

# OSS Quick Guide: Editing User Profile

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

The screenshot shows the WordPress dashboard for user 'suhaimi'. The 'Users' menu is highlighted, and 'Your Profile' is selected. The profile editing form is shown with fields for Name, Contact Info, and About Yourself. The 'Update Profile' button is highlighted. Red boxes and numbers 1-5 indicate the steps: 1. Click 'Your Profile' in the Users menu. 2. Fill in First Name and Last Name. 3. Fill in Nickname. 4. Preview the information. 5. Click 'Update Profile'.

## Steps / Action Descriptions

1. From **DASHBOARD**, select **YOUR PROFILE OR USERID**. (WordPress requires the nickname, so it is mandatory).  
right click the **AVATAR** located at top right of dashboard.
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

