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.

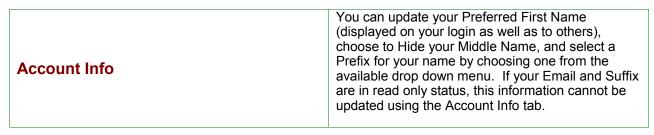
This page is similar to a profile and can be used to store and share personal information such as a picture, email address, and other information about yourself. Whenever you see the **My Info Popup** icon, you will be able to view the personal details for that person that have been setup on his/her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

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Welcome	back	Persol	nal Info	Logout)
Home	Academics	Campus Life	Help	My Pages
You are	here: Home			

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

My Info								?
Account Info	Password	Photo	Custom Info	Office Hours	Biographical Info	Academic Info	Privacy Settings	
Name								
Preferred Firs Hide Middle This account in with the school	e Name: C Prefix: N Suffix: C	lone 💌	r display purpose	s only within the p	portal. Any changes ma	de will not affect your	name information as recor	ded officially
Email Email:	@williamwo	ods.edu	Save Ca	ancel				
				Exit Admin	Preview My Info pop-u	P		



	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.
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.
	You may choose a photo (in GIF or JPEG format) that will be displayed when your personal information is accessed by others.
Photo	Click on the Browse button.
	 Navigate to the .GIF or .JPEG file that you wish to upload.
	This area can be used for any type of information that you would like to store.
Custom Info	 Click on ¹/₂ to add a new category or to add an item to an existing category.
	 Click on ² to edit a category or item.
	 Click on ^{the} 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 will allow you to submit changes to your name, address, and address or other personal data back to William Woods University.
Biographical Info	 Click on the <i>loc</i> icon that appears next to the Name and Address header (your information will become editable).
Diographical into	 Make your changes and click on the Submit button.
	 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.