Contents

Overview

In your user profile, you can update your personal preferences and information, such as your profile photo, name, preferred prefix, password, job title, preferred language, and time zone. You can also view information about trends in your training and view your training history.

To access your user profile:

1. Open the user menu by clicking on your profile name and picture on the top navigation.

Lauren Tester
Student

2. Click on the buttons to view more information about your:
   a. Completed Training
   b. Certificates Received
   c. Skills Acquired
   d. Badges Earned *(coming soon)*

2 Trainings Completed	2 Certificates Received	0 Skills Acquired	0 Badges Earned

3. View trends in your training history in the *Trends* widget.

Trends

Last 7 Days	Training(s) completed	Current training(s)	Certificate(s) received	Time spent on Training
	2 +2 ↗	- - →	2 +2 ↗	11 min 7 sec 11 min 7 sec ↗

Training(s) completed — Week1 Week2 Week3 Week4 Week5

Current training(s) — Week1 Week2 Week3 Week4 Week5

4. View your progress, status, and details about any trainings in which you are enrolled.

Training History

Name	Progress	Status	Details
Technologies (1 Course w 1 Module)	100%	✓ Passed	Details
Technologies (1 Course w 4 Individual Modules)	100%	✓ Passed	Details
Technologies (1 Module, No Course)	0%	⋯ Pending	Details
Technologies (4 Modules, No Course)	0%	⋯ Pending	Details

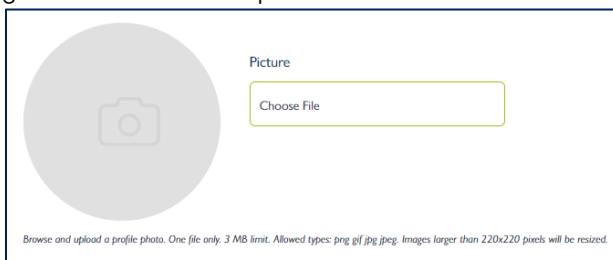## To update your profile photo:

1. Open the user menu by clicking on your profile name and picture on the top navigation.
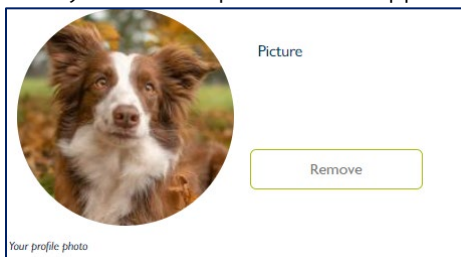

2. Click the *Edit User Profile* button.

3. You will be able to add/remove your profile photo by clicking the *Choose File* button. Photos must be no greater than 220x220 pixels.

4. After you select a photo, it will appear in your profile.

5. To remove your profile photo, click the *Remove* button.
6. Click *Save*.

To edit your personal and preferred information:

1. Open the user menu by clicking on your profile name and picture on the top navigation.

    Lauren Tester
    Student

2. Click the *Edit User Profile* button.

    Edit User Profile

3. Select the text field you wish to modify.

First Name*	Last Name*
Lauren	Tester

    Any grayed-out fields must be modified by an administrator. Please contact blclms@lifenethealth.org if you require assistance.

    Learner Group*
    Field Representative (USA) 🚫

4. Click *Save*.

    Save

To change your password:

1. Open the user menu by clicking on your profile name and picture on the top navigation.

    Lauren Tester
    Student

2. Click the *Edit User Profile* button.

    Edit User Profile

3. Enter your new password and then confirm the new password.

Password	Confirm Password
Password	Confirm password
Password strength:	Passwords match:
	To change the current user password, enter the new password in both fields.

4. Enter your current password.

    Current Password

5. Click *Save*.

    Save

To log out of the system:

Click the logout icon in the upper-right corner of your screen.

FAQ: How can I delete my account?

If you have any questions or wish to delete your account, please contact blclms@lifenethealth.org.