

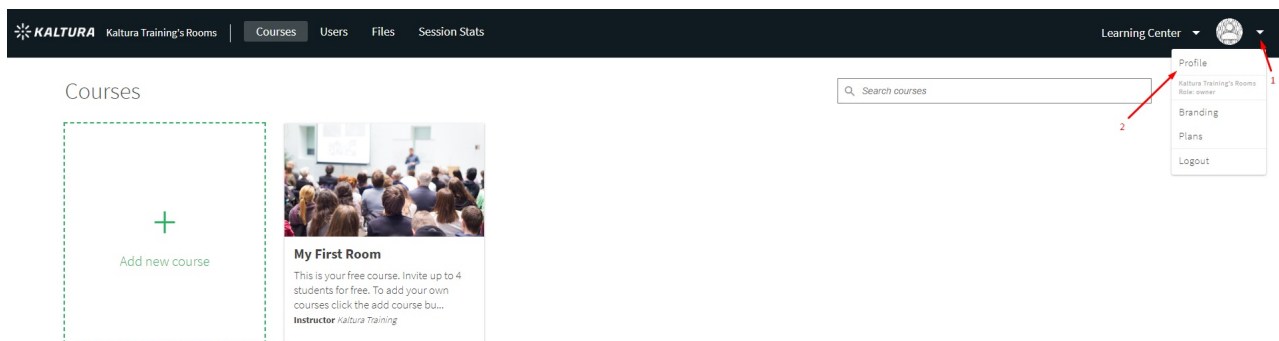
# Update Your Profile Settings

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## **i** Legacy notice

This article documents the **legacy KME Room**. For information on the new room, please visit the [new Kaltura Room documentation](#).

Within the profile settings, Admins can update your avatar, display name, and password.



## Access Profile Settings

1. Log In to [smart.newrow.com](https://smart.newrow.com)
2. Click your avatar in the far right corner of the Course Directory.
3. Select **Profile**.

## Update Your Profile Picture

When you first created an account, a default profile picture was assigned to you. You can update your avatar in *Profile*.

1. Within *Profile*, click anywhere on your avatar to display your computer's file browser.
2. Select an image.
3. Click **Open/Save/Ok**.

## Change Your Display Name

Your display name is automatically set as your first & last name as it was entered when you created your account.

1. Within *Profile*, select the field below **Display Name**.
2. Enter in your preferred display name.
3. Click **✓ Save** that displays inline when the field is selected.

## Change Your Password

1. Within *Profile*, click **Change Password**.
2. Enter in your *Current Password*.
3. Enter in your new password and confirm it.
4. Click **Save**.



Your password must be at least 8 characters long and cannot be more than 24 characters long.