Personal Info (My Info)

Summary: My Info is an easily accessible link located next to a user's login name and appears on the top toolbar. This portlet is used to set privacy options, change passwords, attach a photo, and choose personal contact information to share with others.

> This page is similar to a profile and can be used to store and share personal information such as a picture, email address, and other information about yourself. Whenever you see the **My Info Popup** 🛈 icon, you will be able to view the personal details for that person that have been setup on his/her **My Info**.

1. Login to OWLnet
2. Click on "Personal Info" (Located in top right hand corner of the page, next to your login name.)

3. You will see the "My Info" portlet (as shown below).

Account Info	You can update your Preferred First Name (displayed on your login as well as to others), choose to Hide your Middle Name, and select a Prefix for your name by choosing one from the available drop down menu. If your Email and Suffix are in read only status, this information cannot be updated using the Account Info tab.

Password	Change your password on this screen by entering your old password and then choose a new password and confirm it. You can also identify a password hint that can be sent to you in the event you cannot remember your password. • Click on the "Password Hint" link. • Enter both question and answer text. The next time you try to log in to the system and cannot remember your password, click on the "I Forgot My Password" link and your password will be sent to your email account.
Photo	You may choose a photo (in GIF or JPEG format) that will be displayed when your personal information is accessed by others. • Click on the **Browse...** button. • Navigate to the .GIF or .JPEG file that you wish to upload.
Custom Info	This area can be used for any type of information that you would like to store. • Click on ➕ to add a new category or to add an item to an existing category. • Click on 🖊 to edit a category or item. • Click on 🗑 to delete a category or item.
Office Hours	Used by faculty members to identify available office hours. A note can also be created and displayed in addition to or instead of the actual day and time.

Biographical Info	**Biographical Info** will allow you to submit changes to your name, address, and address or other personal data back to William Woods University. • Click on the ✏ icon that appears next to the **Name and Address** header (your information will become editable). • Make your changes and click on the **Submit** button. o Your changes will need to be accepted by William Woods University's Registrar's Office before they will be reflected on the **Biographical Info** tab.
Academic Info	**Academic Info** will allow you to view information such as your classification, academic status, planned graduation date, major, minor, and other academic data. The data displayed on this tab cannot be edited; however, you can view the contents to verify its accuracy.
Privacy Settings	You can choose to display or hide specific personal information about yourself; however, regardless of the elements you choose to hide, any person who has an Administrator role will be able to view all of this information.