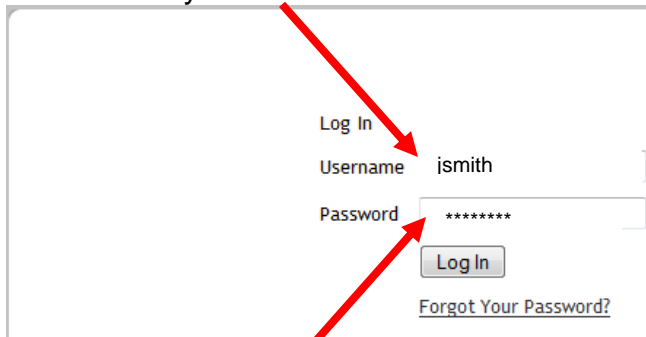


How to User Information in Edvance360

1. Go to your Edvance360 URL: <https://edvance360.com/alis/>
2. Enter your **username**



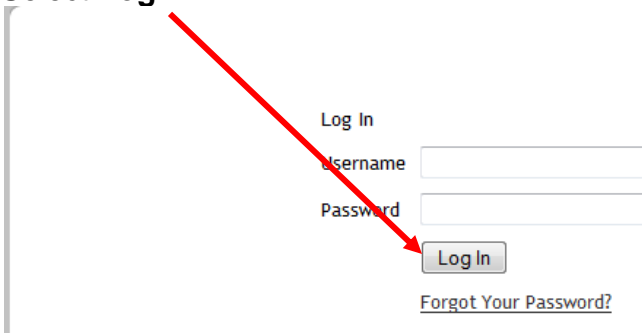
Log In

Username

Password

[Forgot Your Password?](#)

3. Enter your **password**
4. Select **Login**



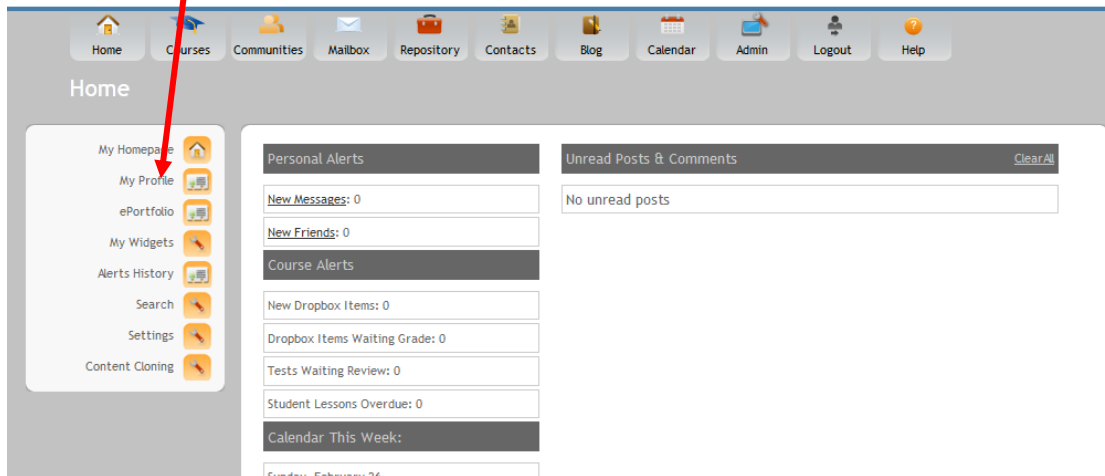
Log In

Username

Password

[Forgot Your Password?](#)

5. Select **My Profile** from homepage



Home Courses Communities Mailbox Repository Contacts Blog Calendar Admin Logout Help

Home

My Homepage

My Profile

ePortfolio

My Widgets

Alerts History

Search

Settings

Content Cloning

Personal Alerts

New Messages: 0

New Friends: 0

Course Alerts

New Dropbox Items: 0

Dropbox Items Waiting Grade: 0

Tests Waiting Review: 0

Student Lessons Overdue: 0

Calendar This Week:

Sunday, February 26

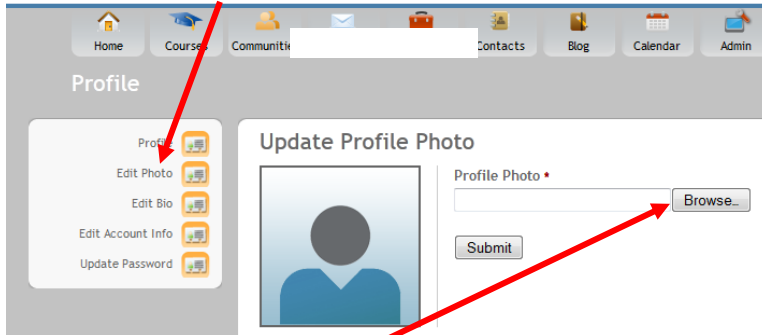
Unread Posts & Comments [Clear All](#)

No unread posts

- There are several options for users to change from the My Profile section
- A. Profile – This is the My Profile homepage
 - B. Edit Photo
 - C. Edit Bio
 - D. Edit Account Info
 - E. Update Password

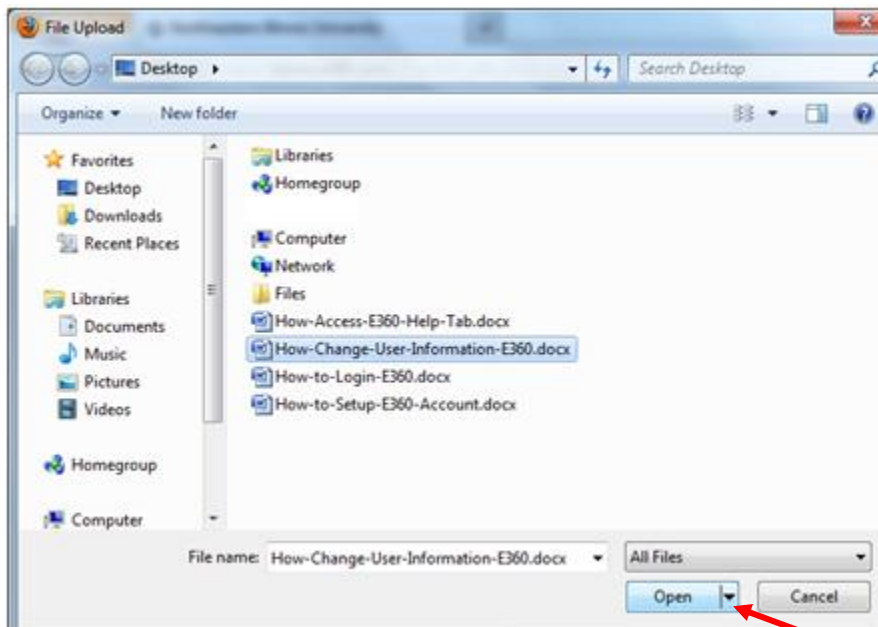
B. How to Edit Photo:

1. Select Edit Photo



2. Select Browse

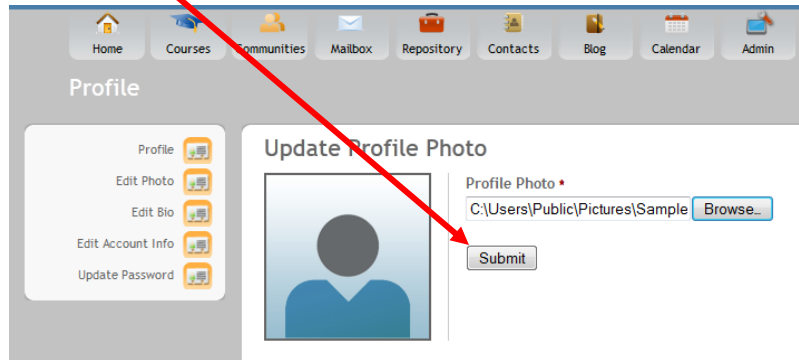
The window below will appear



3. Locate the picture you want to upload and select Open

How to User Information in Edvance360

4. Select **Submit**

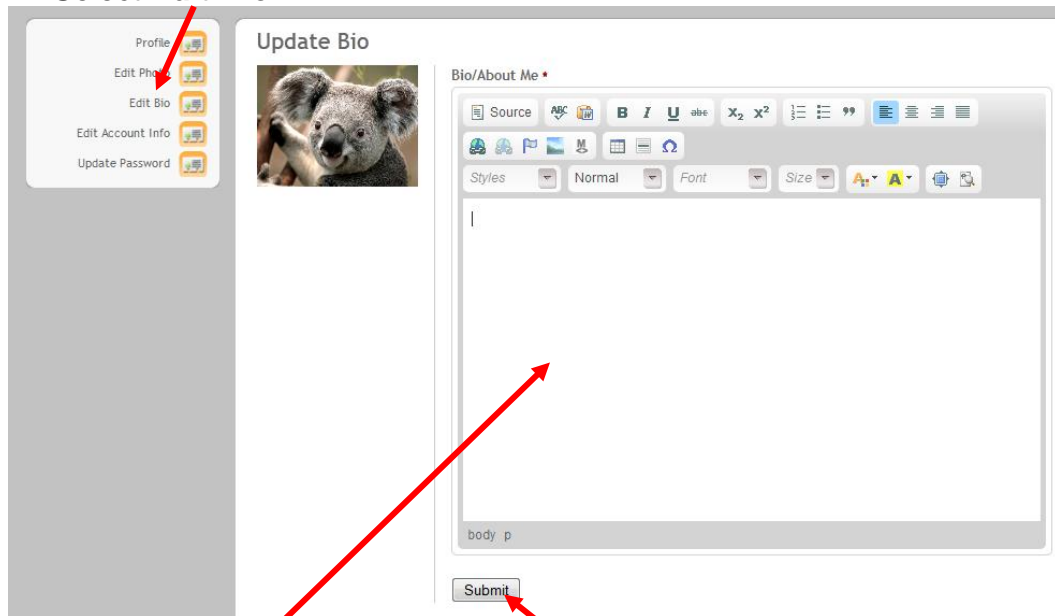


The picture you uploaded will display after selecting submit. You can change your picture at any time.



C. How to Edit Bio

1. Select **Edit Bio**



2. Enter bio information into text box

3. Select **Submit**

D. How to Edit Account Info

1. Select **Edit Account Info**

Update Account Information

Profile

Edit Phone

Edit Bio

Edit Account Info

Update Password

Title

First Name •
John

Middle Name

Last Name •
Smith

Suffix

Email •
john.smith@sampleuniversity.edu

Address

Address2

City

State

Address

Address2

City

State

Zip

Home Phone

Work Phone

Cell Phone

Submit

2. Select **Submit**

E. How to Update Password

1. Select **Update Password**

The screenshot shows a user interface for updating a password. On the left is a vertical menu with options: Profile, Edit Photo, Edit Bio, Edit Account, and Update Password. The 'Update Password' option is highlighted with a red arrow. The main content area is titled 'Update Password' and features a koala profile picture. Below the picture are three text input fields: 'Old Password *', 'New Password *', and 'Confirm New Password *'. A 'Submit' button is located at the bottom right of the form. Red arrows point from the instructions below to each of these elements: the 'Update Password' menu item, the 'Old Password' field, the 'New Password' field, the 'Confirm New Password' field, and the 'Submit' button.

2. Enter **Old Password**
3. Enter **New Password twice**
4. Select **Submit**