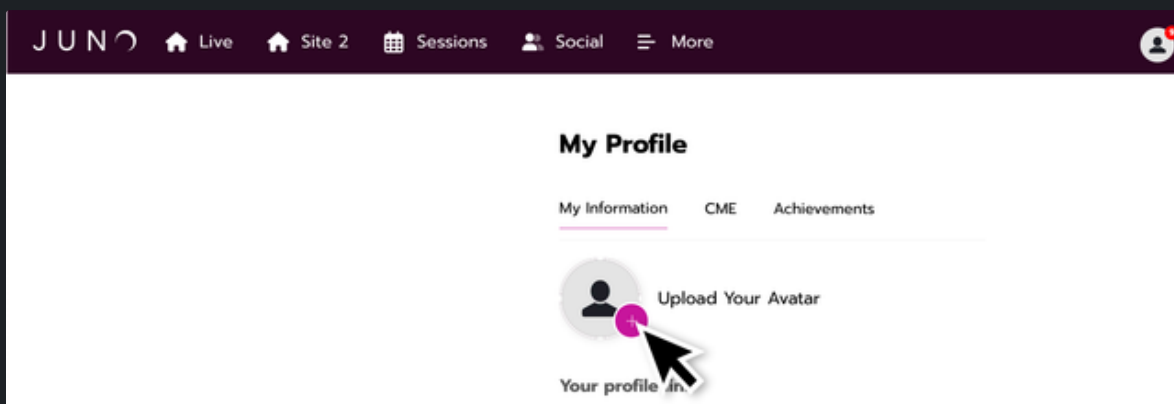# Set up your profile

Locate and manage your profile through **My Information** in your profile menu dropdown.

Updating your profile picture (Avatar)

1. Select the **+** next to **Upload Your Avatar**.
2. Choose an image from your computer and select **Open**.
3. Scroll to the bottom of the page and select **Save.**
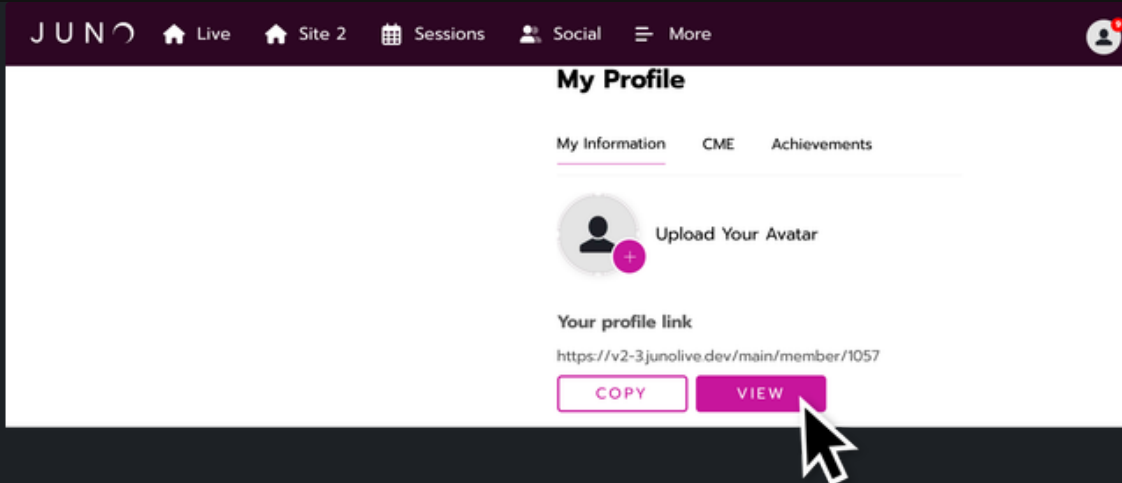

Select an image for your profile.

View or share your public profile

Under **Your profile link:**

- Select **View** to see what your profile will look like to other people.
- Select **Copy** to share your profile link with others.

Select to view the public profile.

Edit your information

All fields other than your email address can be updated to reflect your current information. Once you've made changes, scroll down to the bottom of the page and select **Save**.

Edit your information

Set your contact preferences

You can set your availability, privacy, and contact preferences from your profile.

Select tags

You'll find a list of tags at the bottom of your information page. Depending on how your organization sets up the platform, you might be able to choose tags that indicate your interests, roles, and more. The tags you choose appear on your profile so people can learn more about you. They might also help the platform recommend content and people you're interested in. Select **Save** at the bottom to update your changes.

Select tags

Related articles

- Set your contact preferences (Everyone)
- Manage your notification preferences (Everyone)
- Deleting your account (Everyone)
- View your notifications (Everyone)
- Delete your account (Everyone)
- Manage your account (Everyone)
- Set up your profile (Everyone)
- Block or report users (Everyone)
- Earn and claim continuing education credits (legacy version) (Everyone)