

OSS Quick Guide: **Editing user profile**

In this guide, you will learn how to edit your user profile

The screenshot shows the WordPress dashboard with the 'Users' menu open. The 'Your Profile' option is highlighted with a red box and a circled '1'. The profile editing form on the right contains several fields: 'Name' (Username: vishakamantri), 'First Name' (Vishaka), 'Last Name' (Mantri), 'Nickname (required)' (Vish), 'Display name publicly as' (Vishaka Mantri), 'Contact Info' (Email: vishakamantri@ntu.edu.sg, Website: http://www.vishakamantri.com), and 'About Yourself' (Biographical Info: I am an illustrator and graphic designer. I recently graduated from The School of Art Design and Media at Nanyang Technological University in Singapore. Currently the Assistant Project Manager for Open Source Studio -). The 'Update Profile' button is highlighted with a red box and a circled '5'. A circled '4' points to the 'Preview' button at the top right of the form.

Steps / Action Descriptions

1. From **DASHBOARD**, select **YOUR PROFILE OR USERID**. (WordPress requires the nickname, so it is mandatory).
2. Ensure your **FIRST** and **LAST NAME** are auto fill-up correctly.
3. Ensure the **NICKNAME** is different from your
4. Preview your information.
5. Click on the **UPDATE PROFILE** button to complete the process.

NOTE:
Display name publicly: Your Online Name
Email: Remain as it is (*do not change*)
Website: Your personal site
Biographical info: A short write up about yourself

