

# Editing your Profile

To edit your profile details, simply click on your user name, when viewing the list of Users or click on the *Edit* link that appears beneath your user name when hovering your cursor over each row. Alternatively, click on the *Your Profile* link in the left-hand navigation.

This is your User information.

Note:It is a good security measure to NOT use your username as your Nickname or Display. The Nickname and Display name can be identical and you may want to use your full name ie. Mary Smith. There is no need to add a website address or biographical info here as they are not currently used on the site.

WordPress Dashboard: Your WordPress Site | 0 | + New | Howdy, Joe Blogg | Help

**Edit your Profile**

Update the various fields for your profile. The *Username* field can't be changed.

**Profile**

**Personal Options**

Visual Editor  Disable the visual editor when writing

Admin Color Scheme

- Default
- Light
- Blue
- Coffee
- Ectoplasm
- Midnight
- Ocean
- Sunrise

Keyboard Shortcuts  Enable keyboard shortcuts for comment moderation. [More information](#)

Toolbar  Show Toolbar when viewing site

**Name**

Username  Names cannot be changed.

First Name

Last Name

Nickname (required)

Display name publicly as

**Contact Info**

E-mail (required)

Website  **Edit your Profile**  
The *Biographical Info* may or may not be displayed when creating Posts. It depends entirely on the Theme that is currently in use.

**About Yourself**

Biographical Info

Share a little biographical information to fill out your profile. This may be shown publicly.

New Password

If you would like to change the password type a new one. Otherwise leave this blank.

Repeat New Password

Type your new password again.

Strength indicator  Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! \* ? % ^ & ).

Log Out of All Other Sessions

Left your account logged in at a public computer? Lost your phone? This will log you out everywhere except your current browser.

**Save Updated Profile**

After updating your profile, click the *Update Profile* button to save your changes.

Thank you for creating... Version 4.1

If you're an Administrator and would like to edit someone else's profile, click on their user name when viewing the list of Users or click on the *Edit* link that appears beneath their user name when hovering your cursor over each row.

Update the appropriate fields and then click the *Update Profile* button to save all your changes.

## *Personal Options*

- **Visual Editor** – Checking this box disables the Visual Editor when writing and uses the plain html editor
- **Admin Color Scheme** – Check this radio button next to the colour scheme desired for the administrative panels. You have the choice of eight different color schemes
- **Keyboard Shortcuts** – Checking this box Enables keyboard shortcuts for comment moderation. Keyboard shortcuts are designed to allow you to rapidly navigate and perform actions on comments
- **Toolbar** – Checking this box will display the Admin Bar at the very top of your website (only for the person who is currently logged in)

## *Name*

- **Username** – You cannot edit your Username because it is used as your Username during the login process. Even an Administrator cannot change your Username. Usually, no one else ever needs to see your Username
- **First name** – Enter your first name in this text box
- **Last name** – Enter your last name in this text box
- **Nickname** – (mandatory) The nickname is a requirement for every user. It may be the same as your Username or it can be different. If you don't supply a Nickname, then the Username will be placed in this field
- **Display name publicly as** – Select how your name is cited on your blog, from the dropdown list. You can choose from several choices: Nickname, Username, First Name, Last Name, 'First Last', or 'Last First'. If you prefer 'Last First', insert a comma after your last name in the *Last Name* text field

and choose the last option from the dropdown list. For security reasons, it's a good idea to keep this different from your Username

## *Contact Info*

- **E-mail** – (mandatory) All users are required to list an email address in their respective Profiles. The email address must be unique for each user. Your blog will use this address to notify you of new comments to your posts and for other administrative purposes. Only other registered users of your blog will have access to this email address. It is never sent anywhere
- **Website** – Enter your website address

## *About Yourself*

- **Biographical Info** – Enter a short description or profile of yourself here. Depending on your theme, this optional information may be displayed when creating new Posts
- **New Password** – Enter your new password. Leaving this input field and the *Repeat New Password* field blank will keep the password you are currently using
- **Repeat New Password** – Enter your password a second time to confirm it
- **Strength Indicator** – This indicates if the password you entered is Very Weak, Weak, Medium, or Strong (displayed in green). The stronger the password the more secure your login. *Hint:* The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ & )

If you've left your account logged in at a public computer or you've lost your phone, you can click the *Log Out of All Other Sessions* button to log you out of everywhere except for your current browser.