

Updating your Personal Profile

Your profile is a good way to share your interests and expertise with members of your group. On your profile page you can enter your biography, prior experience, languages, and expertise. You can also change your default picture to another image of your choice!



1. Access Your Profile

Once you have logged into Collaboration for Development (C4D), click on your profile photo or avatar in the upper right hand corner of the screen.



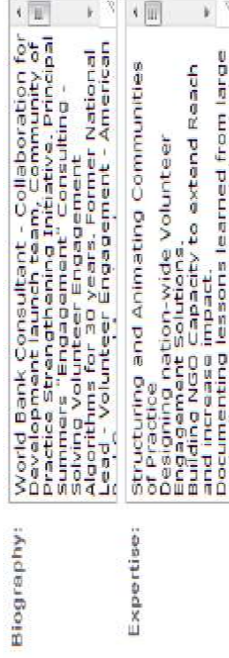
2. Update Your Information

Click the down arrow then on "Edit Profile" you can a) Update your photo and avatar b) Edit your profile and c) set your privacy preferences



3. Update your photo

To update your profile image, click on "Avatar & photos" you will then be able to "Add photo": select the one you are interested from your computer, upload it, crop it if needed, and finalize. You can also add your photo as a new avatar or select one of the avatar images listed. – then click finalize to save.



4. Edit Your Profile

To edit your profile click on the "Your profile " link. There you can update your biography and your expertise. This will help other members to learn more about you and encourage connections and potential collaboration.

PROFILE FIELD VISIBLE TO...

Username: Everyone

Name: Registered users

Email: Friends

Title: Registered users

5. Set Privacy Preferences

To set your Privacy preferences for you profile click on Privacy. For most fields we recommend that you select Registered Users or Friends (These are connections you are following)