Editing Your Personal Information

Step 1. To begin Click on **Personal Information**

LaGuardia Community College
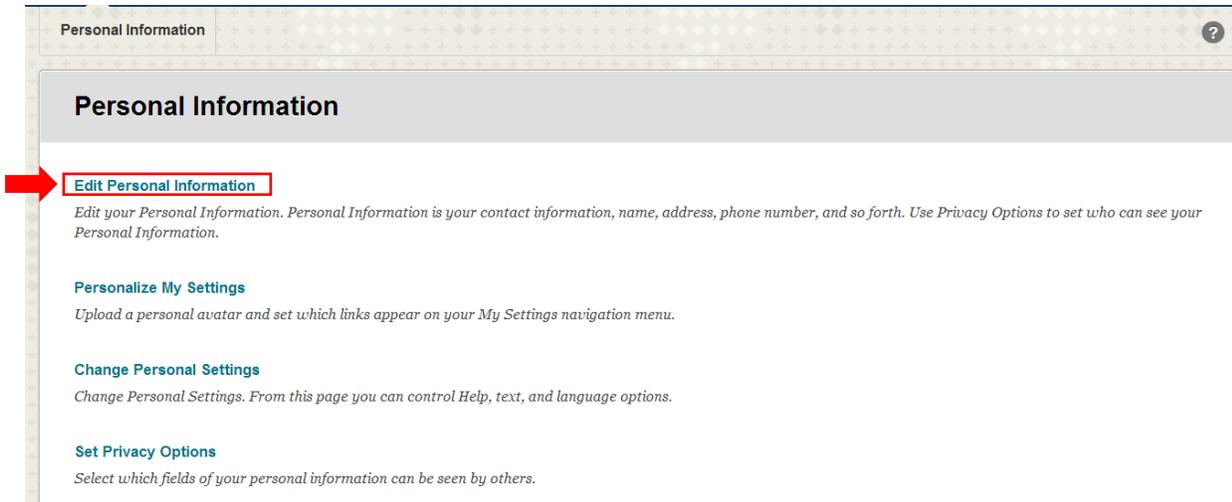
Step 2. Click on **Edit Personal Information**

Personal Information   ?
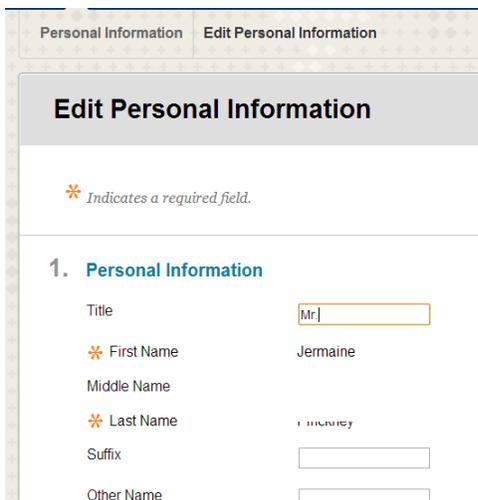
Personal Information

➡ **Edit Personal Information**

Edit your Personal Information. Personal Information is your contact information, name, address, phone number, and so forth. Use Privacy Options to set who can see your Personal Information.

Personalize My Settings

Upload a personal avatar and set which links appear on your My Settings navigation menu.

Change Personal Settings

Change Personal Settings. From this page you can control Help, text, and language options.

Set Privacy Options

Select which fields of your personal information can be seen by others.

Step 3. On this page you can edit your Personal Information

Personal Information   Edit Personal Information

Edit Personal Information

✱ *Indicates a required field.*

1. **Personal Information**

    Title   Mr.

    ✱ First Name   Jermaine

    Middle Name

    ✱ Last Name   Pinckney

    Suffix

    Other Name

Step 4. You also have the option to fill in the additional details

3. Other Information

Gender	Not Disclosed
Birthdate	
Education Level	
Company	
Job Title	
Department	
Street 1	
Street 2	
City	

Step 5. Don't forget to scroll down to see the rest of the fields!

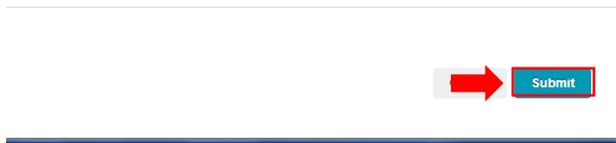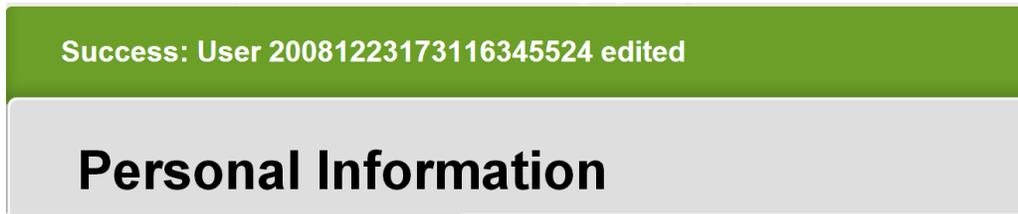|	
State / Province	
Zip / Postal Code	
Country	
Website	
Home Phone	
Work Phone	
Work Fax	
Mobile Phone	

Step 6. Click Submit

Step 7. The Green notification indicates that your profile has been successfully updated

Success: User 20081223173116345524 edited

Personal Information

You completed how to edit Your Personal Information.