

## My Profile page

Last Modified on 06/22/2025 3:07 pm IDT

 This article is designated for all users.

### About

Your profile page in the video portal is your personal space to connect with others. It's easy to update, has a unique URL, and is visible only to logged-in users. Whether you're building your brand, growing your business, or networking, your profile helps you make an impact.



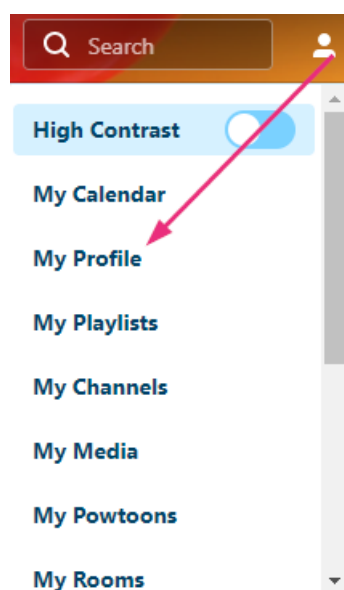
The [Theming module](#) must be enabled. Administrators control the content and settings in the [Personalprofile](#) module.

### Access your profile page

From the user menu, select **My Profile**. You can also access your profile page directly at <http://your-video-portal-url/profile>.



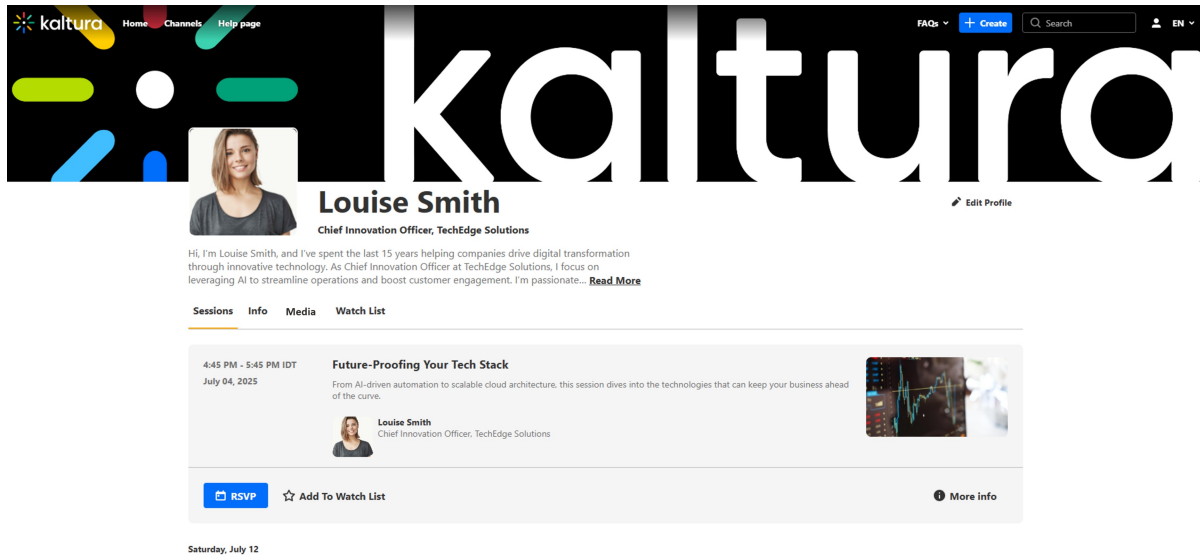
Depending on your administrator's setup, the profile page can also be added to the site navigation bar.





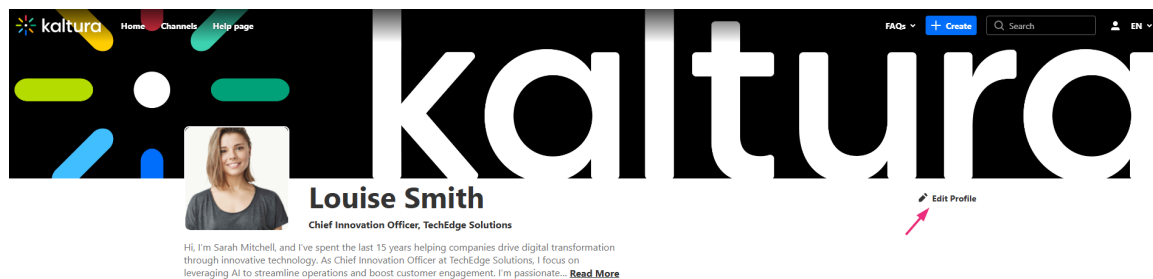
If you don't see this option in the user menu, ask your administrator to enable it in the [Headermenu module](#).

The profile page displays.

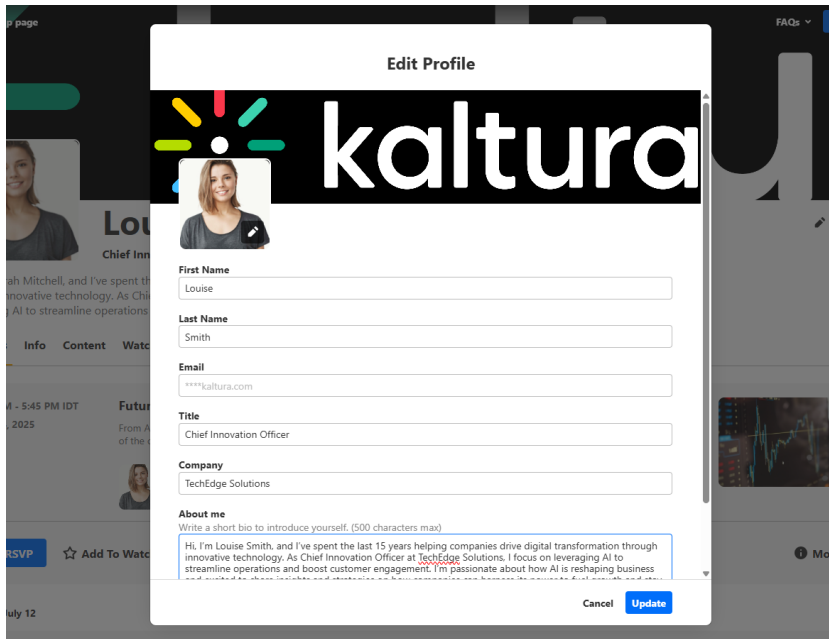


## Edit your profile

1. Click **Edit Profile** at the top right.



The **Edit Profile** window displays.



## 2. Modify your information.

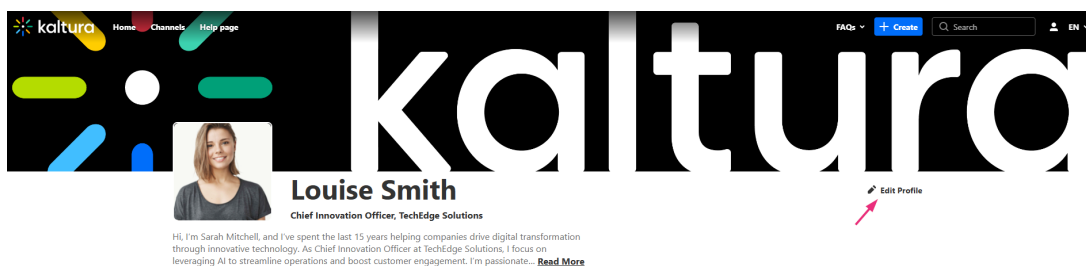


Editable fields, such as First Name, Last Name, Title, and Company, depend on your administrator's configuration.

## 3. When you have finished editing, click **Update** at the bottom right.

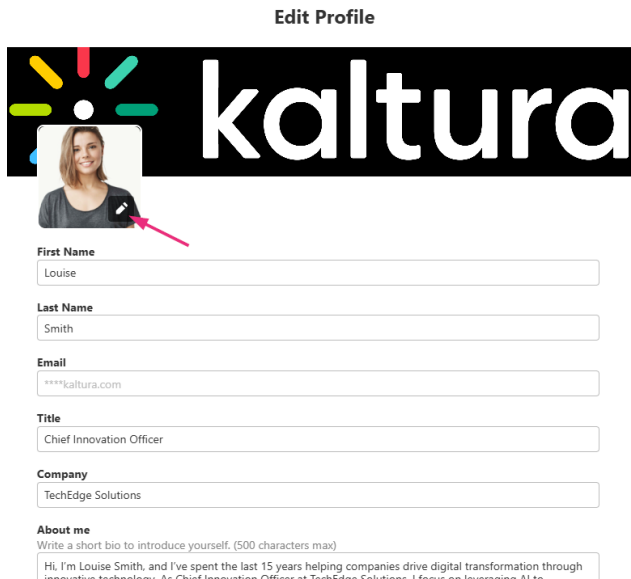
## Edit or remove an image

### 1. Click **Edit Profile**.



### 2. Click the **pencil icon** on the profile image.

**Edit Profile**



**First Name**  
Louise

**Last Name**  
Smith

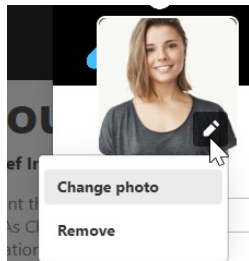
**Email**  
\*\*\*\*@kaltura.com

**Title**  
Chief Innovation Officer

**Company**  
TechEdge Solutions

**About me**  
Write a short bio to introduce yourself. (500 characters max)  
Hi, I'm Louise Smith, and I've spent the last 15 years helping companies drive digital transformation through innovative technology. As Chief Innovation Officer at TechEdge Solutions, I focus on business AI to

3. Click **Change photo** or **Remove**.



4. Upload a new image if desired.

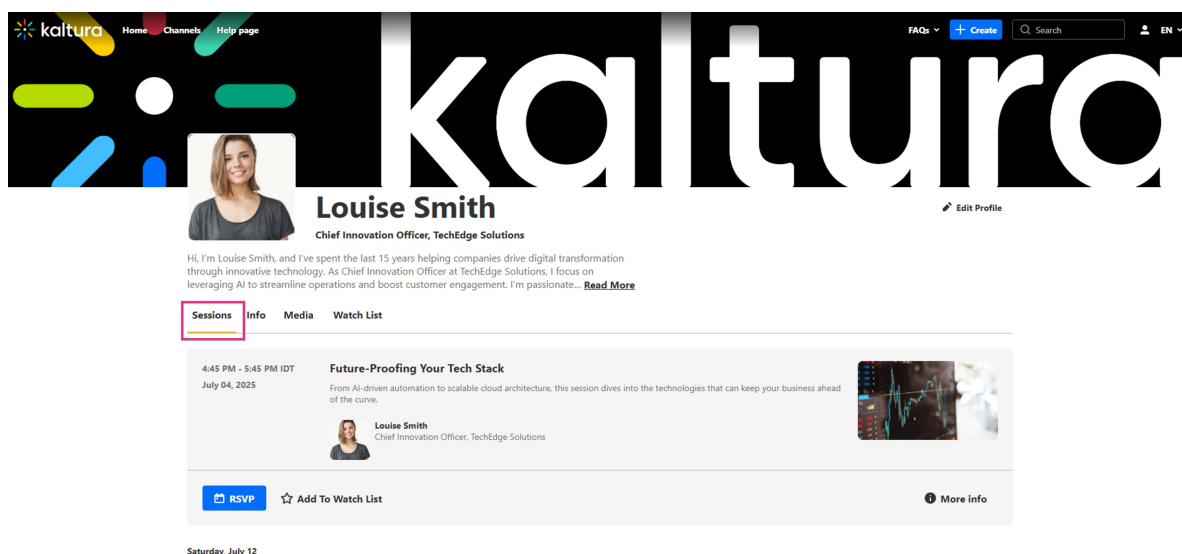
5. Click **Update**.

## Sessions tab

If you have been added as a presenter to a session, the details display under the **Sessions** tab. Details of upcoming as well as past sessions are listed. See [Add presenters to media](#) for more information.

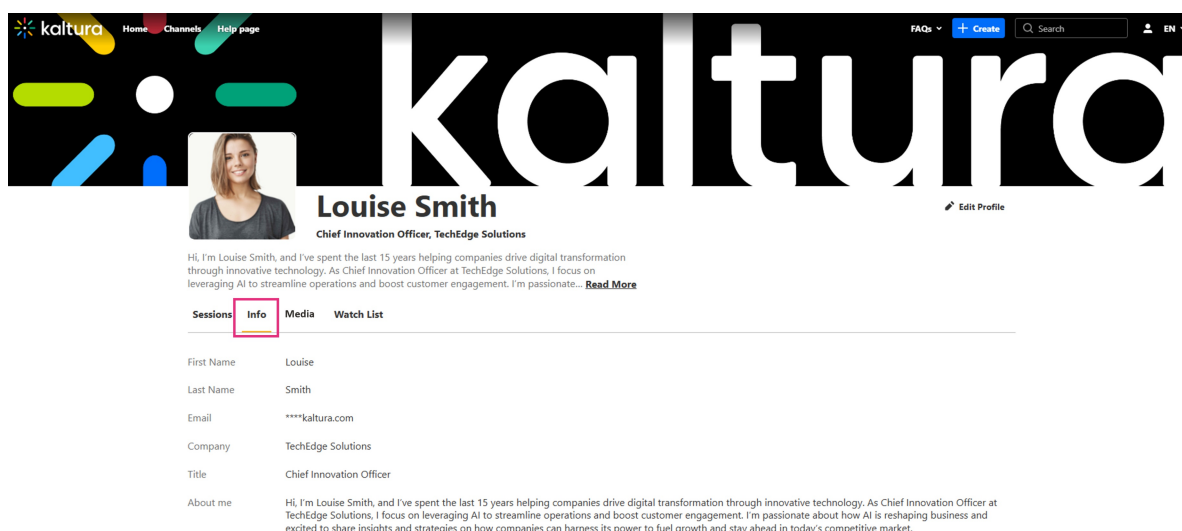


This function is enabled in the [Presenters](#) module.



## Info tab

The **Info** tab displays details the user has added to their profile, such as name, title, email, company, and a personal description. It's a quick way to learn more about the person behind the content.



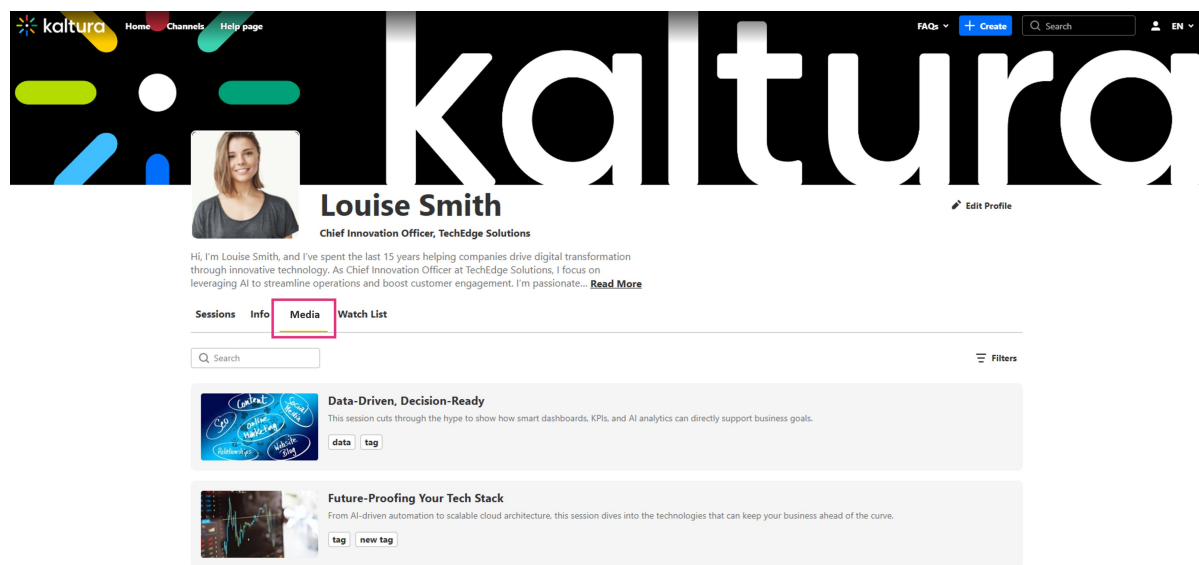
## Media tab

The **Media** tab displays published content you've created, whether as an individual or as part of a group. It's a great way for others to explore videos, sessions, or other media you've shared.



Viewers will only see content that's published and available to them, based on their viewing permissions.

When you view your own profile, the tab works like a pre-filtered version of [My Media](#), showing only content you own that's published. If you don't have any published content, or only have private content, the tab won't appear on your profile.

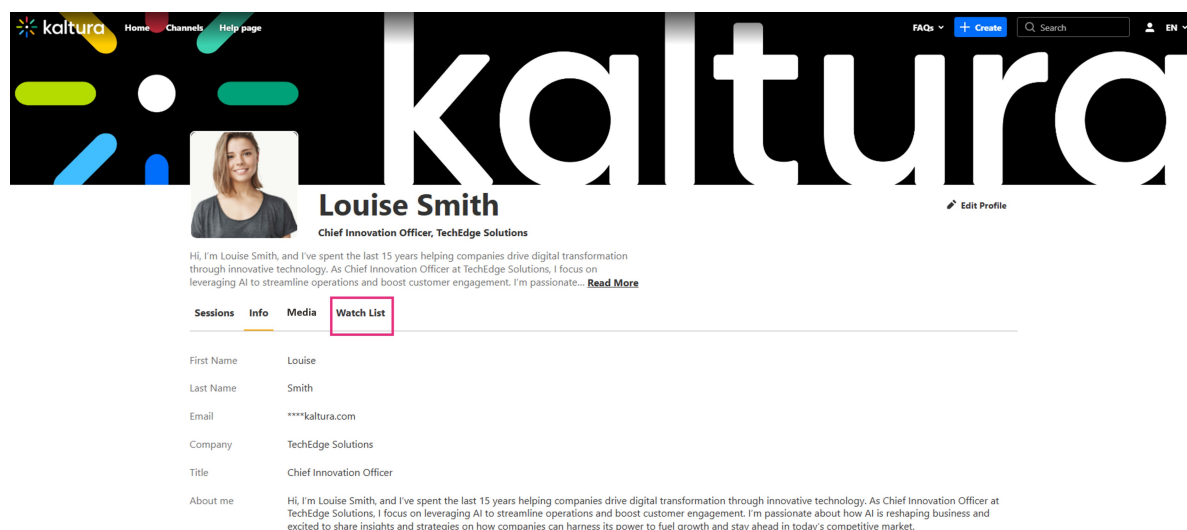


## Watch List tab


The Watch List tab on your profile page includes both scheduled and non-scheduled content. For scheduled sessions, you'll also see their timing and details.




Administrators must enable the [Watchlater module](#) for this feature to display.



Need to remove a session? Simply click the **X** on the far right.






**Learning tips**  
 January 30, 2025, 3:00 PM - 4:00 PM IST Scheduled  
 Discover practical strategies to make learning more effective and engaging. This session covers proven tips to retain information, stay motivated, ...



 Remove from Watch List


## RSVP

For upcoming sessions, you may have the option to **RSVP**. Check out our [RSVP guide for attendees](#) to learn more.


RSVP


 Send by email  
 Google Calendar  
 Outlook


 Add to watch list

 More info

**Cybersecurity in enterprise systems**  
 Cyber Enterprise  
 Join us for an engaging webinar where we'll delve into the world of digital marketing and unlock the secrets to building a successful online presence. Whether you're a seasoned...




**Thomas Andersen**  
 Chief of Engineering  
 Kaltura

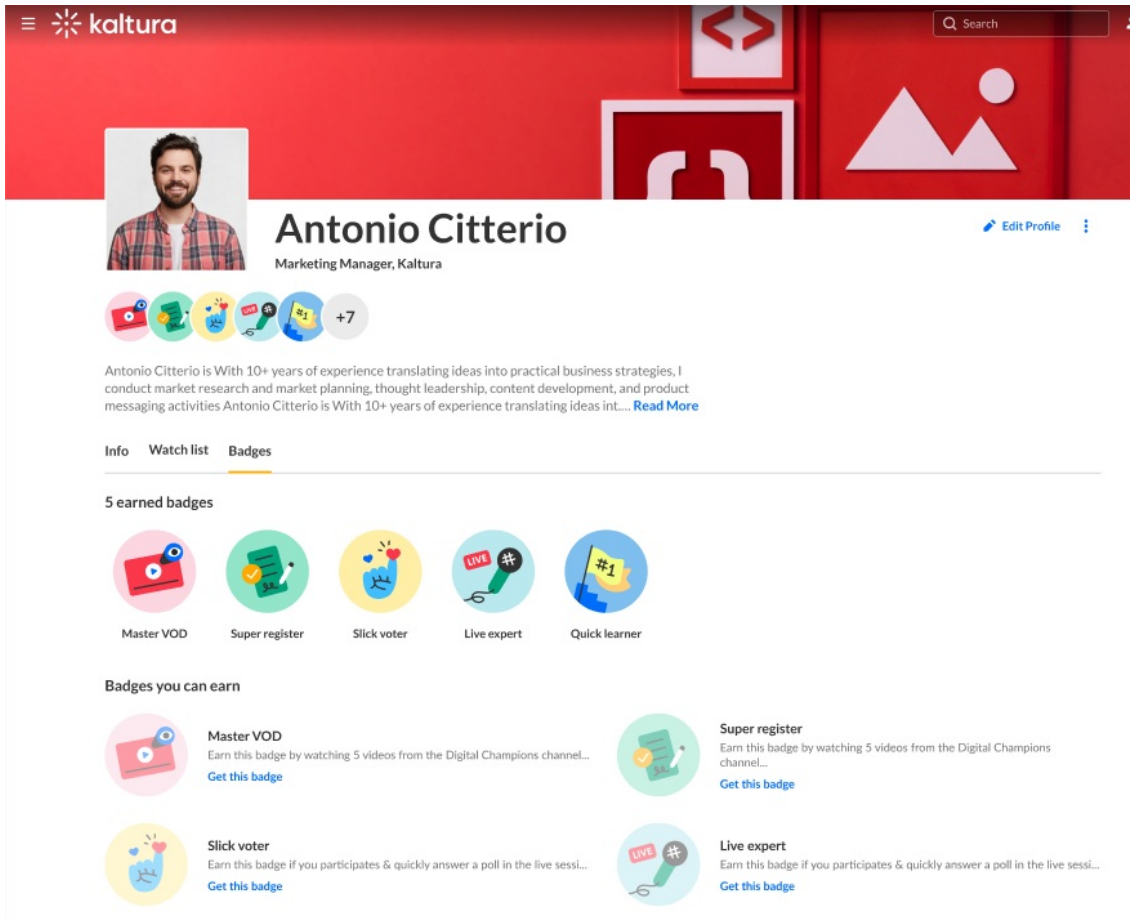

**Isabella Thompson**  
 HR Specialist  
 Kaltura

As long as your Watch List feature is active, you'll also see any sessions you've RSVP'd to right from your profile page. Need to cancel an RSVP? Just click the **X** next to the session to remove it from your list.

## Badges tab

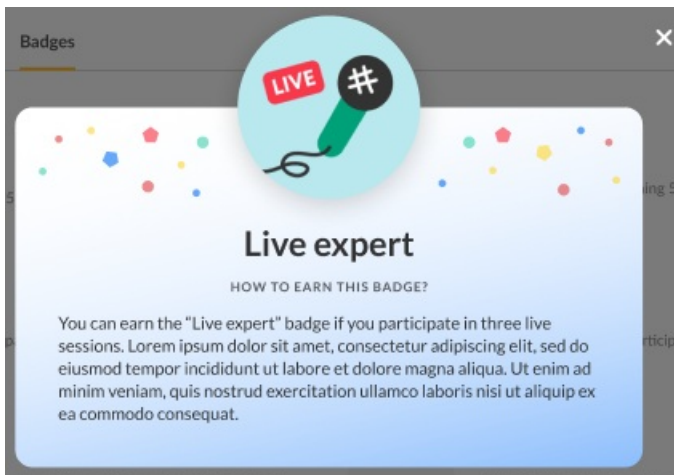
The Badges tab can also be enabled ([depending on your account configuration](#)). The Badges tab displays all the badges that you currently have and all the badges that you can earn. Badges can be earned through various single actions, such as participating in a group chat during a session, watching a certain video or set number of videos, or through a combination of actions.

In the example below, this user has earned five badges and has the opportunity to earn four additional badges.



The image shows a user profile for Antonio Citterio, Marketing Manager at Kaltura. The profile includes a header with the Kaltura logo and a search bar. Below the header is a profile picture of Antonio Citterio and his name. To the right of his name is an 'Edit Profile' button. Below the profile picture is a row of five circular icons representing different badges: Master VOD, Super register, Slick voter, Live expert, and Quick learner. Below these icons is a section titled '5 earned badges' which displays the same five badges. Below this is a section titled 'Badges you can earn' which displays the same five badges with a 'Get this badge' link next to each one.

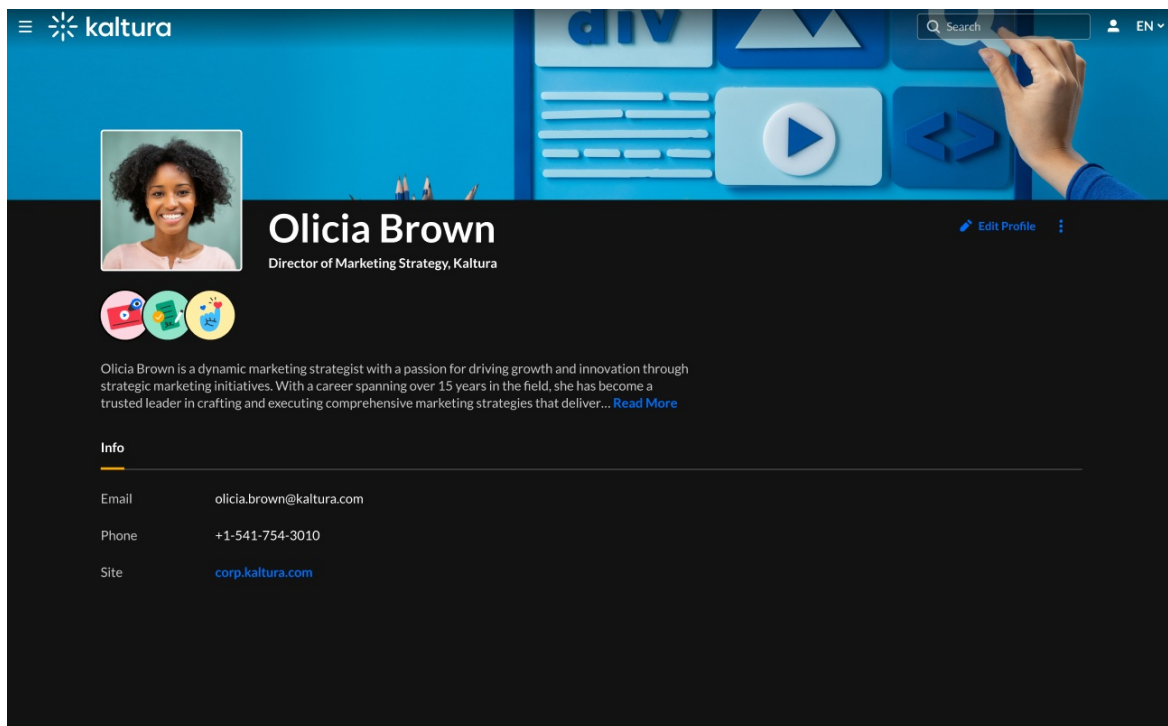
You can click on any of the badge icons to learn more about the badge. In the example below, we've clicked on the **Live expert** badge.



The image shows a modal window titled 'Badges' with a close button in the top right corner. The modal displays the 'Live expert' badge icon at the top. Below the icon is the title 'Live expert' and the subtitle 'HOW TO EARN THIS BADGE?'. The main text reads: 'You can earn the "Live expert" badge if you participate in three live sessions. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.'

When someone else views your profile, the badges you've earned display below your profile picture. In the example below, this user has earned three badges.





You can also view badges you've earned and badges you have the opportunity to earn by clicking the **Badges** button on the navigation bar.

