



**DARE TO DO MORE**

## Editing Your Personal Information

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

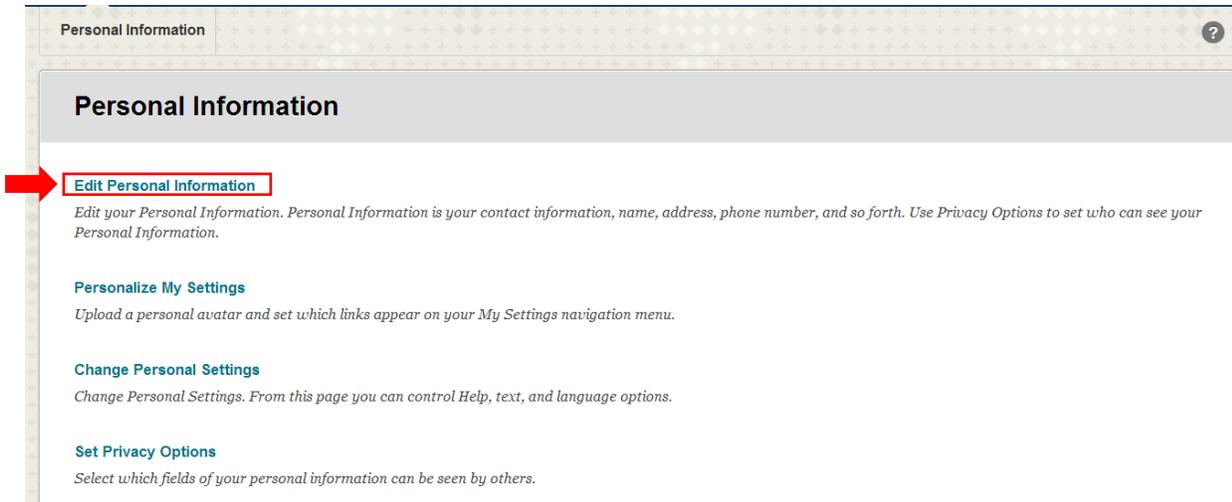
The screenshot shows the Blackboard dashboard with a dark blue header containing navigation links: Home, Help, LaGuardia Library, Live @ LaGuardia, Blackboard 9.1, and My Career. Below the header is a light blue navigation bar with 'Home' and 'Notifications Dashboard'. The main content area has a dark grey bar with 'Add Module' and 'Personalize Page' buttons. The dashboard is divided into three columns: 'Tools', 'My Announcements', and 'My Courses'. The 'Tools' column lists: Announcements, Calendar, Tasks, My Grades, Address Book, Personal Information (highlighted with a red box and a red arrow), Update Email, and Expo. The 'My Announcements' column shows two messages: 'No Institution Announcements have been posted in the last 7 days.' and 'No Course or Organization Announcements have been posted in the last 7 days.' with a 'more announcements...' link. The 'My Courses' column lists several courses, including '2012 Fall Term (1) Cultural Anthropology SSA 101 6808[16639]', '2012 Fall Term (1) Introduction to African Art HUA 167 1402[15596]', '2012 Fall Term (2) ART IN NY HUN 195 7580[19022]', '2012 Fall Term (2) Fundamentals of Speech Communication HUC 101 8604[18624]', '2013 Spring Term (1) Art and Design Seminar HUA 289 1195[13795]', and '2013 Spring Term (1) World History from Ancient Times to...'. At the bottom of the 'My Announcements' column is an 'Internships and Job Search' section with a graphic of two stick figures, one holding a book and the other running with a briefcase.

# LaGuardia Community College

31-10 Thomson Ave, Long Island City, New York 11101

**Created by ISMD's Dept. Training Team.**

## Step 2. Click on **Edit Personal Information**



Personal Information ?

### Personal Information

[Edit Personal Information](#)

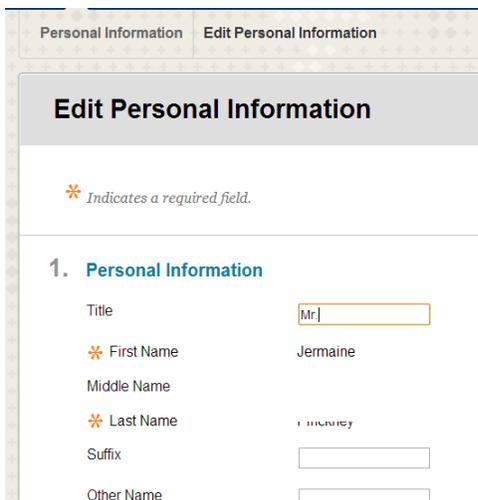
*Edit your Personal Information. Personal Information is your contact information, name, address, phone number, and so forth. Use Privacy Options to set who can see your Personal Information.*

**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	<input type="text" value="Mr."/>
* First Name	Jemaine
Middle Name	<input type="text"/>
* Last Name	<input type="text" value="Jernsey"/>
Suffix	<input type="text"/>
Other Name	<input type="text"/>

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

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**3. Other Information**

Gender  Not Disclosed

Birthdate

Education Level

Company

Job Title

Department

Street 1

Street 2

City

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

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State / Province

Zip / Postal Code

Country

Website

Home Phone

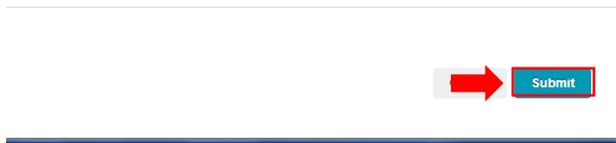
Work Phone

Work Fax

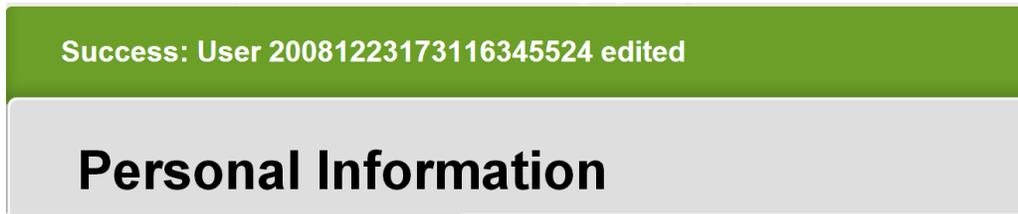
Mobile Phone

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**Step 6.** Click Submit



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



You completed how to edit Your Personal Information.