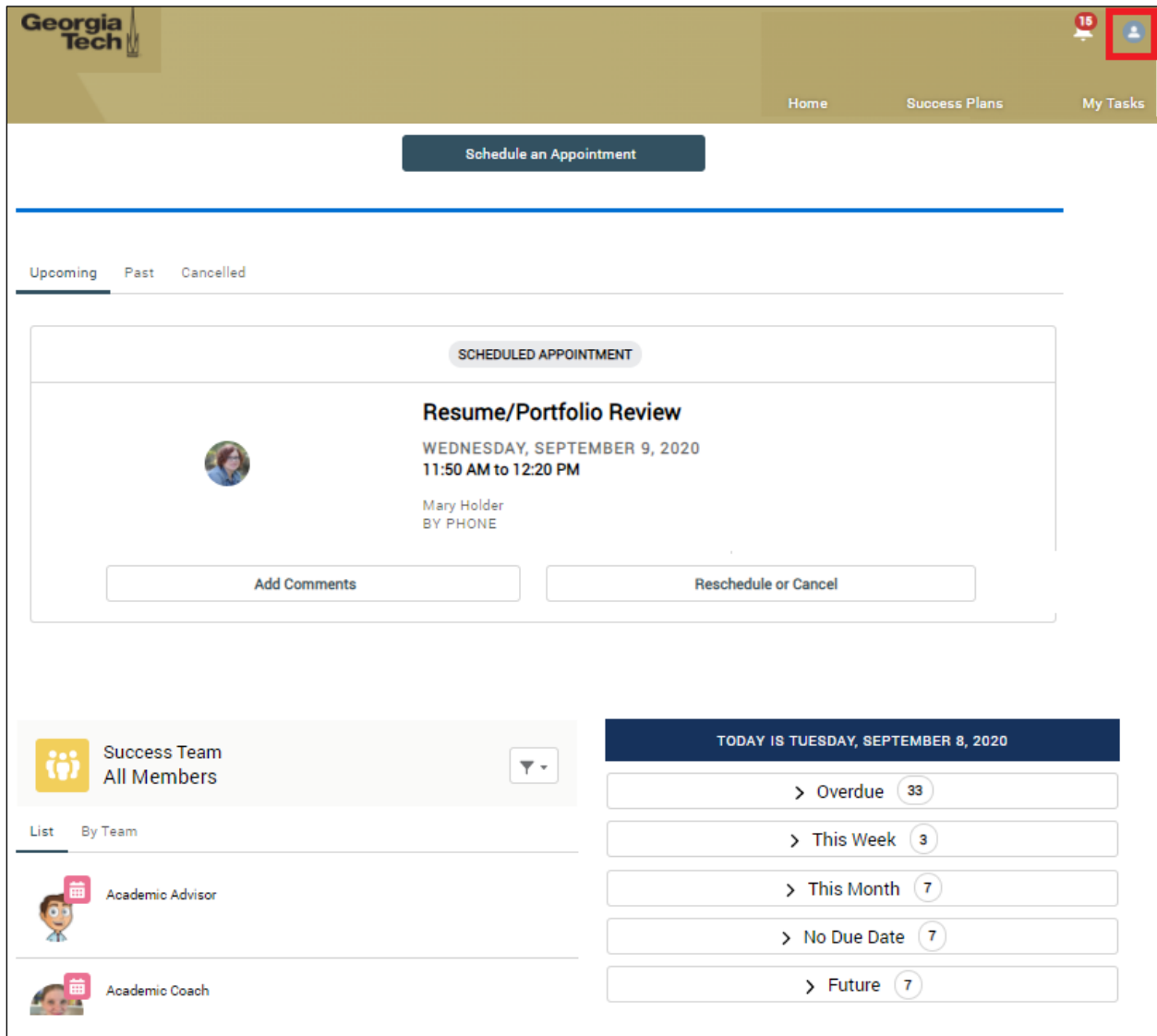


Settings

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. In the top right corner, a profile icon is highlighted with a red box. The interface includes a navigation bar with 'Home', 'Success Plans', and 'My Tasks'. A 'Schedule an Appointment' button is visible. Below this, there are tabs for 'Upcoming', 'Past', and 'Cancelled'. The main content area shows a 'SCHEDULED APPOINTMENT' for 'Resume/Portfolio Review' on Wednesday, September 9, 2020, from 11:50 AM to 12:20 PM, with 'Mary Holder' as the contact 'BY PHONE'. There are 'Add Comments' and 'Reschedule or Cancel' buttons. On the left, there is a 'Success Team' section with 'All Members' and a dropdown menu, and a 'List' section with 'Academic Advisor' and 'Academic Coach'. On the right, there is a 'TODAY IS TUESDAY, SEPTEMBER 8, 2020' section with a list of task counts: '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
Customer [Edit](#)

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.