

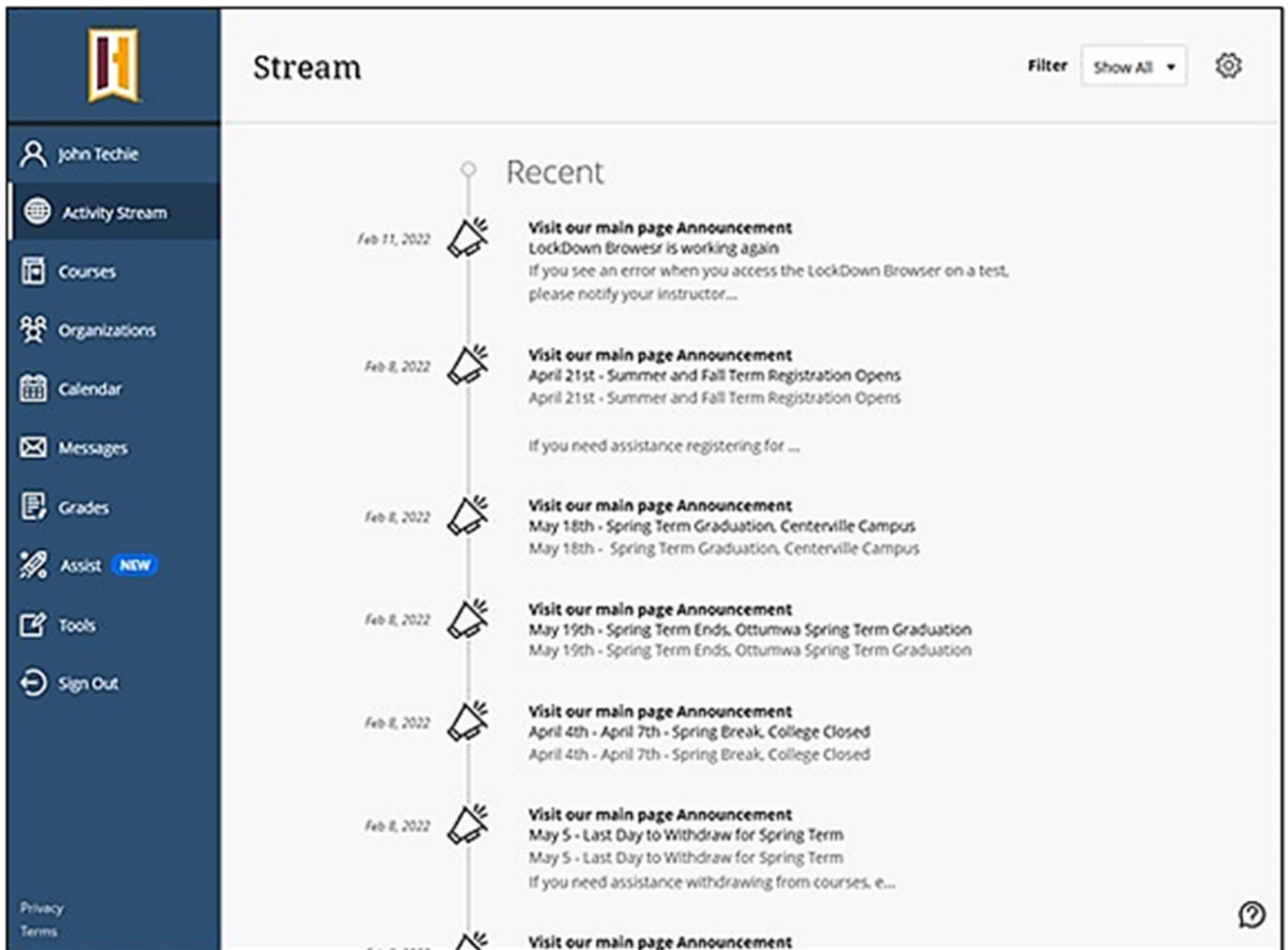
Faculty Tutorial:

Edit Your Personal Information

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

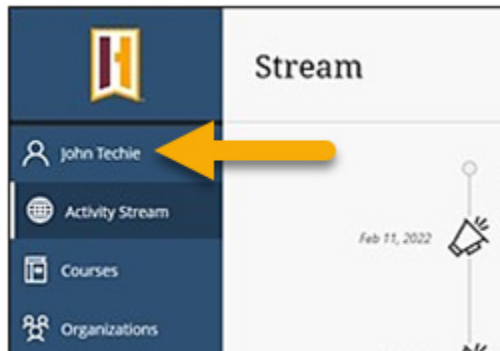
After logging in, you should see your personal “MyHills Home” page.

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.”



The screenshot displays the MyHills Home interface. On the left is a dark blue sidebar with the college logo at the top, followed by a user profile for 'John Techie'. Below the profile are navigation icons and labels: 'Activity Stream' (selected), 'Courses', 'Organizations', 'Calendar', 'Messages', 'Grades', 'Assist' (with a 'NEW' badge), 'Tools', and 'Sign Out'. At the bottom of the sidebar are links for 'Privacy' and 'Terms'. The main content area is titled 'Stream' and includes a 'Filter' button, a 'Show All' dropdown, and a settings gear icon. Under the 'Recent' heading, a vertical timeline of announcements is shown, each preceded by a megaphone icon and a date (all 'Feb 8, 2022'). The announcements include: 'Visit our main page Announcement' about LockDown Browser; 'Visit our main page Announcement' about April 21st registration; 'Visit our main page Announcement' about May 18th graduation; 'Visit our main page Announcement' about May 19th graduation; 'Visit our main page Announcement' about April 4th-7th spring break; 'Visit our main page Announcement' about May 5th withdrawal; and another 'Visit our main page Announcement' at the bottom. A help icon (?) is located in the bottom right corner of the main area.

In the upper-left corner, click your name to open your profile.



Hover your mouse over the information boxes. Click the pencil icon that appears to edit **Basic Information**, **Additional Information**, and your **Profile picture**.

Note: If you hover over a text area and see the pencil icon, information can be edited.



Note: Some information is automatically populated and cannot be edited. Adding additional personal information is optional and not required.

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

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