

My Profile

This article is designated for all users.

About

When you log into your MediaSpace account, you're not just unlocking content – you're unlocking a way to get to know your fellow users. Your profile page, easy to access and update, showcases who you are. Only logged-in users can see it, and it has a unique URL. Think of it as your very own corner of MediaSpace where you can shape your online presence. Whether you're boosting your personal brand, growing your business, or simply making new friends, your profile page is where the action happens.

The Badges tab may also be enabled (depending on your account configuration). The Badges tab displays all the badges that you currently have and all the badges that you can earn. See [Badges](#) for more information.


Page configuration

Your administrator sets up the information that appears on the page, determines the editable fields, and can upload a customized header image in the [Personalprofile](#) module. For those designated as presenters (check out the [presenters](#) module), a dedicated tab will showcase the media you are currently presenting. Another tab, available just to you, will show your watch list (this depends on enabling the [watchlater](#) module). Once enabled, 'Created by' links will redirect the user to your profile page instead of a search page.

The following instructions have the [Theming module](#) enabled.

Access your profile page

From the user menu , select **My Profile**.

 If this option is missing from the user menu, ask your administrator to configure it in the [Headermenu](#) module. My Profile page direct URL is `http://{your MediaSpace url}/profile`. Depending on your admin setup, My Profile page can also be added to the site navigation bar.

The profile page displays. The image below shows a profile page with the default blue banner.

Edit your profile

1. Click **Edit Profile**.

The **Edit Profile** window displays.

2. Modify the information. The fields that are editable, for example, *First Name*, *Last Name*, *Title*, *Company*, etc., are dependent on your administrator's configuration.
3. When you have finished editing, click **Update**.

Edit your image

Add or change an image

1. Click **Edit Profile**.
2. Click the pencil icon on the profile image.
3. Click **Change photo**.
4. Upload the image you want.
5. Click **Update**.

Remove an image

1. Click **Edit Profile**.
2. Click the pencil icon on the profile image.
3. Click **Remove**.
4. Click **Update**.

Sessions tab

If you have been added as a presenter to a session, the details display on your profile under a **Sessions** tab. Details of upcoming as well as past sessions are listed. See [Add presenters to media](#) for more information.

This function is enabled in the [Presenters](#) module.

Badges tab

The Badges tab may also be enabled ([depending on your account configuration](#)). The



Badges tab displays all the badges that you currently have and all the badges that you can earn. Badges may be earned through various single actions, such as participating in a group chat during a session, watching a certain video or set number of videos, or through a combination of actions. In our example below, this user has earned 5 badges and has the opportunity to earn 4 additional badges.

You may click on any of the badge icons to learn more about the badge. In the example below, we've clicked on the Live expert badge.

When someone else views your profile, the badges you've earned display below your profile picture. In our example below, this user has earned three badges.

Also note you may view badges you've earned and badges you have the opportunity to earn by clicking the **Badges** button on the navigation bar.

[template("cat-subscribe")]
