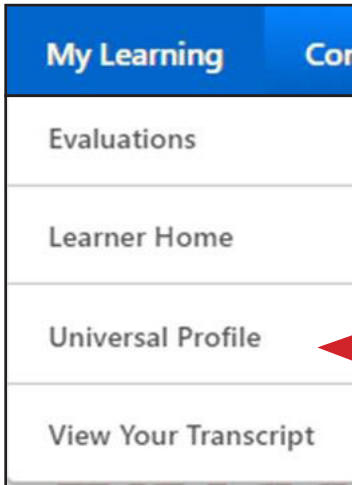


Update User Record

Need to update your profile and/or user record?

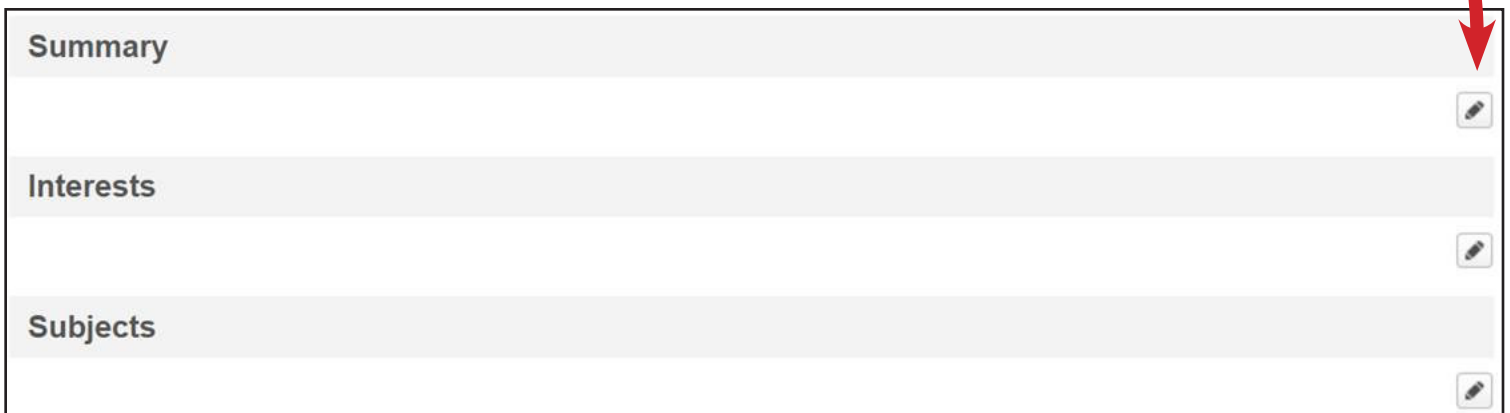
1. Hover over the **My Learning** tab and click on **Universal Profile**.

OR Click on your profile picture in the upper right-hand corner next to the search bar.

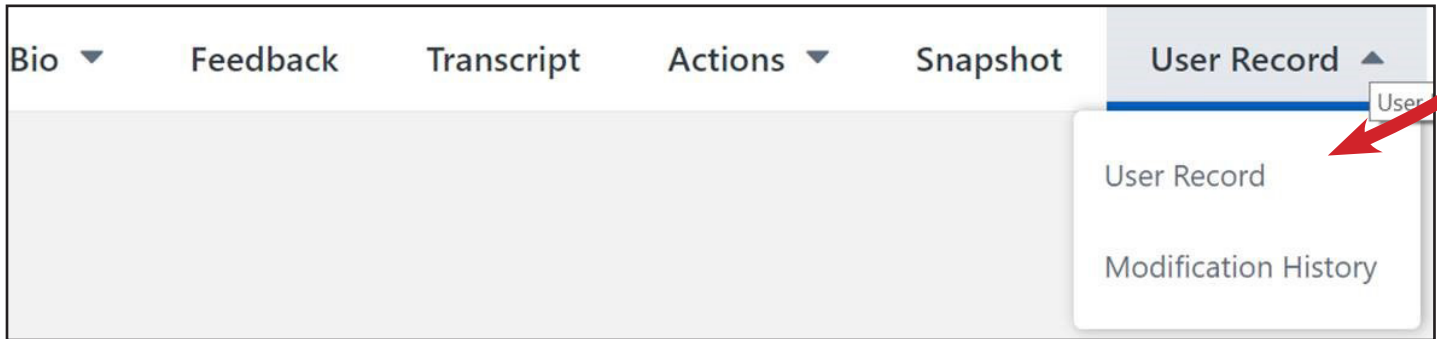


2. Edit your summary, interests, and subjects in the BIO section by **clicking on the pencil icon**.

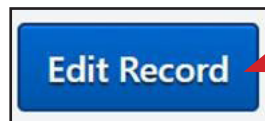
- Summary = resume-type information
- Interests = professional interests
- Subjects = areas you would like to grow professionally



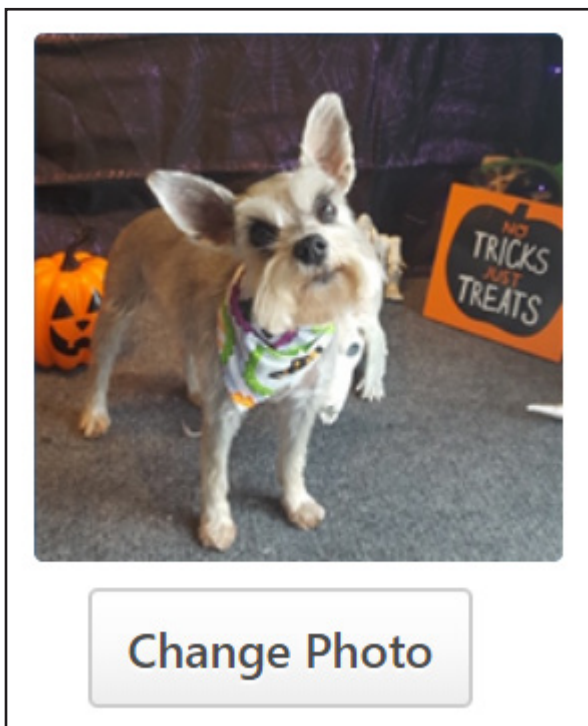
3. To edit your contact information, hover on **User Record** and then select **User Record** from the dropdown menu.



Then scroll down to the bottom and click on **Edit Record** on the right.



4. Update or change your profile picture. Also, update your current address, phone number, and email address in the Contact section. Click **Save** at the bottom right of your screen.



NOTE: If you need to update your first name, last name, or username, please email us at PDPortal@tamu.edu.