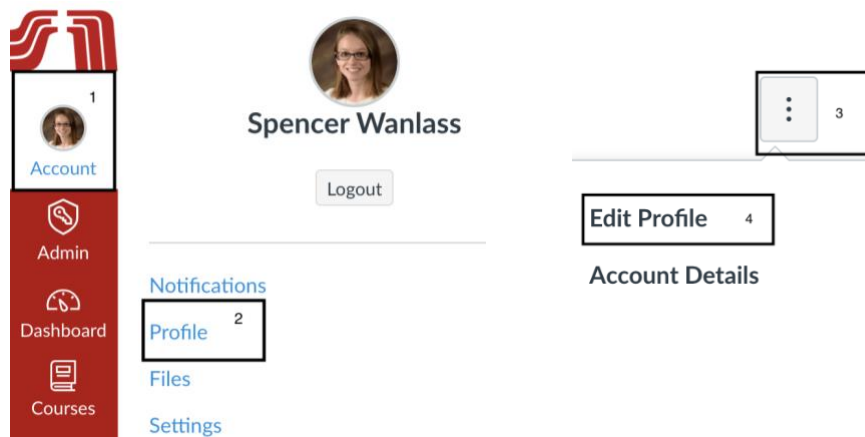


How to Edit Your Canvas Profile



1. Click on the **Account** tab
2. Click on **Profile**
3. Click on the three dots in the top right-hand corner
4. Select **Edit Profile**

A screenshot of the 'Edit Profile' form in Canvas. On the left is a circular profile picture of a woman. The form fields are as follows: 'Name:' with a text box containing 'Spencer Wanlass'; 'Pronouns:' with a dropdown menu set to 'None'; 'Title:' with an empty text box. Below these is a 'Contact' section with two speech bubble icons and the text 'Check the contact methods you'd like to be visible to others on your profile.' and a checkbox for 'Manage Registered Services'. The 'Biography' section has a large text area containing 'Instructional Technologist for Saint Mary's University located on the Winona Campus.' The 'Links' section has a table with two columns: 'Title' and 'URL'. There are two rows of input fields, each with a right-pointing arrow between them and a blue 'x' icon to the right of the URL field. At the bottom of the links section is a button labeled 'Add another link'. At the very bottom of the form are two buttons: 'Cancel' and 'Save Profile'.

5. Insert the necessary information.
6. Click **Save Profile** when finished