

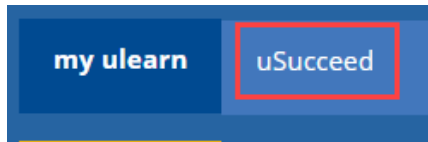
## USUCCEED: PROFILE SETUP

Your uSucceed profile lets instructors and advisors know who you are and how to contact you. It also gives you control over how you receive updates and appointment reminders.

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### Instructions:

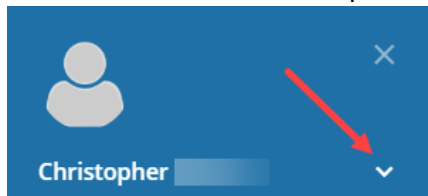
1. Access uSucceed by clicking on the **uSucceed tab** in the top right corner of your ulearn screen.



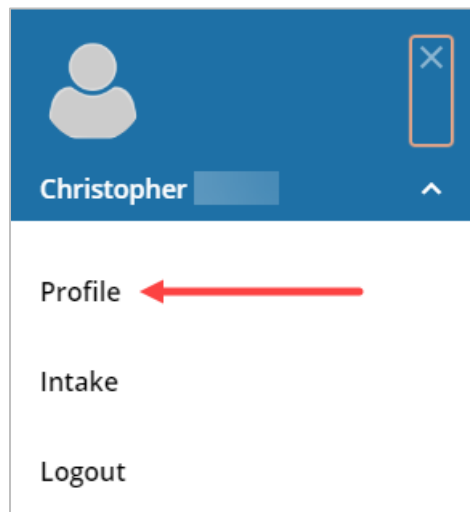
#### Note:

ulearn only works with certain operating systems and browser configurations. Be sure to use Firefox or Google Chrome.

2. Click on your name in the upper right corner of the uSucceed screen and then click the down arrow icon to expand the menu.

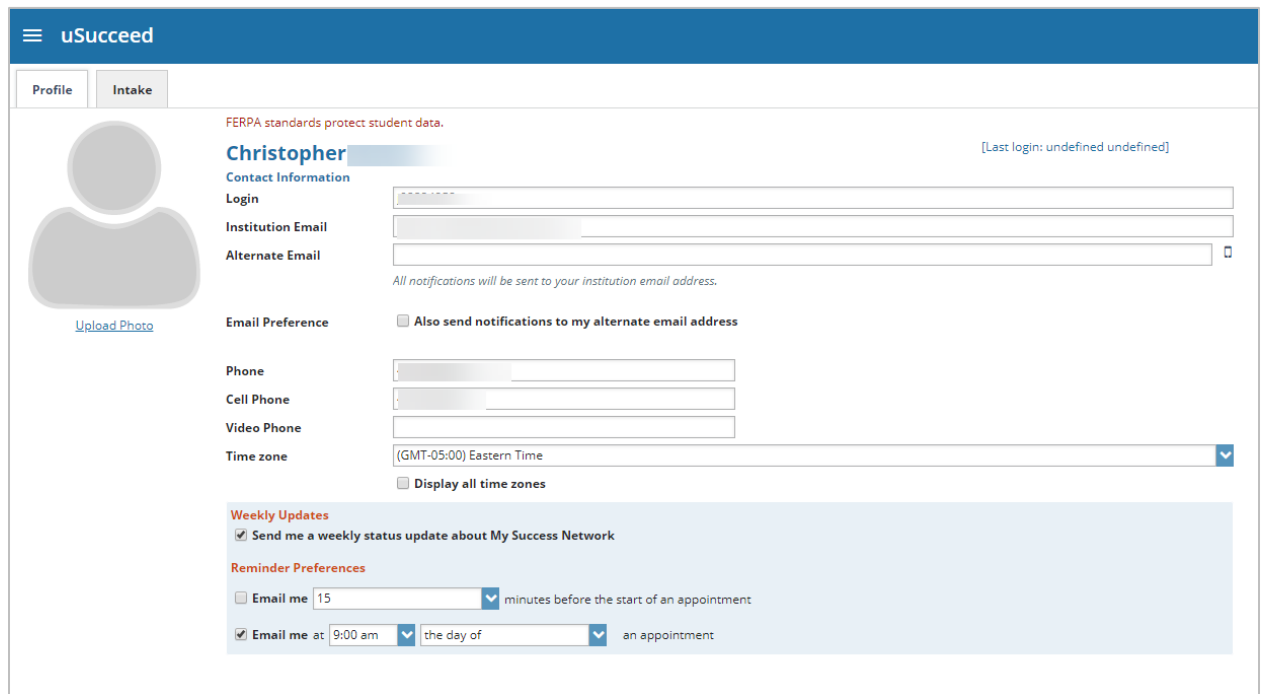


3. Click on **Profile**.



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4. On your profile page please update:
  - Your phone number
  - Select options for how you wish to receive updates and notifications about appointments.
  - Upload a photo of yourself. It may take up to one hour for your upload to process and your photo to appear.



The screenshot shows the uSucceed profile setup page for a user named Christopher. The page is divided into several sections:

- Contact Information:** Includes fields for Login, Institution Email, and Alternate Email. A note states: "All notifications will be sent to your institution email address."
- Email Preference:** Includes a checkbox for "Also send notifications to my alternate email address".
- Phone:** Includes fields for Phone, Cell Phone, and Video Phone.
- Time zone:** Includes a dropdown menu for Time zone (currently set to "(GMT-05:00) Eastern Time") and a checkbox for "Display all time zones".
- Weekly Updates:** Includes a checked checkbox for "Send me a weekly status update about My Success Network".
- Reminder Preferences:** Includes a checkbox for "Email me" with a dropdown for "15" minutes before the start of an appointment, and a checked checkbox for "Email me at 9:00 am" on "the day of" an appointment.

5. Click **Submit** in the bottom right corner of the screen to save the changes to your profile.



The image shows two buttons: "Never Mind" (a light blue button with a dark blue border) and "Submit" (a solid blue button with white text).