

# 3. Content

## 3.1 Profile

Your Profile area stores your contact and personal information. Each of the profile fields can be considered separate artefacts which you can add independently to your profile page or any portfolio page. Thus, you can reveal as little or as much information about yourself to others as you wish.

Your profile page is visible to other users on Mahara by default.

Per default only the following information is put onto your profile page:

- Your display name (or real name if you do not have a display name)
- Your pages that are visible to the person viewing your profile page
- Your groups
- Your wall
- Your friends

We advise you not to use your profile page as your portfolio because you cannot control who can look at the information you make available on your profile. Always remember to think about your own personal security before releasing contact information on a publicly available page or even just for other Mahara users.

Use regular pages to create your portfolio, and then use your profile to make these pages accessible to other people and to establish your digital identity.

### 3.1.1. About me

[Content](#) > [Profile](#) > [About me](#)

You must provide a first and last name. All other information is optional. Your name is visible to other Mahara users. You may choose to have a **Display name**. You can change the information here at any time unless an administrator locked certain fields.

1. **First name:** Your real given name
2. **Last name:** Your real last name
3. **Student ID:** Fill it in if it is required
4. **Display name:** The name by which you want to be known around Mahara. If you have a display name, your real name will not be visible to regular Mahara users. Only administrators can see your real name and your username at all times.
5. **Introduction:** If you log in via Moodle and your user information is updated upon each login, your introduction will be overwritten by what you have in your Moodle profile description.
6. Click the **Save profile** button to save your changes.

**Profile**

**About me** | Contact information | Messaging | General

Enter your real first and last name here. If you want to show a different name to people in the system, put that name in as your display name.

**First name \*** Paula

**Last name \*** Paulsen

**Student ID**

**Display name**

**Introduction**

I am a Year 12 student at school. My favorite subjects are Digital Technologies and Music.

Path: p

**Save profile**

### 3.1.2. Contact information

[Content](#) > [Profile](#) > [Contact information](#)

You may wish to provide some of your contact information for later use in a page. All details you fill in here are only visible to other users when you put them into a page. Until then only you can see them.

## Profile <sup>i</sup>

[About me](#)[Contact information](#)[Messaging](#)[General](#)

1

This information is private until you include it in a page that is shared with others.

Email address \*

[x]

Add email address <sup>i</sup>

Official website address <sup>i</sup>

Personal website address

Blog address

Postal address

Town

City/regionWellington

CountryNew Zealand ▾

Home phone

Business phone

Mobile phone

Fax number

Save profile 2

*Profile: Contact information*

1. Provide as much or as little contact information as you wish to be able to use in your portfolio.
2. Click the **Save profile** button to save your changes.

The email address with which you registered on Mahara is displayed. You can add other email addresses to your profile so that you can use them later on.

### 3.1.2.1. Add and delete email addresses

The email address with which you registered on Mahara is displayed. You can add other email addresses to your profile so that you can use them later on.

**Profile** ⓘ

About me **Contact information** Messaging General

This information is private until you include it in a page that is shared with others.

Email address \*

5 ○ [x] 6

2 Add 3

1 Add email address ⓘ

Official website address ⓘ

Fax number

Save profile 4

*Profile: Add or delete an email address*

1. On **Content** > **Profile** > **Contact** information click the link **Add email address**. A text field is being displayed.
2. Enter your email address. Make sure you do not have any spelling mistakes in it.
3. Click the **Add** button.
4. Click the **Save profile** button at the bottom of the page. Only then is the authorisation email sent to this email address to verify that it can be added. Follow the instructions in that email to continue.
5. Once you verified your email address, it is added as secondary address.

*If you mark one of your secondary email addresses with the radio button and click the **Save profile** button, this address becomes your primary email address and the one to which all notifications are sent.*

6. Click the **[x]** to delete an email address that is not your primary one.

### 3.1.3. Messaging

[Content](#) > [Profile](#) > [Messaging](#)

If you use instant messaging services, you may wish to provide the details here so you can use them in your portfolio later easily.

The screenshot shows the 'Profile' page with the 'Messaging' tab selected. The page has a header 'Profile' with an information icon. Below the header are four tabs: 'About me', 'Contact information', 'Messaging' (which is highlighted), and 'General'. A green circle with the number '1' is placed over the first input field. To the right of the input fields, a message states: 'This information is private until you include it in a page that is shared with others.' The input fields are labeled: 'ICQ number', 'MSN chat', 'AIM screen name', 'Yahoo chat', 'Skype username', and 'Jabber username'. At the bottom left, there is a green 'Save profile' button, and a green circle with the number '2' is placed over it.

*Profile: Messaging*

1. Provide the usernames for as many messaging services as you wish to display in your portfolio.
2. Click the **Save profile** button to save your changes.

### 3.1.4. General

[Content](#) > [Profile](#) > [General](#)

This tab is primarily for users who wish to use their portfolio in an employment context.

The screenshot shows the 'Profile' page with the 'General' tab selected. The page has a header 'Profile' with an information icon. Below the header are four tabs: 'About me', 'Contact information', 'Messaging', and 'General' (which is highlighted). A green circle with the number '1' is placed over the first input field. The input fields are labeled: 'Occupation' and 'Industry'. At the bottom left, there is a green 'Save profile' button, and a green circle with the number '2' is placed over it.

1. If you wish to use information about your occupation and / or industry repeatedly in your portfolio, you may wish to consider filling in the information here. You can then easily pull that information into your portfolio pages.
2. Click the **Save profile** button to save your changes.