
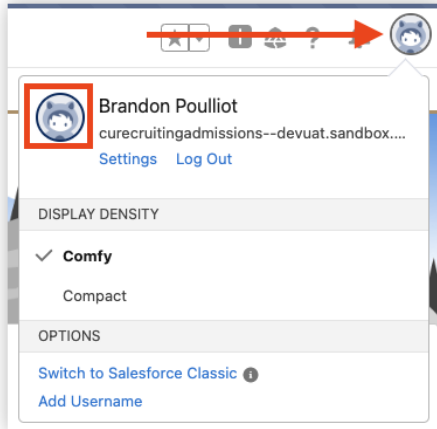




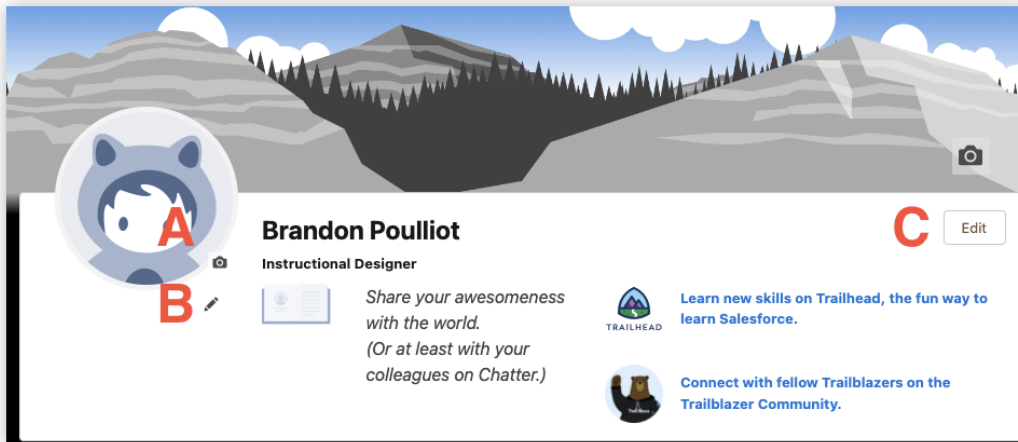
## Profile | Edit



### Basic Profile Information

1. Click on the generic avatar  in the top right and click the generic avatar in the drop-down menu.



2. Set basic information for your Student Support Network profile:



- a. Click the camera icon  and click **Update Photo** to upload a photo (RECOMMENDED).
- b. Click the pencil icon  to edit the **About Me** section of your profile (RECOMMENDED).
- c. Click **Edit** to edit details in bulk (proceed to Step 3).

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*NOTE: The **About Me** section should be brief and may include information like preferred method(s) of contact, office location, office hours, and any other pertinent details for students. Optionally, the camera icon above the **Edit** button (top right) allows you to set a banner image to further customize the look of your profile page.*

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## Profile Details

3. Enter or revise any necessary profile details and click **Save**:

Edit Brandon Poulliot

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**Name** Manager

First Name

Middle Name

**Last Name**

Suffix

Title Company Name

Contact

**Email** Phone

**Address** Mobile

Street

City State/Province

Zip/Postal Code Country

About Me

- A. Edit names displayed within Student Success Network.
- B. Edit your title displayed withing Student Success Network.
- C. Edit contact information. RECOMMENDED: Enter office/Teams softphone number.
- D. Enter any desired address information (campus/office information).
- E. **About Me** section may also be edited through this details dialog.