachments: 1

▪ Files

⬇

You can drag and drop files here to add them.

Accepted file types:

Image files used on the web .gif .jpe .jpeg .jpg .png .svg .svgz

Picture description

Specify **Additional names** you want others to know about.

Create tags to highlight your **Interests**.

Specify other **Optional** ways to contact you online and/or through social media.

Click **Update profile** at the bottom of the page to save any changes.

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