How to:

# Edit My Profile

Vula 11.x (Last updated: Feb 2023)

Centre for Innovation in Learning and Teaching, UCT

For more resources: www.cilt.uct.ac.za/cilt/vulahelp

## Introduction

In Vula, each person has a unique profile that provides **personal details and contact information**. By default, UCT staff and students have their names and UCT email address loaded automatically from the central UCT records. Guest accounts only reflect an email address until they are edited.

It is advisable to **update your profile when you first login**, and when necessary thereafter, so that the information provided is current and accurate. This is important because your profile provides other Vula users with your details and it tells the system where to send your messages and site notifications.

Please note that other Vula users (such as lecturers and site owners) cannot edit your profile. For security reasons, **only you may edit your profile**.

The Profile tool also allows you to **search for others users in Vula** and, if you have are a guest user, to update your password.

## Getting started

1)  Login to Vula at http://vula.uct.ac.za
2)  In the 'Home' tab, click 'Profile' in the left menu
3)  Alternatively, click your profile icon or name on the top-right corner of Vula and select 'Profile'

## Changing your profile information

1)  On your profile page click the 'Edit my profile' link
2)  Edit or fill in any missing information that you wish to provide

3) Make sure that your email address is correct and, if you use multiple addresses, that it is the one where you want to receive Vula notifications

   Note: You may use a non-UCT email address (such as Yahoo or Gmail)

4) When you're finished, click the 'Save' button.

**Changing your profile picture**

1) On your profile page click the 'Change my picture' link
2) You may either upload a new picture or select one of the displayed options
3) To upload a new picture: click 'Browse', select the image that you wish to use as your profile picture, and then click 'Upload'

   Note: The picture must be saved on your computer or on an attached storage device before you can upload it to Vula

4) To switch to a picture that you previously uploaded: click on that image in the displayed options

**Changing your password** (for guest accounts only)

1) On your profile page find the 'Change my Password' box
2) Type in a new password and then confirm it in the field below
3) Click 'Set Password' to save your new password

**Changing your password** (for UCT staff and students)

1) Under your profile icon in the top-right of Vula, choose 'Change password'
2) This takes you to the Password Self Service where you can manage your password

**Searching for other Vula users**

1) On your profile page find the 'Search Vula Users' box
2) Type in a name
3) Choose from the results list by clicking on the person's name
4) If the search doesn't return the required result, check your spelling or try searching again just using a surname

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For further assistance please contact cilt-helpdesk@uct.ac.za