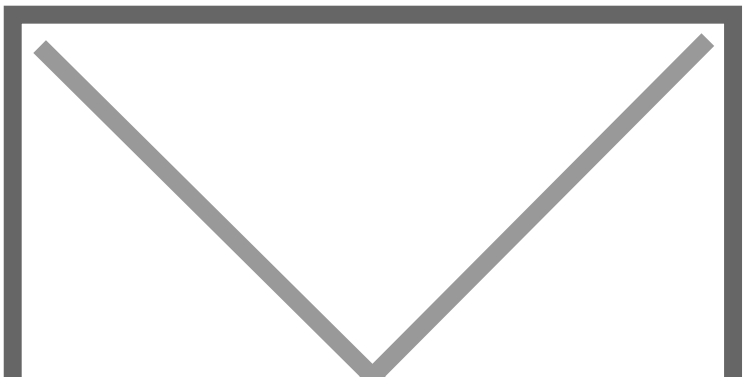
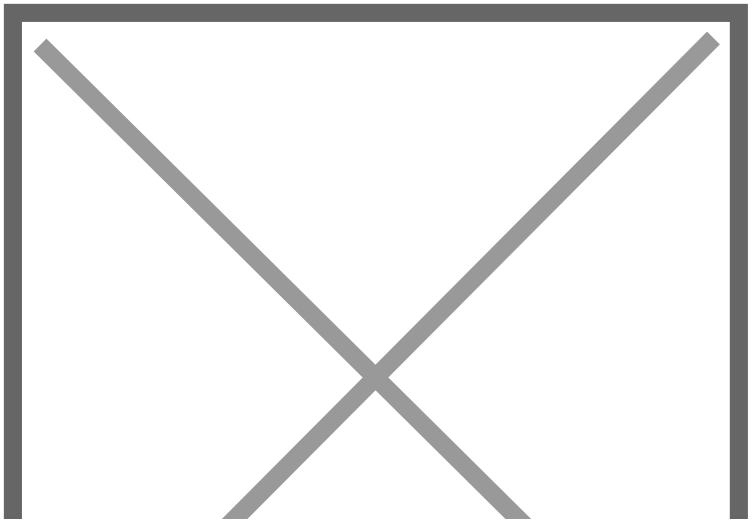
Setting Up your Brightspace Profile

To set up your profile within Brightspace:

1. Log In
2. Once logged in, at the top right, click on your initials



3. Click ‘Profile’

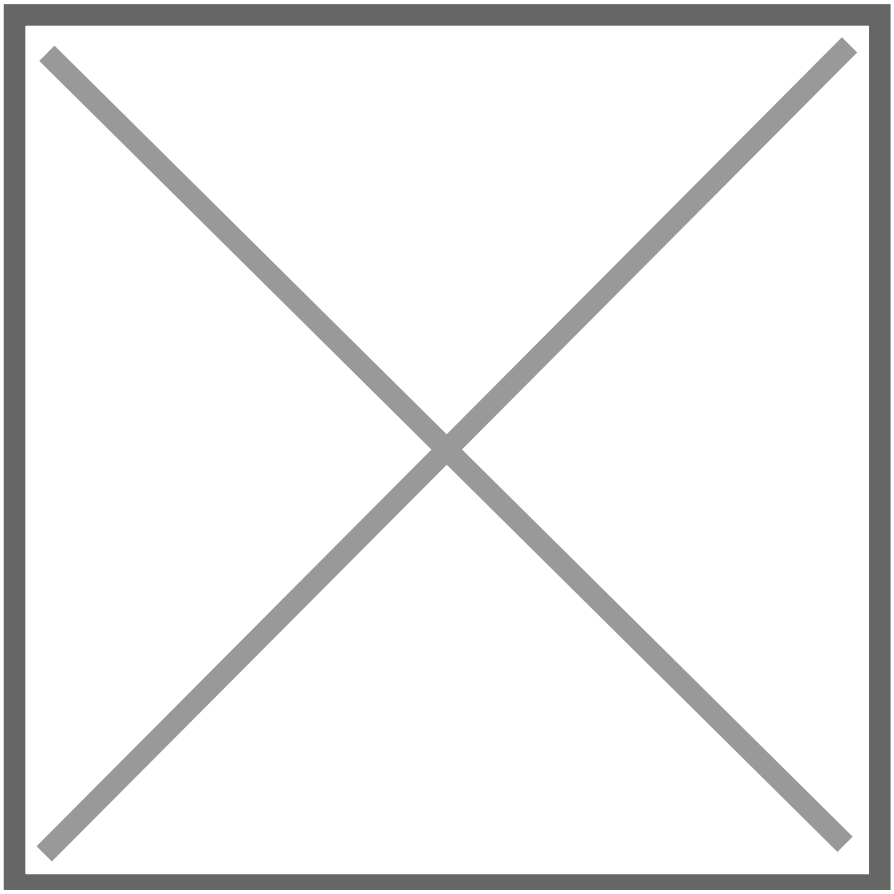


Here you can update:

- Profile picture
  - Images must be less than 1MB in size
  - Remember that this image will be seen by your teachers and other students, please choose a respectful one that represents you. Your teachers appreciate seeing your face. If you are uncomfortable providing a picture, that is ok. Any pictures with inappropriate images or content will be removed.
- Contact Information
  - This will make your email address public to other users within Brightspace. Teachers have access to your email address if you choose to not put it in this box.

- Personal Information
    - If you’d like for others to get to know you a bit, feel free to include some personal tidbits - favorite movies, favorite quotes etc. This is not required.

4. Once you have finished editing your profile. Remember to click ‘Save and Close’



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