SUMMIT ☙ UNIVERSITY®

Student Orientation
Step 4: Update your Moodle profile.
Video script text

In addition to checking your SU student profile in Orbund, you will also need to make a few changes to your Moodle profile.

To update your Moodle profile information, first login to the SU Student Portal through Orbund at online.summituniversity.org   Click on **Classes** and then on **Student Orientation**. This will take you to the SU Student Orientation area. Click on **Moodle Course Access,** which will show you the link to this Moodle course. **Click on this link** to access Moodle.

Once in Moodle, look in the upper right-hand corner of the screen to make sure that your name is listed there. If you don't see your name and you are a new student, please go back to the SU Student Portal through Orbund and access the **Student Orientation** course listed under **Classes**. You may want to rewind this video to see how to do this.

If you have taken classes with us before, but do not see your name listed at the top of the page, simply login to the SU Student Portal through Orbund and **click on any Moodle link** inside one of your classes to access your Moodle account.

Once you are correctly logged into your Moodle account via the SU Student Portal, go to your **My home** page. In the **Administration** block, open the **My profile settings** menu and click on **Edit profile**. This will take you to your Moodle profile.

First, **check to make sure that you name and email address are correct**. This should be the email address where you want to receive important messages and communications from Moodle. Note that if you update your email address in your Student Profile in Orbund, you will also need to update it here in Moodle.

Next, **scroll down to Timezone and change the time zone** from "Server's local time" to your location. This will ensure that all of the dates and times you see in Moodle (including assignment due dates) are displayed correctly in your time zone time. You may need to scroll up to view additional time zones in the list.

Next, add a short description of yourself by typing in the **description** box. You can include things like what you do for a living and what you are studying at SU.

Add a **profile photo** by clicking on the **User picture** link. Your photo should be approximately 100px by 100px and will appear next to your forum posts and in other places in Moodle. Click **Add…** → **Upload a file** → **Browse** and then select the file on your computer. Click **Open**, then **Upload** this file and the image will appear in your profile. Then click **Update profile**.

This will take you to your **Public Profile** page in Moodle where you can see your new image and profile description.

And with that you're ready for the final step of orientation!