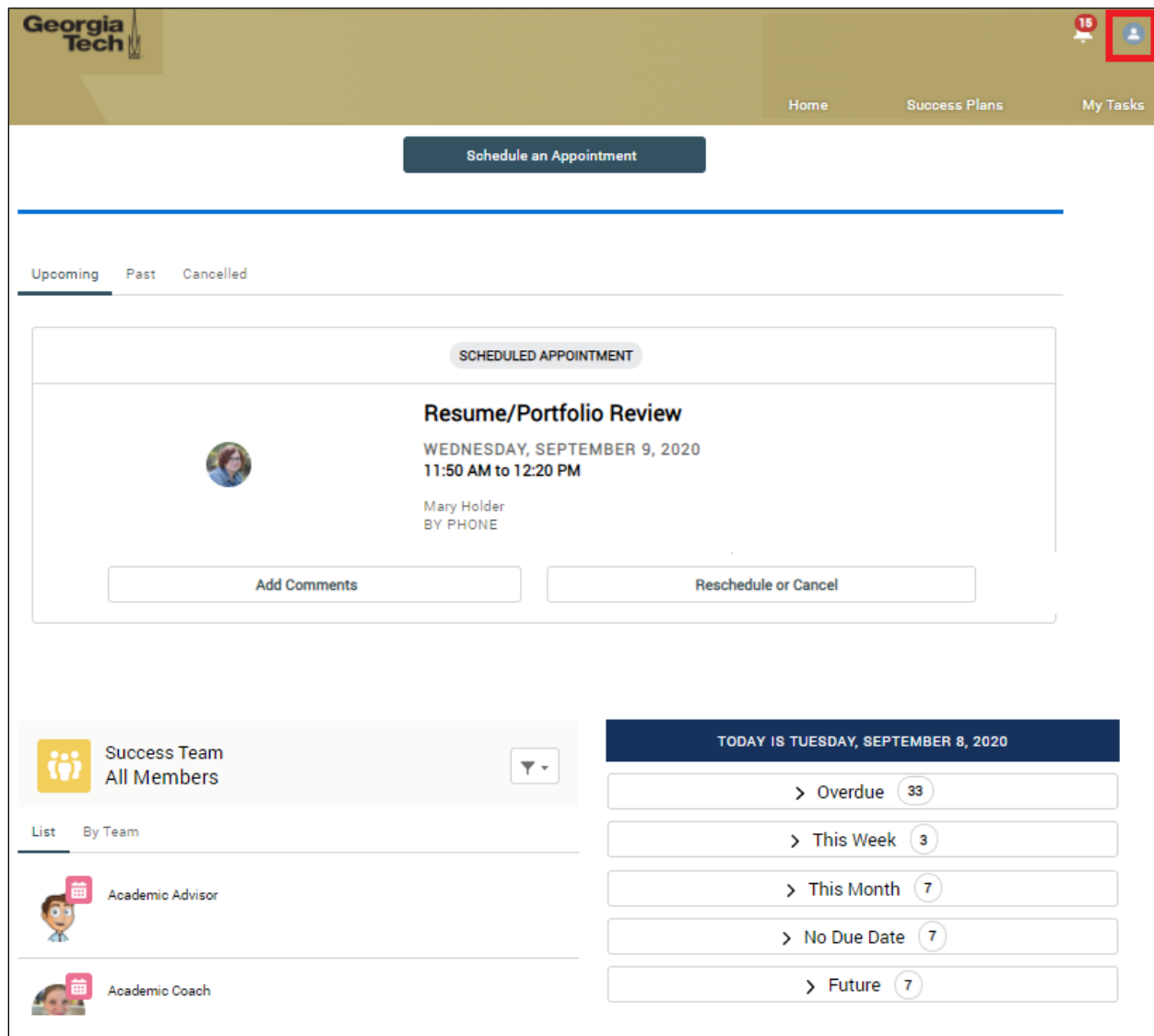


Settings

Overview

Located in the top right corner will be a profile icon that will give the user access to information pertinent to their account. They will be able to update personal information, account information, manage their account, send direct messages, contact support, and log out.

1. Select the **highlighted profile icon** located in the top right corner.




The screenshot displays the Georgia Tech user interface. At the top right, a profile icon is highlighted with a red box. Below the navigation bar, there is a "Schedule an Appointment" button. The main content area shows a "SCHEDULED APPOINTMENT" for a "Resume/Portfolio Review" on Wednesday, September 9, 2020, from 11:50 AM to 12:20 PM. The appointment is with Mary Holder, BY PHONE. Below the appointment details are buttons for "Add Comments" and "Reschedule or Cancel". On the left side, there is a "Success Team" section with "All Members" and a dropdown menu. Below this, there are sections for "Academic Advisor" and "Academic Coach". On the right side, there is a "TODAY IS TUESDAY, SEPTEMBER 8, 2020" header and a list of task categories: "Overdue" (33), "This Week" (3), "This Month" (7), "No Due Date" (7), and "Future" (7).



Profile

Gives access to basic student information such as full name, title, manager, company name, email, phone number, mobile, email address, home address, and about me.

	Sofia Student	Edit
	Customer	
	Name	Title
	Sofia Student	
	Manager	Company Name
	Email	Phone
fifedog15@gmail.com		
Mobile	Address	
About Me		

2. Select **Edit** to update any user information.



Edit User

About

***Name**

First Name

Middle Name

***Last Name**

Suffix

Manager

Title

Company Name

Contact

Email

Mobile

Phone

Address

Street

City State/Province

Zip/Postal Code Country

Background

About Me

3. Select **Save** when finished.