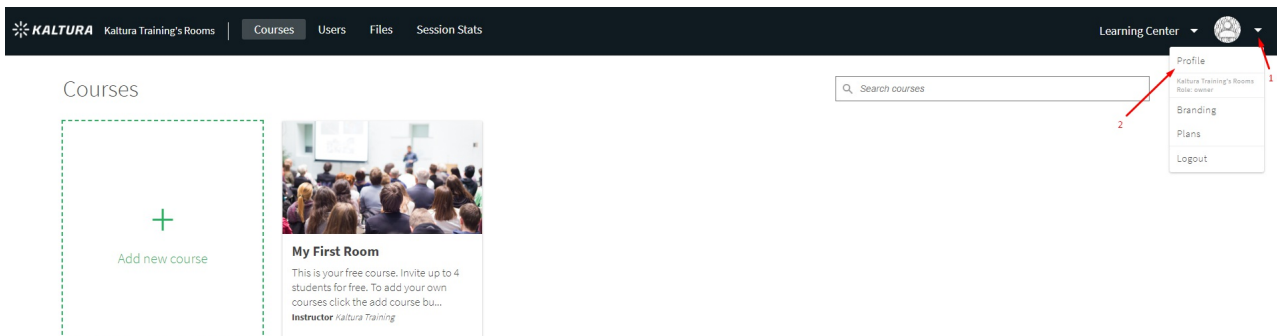


Update Your Profile Settings

Last Modified on 10/07/2020 9:18 pm IDT

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



Access Profile Settings

1. Log In to 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**.

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