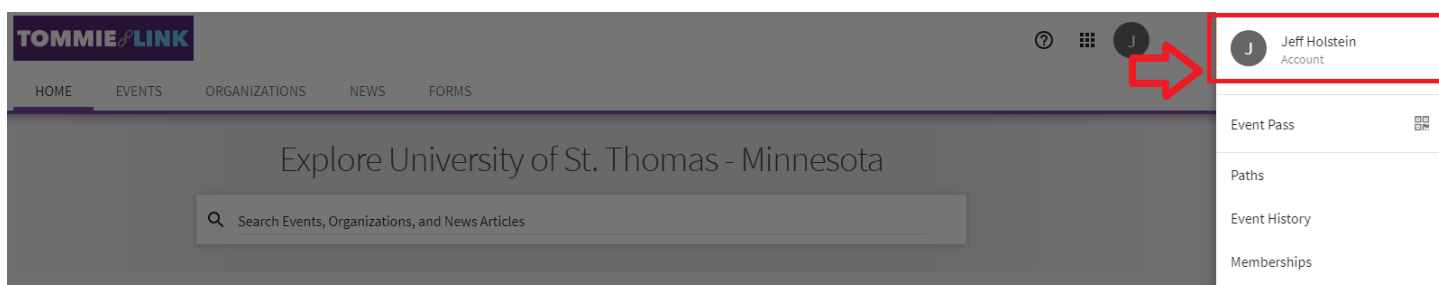




ACCESSING & UPDATING YOUR USER PROFILE INFO

Updating Account Info

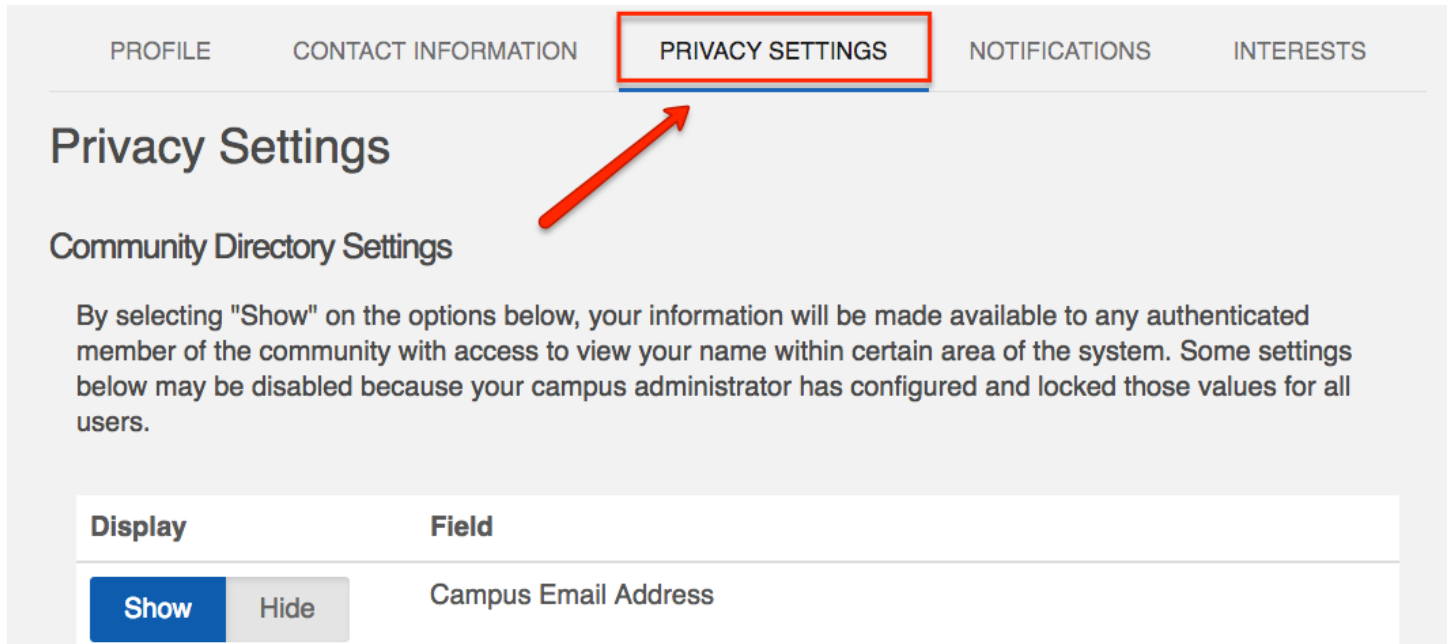
As a Tommie Link user, there are many settings that you can modify or update within your user profile. This includes your basic information, changing your profile picture, and adding links to your social media pages. To access your personal account settings, click on your initial or photo in the top right of the screen and select **Account**. This defaults to your most basic information. On the right side of the page, you'll see the option to upload a new profile picture. The rest of your information is broken into several sections which are described in detail below.



<u>Section</u>	<u>Function</u>
Demographics	Any demographic information that your site administrator has made available for you to change will be shown.
Social Media Profile Links	Add links to your Facebook Profile, Twitter Username, and LinkedIn Profile, as well as others.
Additional Information	Your campus may offer additional information fields for you to fill out. You can edit these by scrolling to the Additional Information heading, and filling out the fields provided.
Contact Information	You are also able to update your contact information in this same area of your profile, by clicking the Contact Information tab at the top. Not all campuses allow users to update this information, so it may appear grayed out. If you are able to edit your contact information, it will only show up if you set your privacy settings to "show" for these fields

Change Privacy Settings

As part of your profile, you are able to set and change your privacy settings, both for Tommie Link as a whole, and for the organizations that you are a member of. Your privacy settings are divided into two sections, Community Directory Settings and Organization Roster Settings. Once logged in, these settings can be accessed by accessing your User Drawer in the top right corner, clicking Account, and then click the Privacy Settings tab.



PROFILER CONTACT INFORMATION **PRIVACY SETTINGS** NOTIFICATIONS INTERESTS

Privacy Settings

Community Directory Settings

By selecting "Show" on the options below, your information will be made available to any authenticated member of the community with access to view your name within certain area of the system. Some settings below may be disabled because your campus administrator has configured and locked those values for all users.

Display	Field
<input checked="" type="checkbox"/> Show <input type="checkbox"/> Hide	Campus Email Address

Community Directory Settings

Community Directory Settings allow you to decide what information is shown when your name is clicked by a general user in the site. Your Community Directory Settings will be displayed automatically and this information will only be accessible to authenticated users. You may select what information to show and what information to hide. Some information may not be accessible due to administrator settings.

Note: If you are making changes to your settings, be sure to click Save before navigating away from the page.

Organization Roster Settings

You are also able to make changes to your visibility on organization rosters by changing your Organization Roster Settings. These settings are located at the bottom of the page below the Community Directory Settings.

From here you will be able to select whether or not to show or hide yourself from the roster for each group you are a member of. The default status for any memberships that are not set by the users will be determined by the institution administrator's preferences.

Note: Memberships will never be shown to the public without your express consent.

Organization Roster Settings

Select your privacy setting for each position that you hold; *if left undecided, your roster visibility will be determined by your institution's administrator.* Public rosters may be indexed by internet search engines.

Privacy Setting	Organization Name	Start Date	Position
<input checked="" type="checkbox"/> Show <input type="checkbox"/> Hide	Campus Programming Board	4/12/2017	Member
<input checked="" type="checkbox"/> Show <input type="checkbox"/> Hide	Campus Programming Board	4/12/2017	Marketing Committee Chair
<input checked="" type="checkbox"/> Show <input type="checkbox"/> Hide	Hometown University	3/10/2017	Member

Change Notification Settings

Engage can send you e-mail notifications and in-system messages for various activities that occur within the system. To manage your notification preferences, access your User Drawer by clicking on your photo or initial in the top right corner and click **Account**.

Here, you can update your preferred email address if you would rather have emails sent somewhere other than your campus email. All emails sent from the system, including discussion comments, organization invitations, and event invitations will be re-routed to this preferred address.

Profile Information

First Name

John

Preferred First Name

Middle Name or Initial

Last Name

Doe

Suffix

Hometown

Campus Email Address

abcd1234@stthomas.edu

(Please contact your system admin to update campus email.)

Preferred Email Address

You can also choose to turn on Text Message Notifications in the **Profile** tab. Simply enter your 10-digit phone number, including area code, and select your phone carrier from the drop-down menu.

Text Message Notifications

On

Off

Mobile Phone Number

Mobile Phone Carrier



NOTE: If your carrier is not listed, please contact [Campus Labs Support](#).

Notification Preferences

From the menu at the top of the page, select **Notifications**.

First, determine your mass messaging settings. This setting determines whether you would like to receive messages sent through the system from your campus administrators, your organization leaders, or neither.

Then, review a list of common notifications sent within the system. These notifications are most likely to be sent to most users. For each notification, select the boxes under **System** and **Email** to indicate where you would like to receive notifications.

Common Notifications

Select your preferences for notifications that are the most common for all users. Selecting the box under "System" will send messages to the "Notifications" section of your User Drawer in Engage. Selecting the box under "Email" will send messages to your email inbox. Notifications under "Show Advanced Preferences" are less common and may require specific permissions based on which positions you hold in your organization(s).

Notification	System	Email
Event Cancellations Get notified when an event you have been invited to has been cancelled	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Event Invitations Get notified when you are invited to an event	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form Submission Confirmation Get notified when your form submission has been received	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Membership Invitations Get notified when you are invited to join an organization	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Membership Request Approvals Get notified when your organization membership request is approved	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
News Article Discussions Get notified when a news article you posted has a new comment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Organization News Articles Get notified when a news article is posted in an organization you belong to	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[SHOW ADVANCED PREFERENCES](#)

Open up **Advanced Preferences** to review additional notifications. Many of these will only be delivered to you if you hold a particular role in the community.