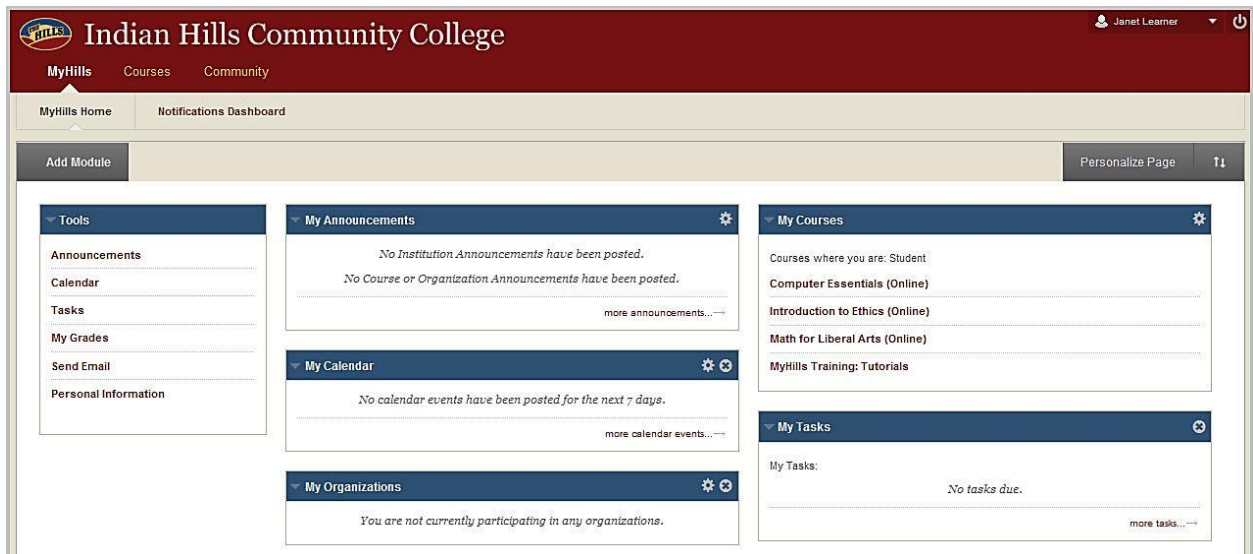


Computer Tutorial: Edit Your Personal Information in MyHills

Purpose: To demonstrate to students how to update their personal information, such as add a phone number or an alternate name.

After logging in, you should see your personal “MyHills Home” page.

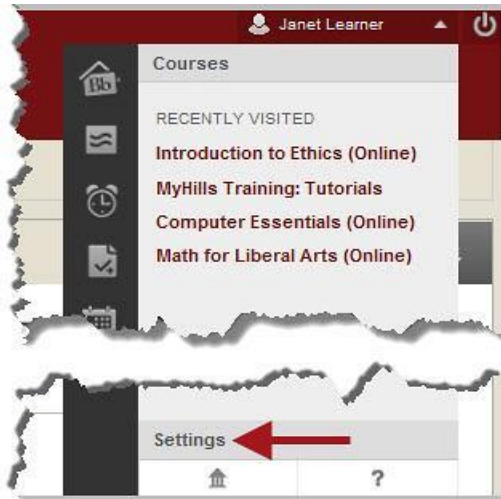
Note: For information on how to log in to MyHills, please see the tutorial “Log In to MyHills.” For information on how to navigate your MyHills Home page, please see the tutorial “Navigate and Manage Your MyHills Home Page.”



In the upper-right corner, click the arrow next to your name to open an additional menu.



Click **“Settings,”** which is located toward the bottom of the menu.



Then, click **“Personal Information.”**



On the Personal Information page, click **“Edit Personal Information.”**



On the “Edit Personal Information” page, you may add an “Other Name” in the space provided under personal information.

Note: Adding your personal information is optional and not required.

Indian Hills Community College

MyHills Courses Community

Personal Information Edit Personal Information

Edit Personal Information

* Indicates a required field.

1. Personal Information

* First Name Janet

Middle Name

* Last Name Learner

Other Name 


Email janet_learner@ihcc.cc


2. Account Information


* Username janet_learner


You may add additional information, such as your phone number, in the spaces provided under “Other Information.”


3. Other Information

City 

State / Province 

Home Phone 

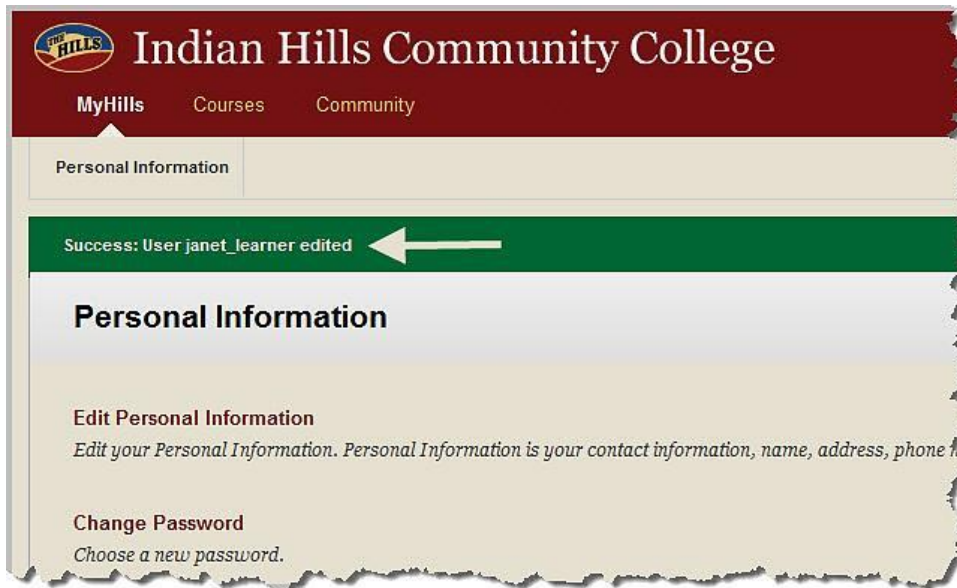
Work Phone 

Mobile Phone 

Click **“Submit”** to save the information you entered to your MyHills account.



You will be taken back to your “Personal Information” page. A **green** “Success” message will appear at the top of the page.



Congratulations! You now know how to edit your personal information!

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk