

How to change or update email address

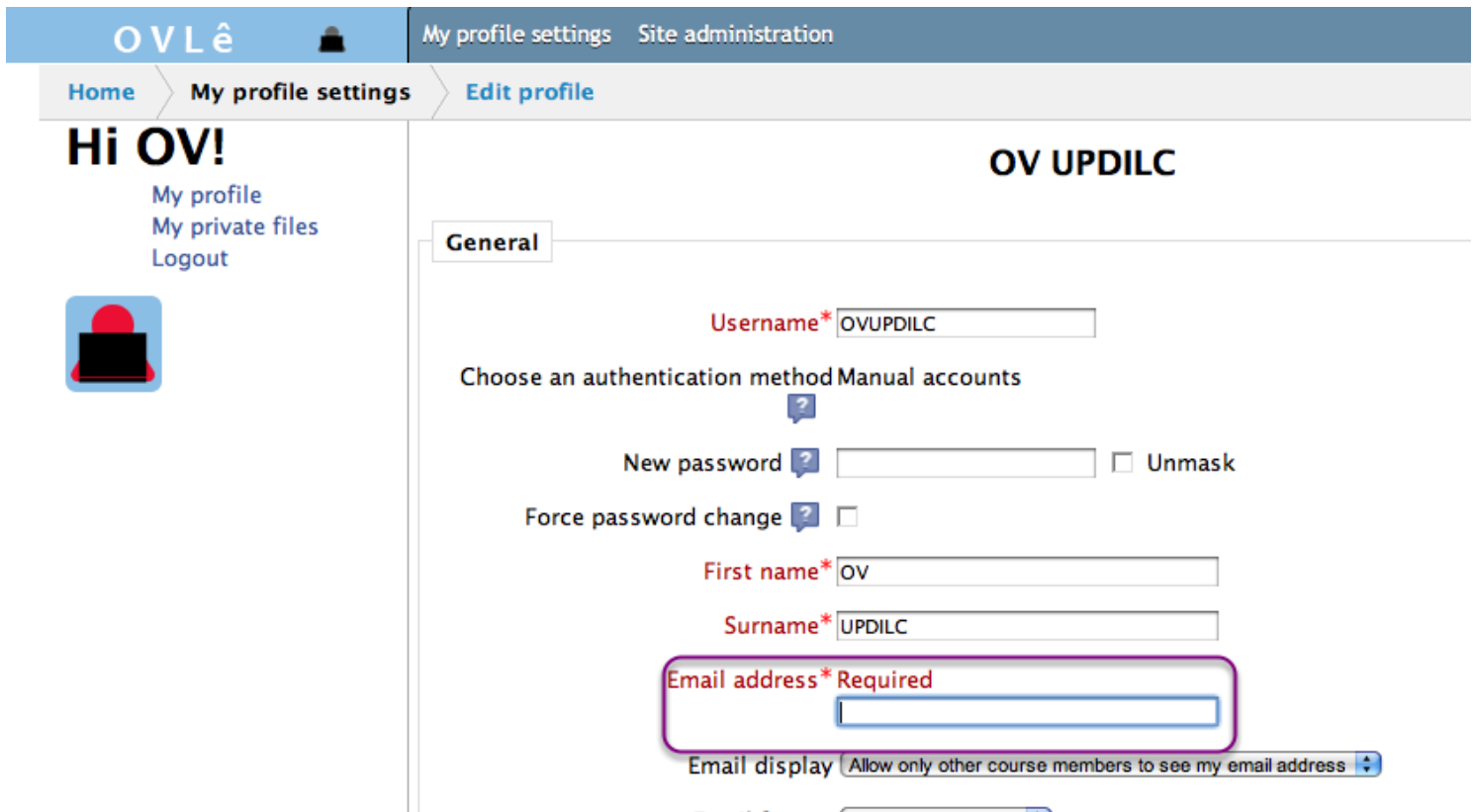
This page details the way to change or update email address

Step 1: Click on My profile settings

The screenshot shows the OVLe user interface. At the top, there is a navigation bar with 'Front page settings', 'My profile settings' (marked with a circled 1), and 'Site administration'. Below 'My profile settings', a dropdown menu is open, showing options: 'Edit profile' (marked with a circled 2), 'Change password', 'Roles', 'Security keys', 'Messaging', and 'Blogs'. The left sidebar contains a user profile section with 'Hi OV!', 'My profile', 'My private files', and 'Logout'. Below this is a section for 'Upcoming events' which states 'There are no upcoming events' and provides links for 'Go to calendar...' and 'New event...'. The main content area includes a 'Helpdesk' link, 'Course categories', and a list of groups under 'Master's in Public Mgt - Rural Dev't', specifically 'Beadle-Student Groups'. On the right, there is a 'What do you want to do now?' section with instructions for teachers and students on how to log in and create a course.

After logging in on OVLe, click on My profile settings from the top menu and click on (1) Edit profile.

Step 2: Click on the box next to Email Address



OV L&E

My profile settings Site administration

Home My profile settings Edit profile

Hi OV!

My profile
My private files
Logout

OV UPDILC

General

Username* OVUPDILC

Choose an authentication method Manual accounts

New password ? ☐ Unmask

Force password change ? ☐

First name* OV

Surname* UPDILC

Email address* Required

Email display Allow only other course members to see my email address

Here, type in your email address. This will be your mailing address so make sure that the email address you enter here is active.

Step 3: Saving your profile



Other Contact Details

Alternative Email

Facebook

Twitter

Update profile

There are required fields in this form marked*.



Scroll down up to the end of the page. Click on Update profile to save the changes you made.