

# Personalprofile module

Last Modified on 04/18/2026 7:13 pm IDT

 This article is designated for administrators.

## About

The **Personalprofile module** provides the ability to create a [My Profile](#) page in Content Hubs. Each user has a unique, publicly viewable profile where they can see and update their info (based on admin settings).

Admins can control which fields appear and are editable, customize the profile header, and allow users to switch groups with the 'groupChange' feature.



This feature requires the [Theming module](#) to be enabled.

## Configure

1. Go to your Configuration Management console and click on the **Personalprofile** module. You can also navigate to it directly using a link:

[https://{your\\_videoportal\\_URL}/admin/config/tab/personalprofile](https://{your_videoportal_URL}/admin/config/tab/personalprofile).

Meetingentry
Embed
Onedrive
<b>Personalprofile</b>
Presenters
Publish

The 'Personalprofile' page opens.

## Configuration Management

### Server Tools

Backup Configuration  
Player replacement tool

### Global

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## Personalprofile

**Module Info**

**Description**  
Once enabled, this module provides a new page in the application - Personal Profile Page. Any user can reach their profile by entering (KMS\_URL)/profile, see their info and update it. Each user profile is visible to all logged in users, and has a unique URL. In this module, admins are able to select what info will show on the user's info card, what fields are editable, and what is the header background for all profiles, and even be able to allow users to change groups using the groupChange feature. Users set as presenters (see **presenters module**), will have a tab on their profile showing all users the media in which they are presenting. Another tab, available to the profile owner only, will show the users their watch list (depends on enabling the **watchlater module**).

**Note**  
KMS only Module. Depends on the **Theming module**.

**enabled**  Enable the Personalprofile module.

**headerBannerDefaultImg**  Upload an image which will be shown in the personal profile page. Recommended size: 1600x400 pixels. [Reset To Default](#)

**fields**  
what fields should be visible on the details tab? data must exist in user metadata.

ID	DELETE	fieldKey	fieldTitle	fieldAllowEdit
1	<a href="#">DELETE</a>	<input type="text" value="firstName"/> the key of this field in user metadata	<input type="text" value="First Name"/> the title to show for this field	<input type="text" value="Yes"/> Choose if users can edit this field (allowEdit must be turned on)

[+ Add "fields"](#)

2. Configure the following:

**enabled** - Set to 'Yes' to enable the module.

**headerBannerDefaultImg** - Upload an image which will be shown as a banner at the top of the personal profile page. Recommended size: 1600x400 pixels.

### fields

In the **fields** section, you can choose which user fields to show, and which can the user edit.

To add a new field, click **+Add "fields"**.

An additional field displays:

[DELETE](#)

**fieldKey**  the key of this field in user metadata

**fieldTitle**  the title to show for this field

**fieldAllowEdit**  Choose if users can edit this field (allowEdit must be turned on)

[+ Add "fields"](#)

**fieldKey** - Click the drop-down menu and choose the key of this field.

DELETE

fieldKey	<div style="border: 1px solid #ccc; padding: 2px;">             firstName <span style="float: right;">▼</span> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;">             firstName           </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;">             lastName           </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;">             email           </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;">             title           </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;">             company           </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;">             description           </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;">             country           </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;">             state           </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;">             language           </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;">             city           </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;">             zip           </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;">             gender           </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;">             dateOfBirth           </div>
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| fieldTitle |  |
| fieldAllowEdit |  |

Choose from the following options:

- first name
- last name
- email
- title
- company
- description
- country
- state
- language
- city
- zip
- gender date of birth

**FieldTitle** - Enter a title to show for this field, as shown in the example below.

fieldKey	<div style="border: 1px solid #ccc; padding: 2px;">             description <span style="float: right;">▼</span> </div>
fieldTitle	<input style="width: 100%;" type="text" value="About me"/>
fieldAllowEdit	<div style="border: 1px solid #ccc; padding: 2px;">             Yes <span style="float: right;">▼</span> </div>

**fieldAllowEdit** - Set to 'Yes' to allow users to edit this field ( **allowEdit** below must also be enabled)

**allowEdit** - To allow any editing in the page by the user, set this field to 'Yes'. Note that the editing of each field can be limited from the **fields** section above.

**editThumbnail** - Once editing is allowed, you can also allow users to upload a thumbnail. If no thumbnail is available, initials will be used instead.

**editRegistrationUrl** - For video portal sites with site registration enabled, you can add a button on the profile page next to the 'Edit Profile' button to allow your users to edit their registration. Leave empty to hide the button. (For [BaseRegistration](#) modules use “/registration/edit”)

**unregisterUrl** - For video portal sites with site registration enabled, you can add a button on the profile page next to the 'Edit Profile' button to allow your users to unregister. Leave empty to hide the button. (For [BaseRegistration](#) modules use “/unregister”)

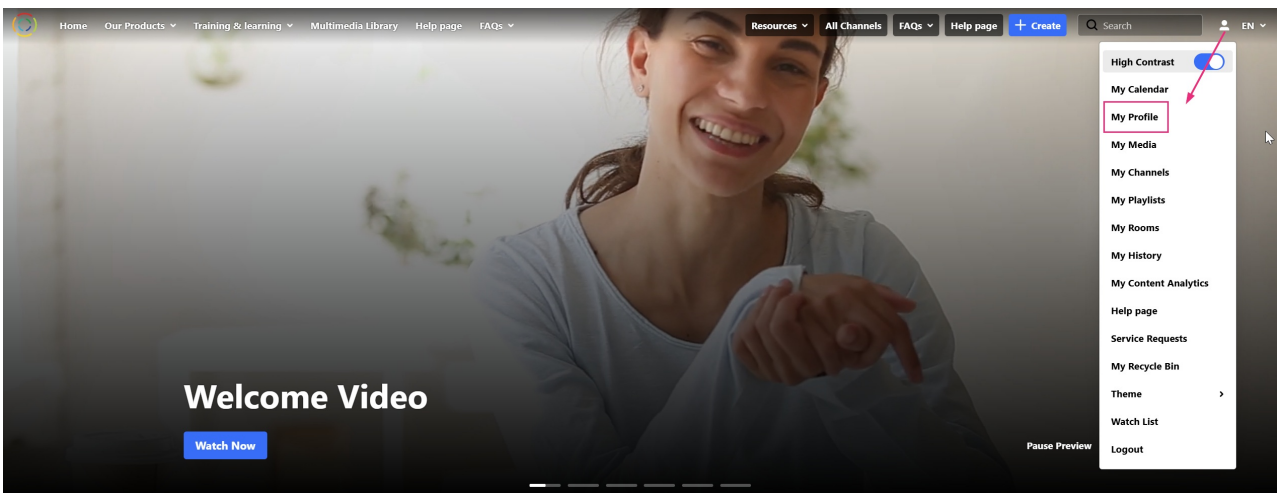
**groupChange** - Set to 'Yes' to allow the users to switch between preselected set of groups.

3. Click **Save**.

## User experience

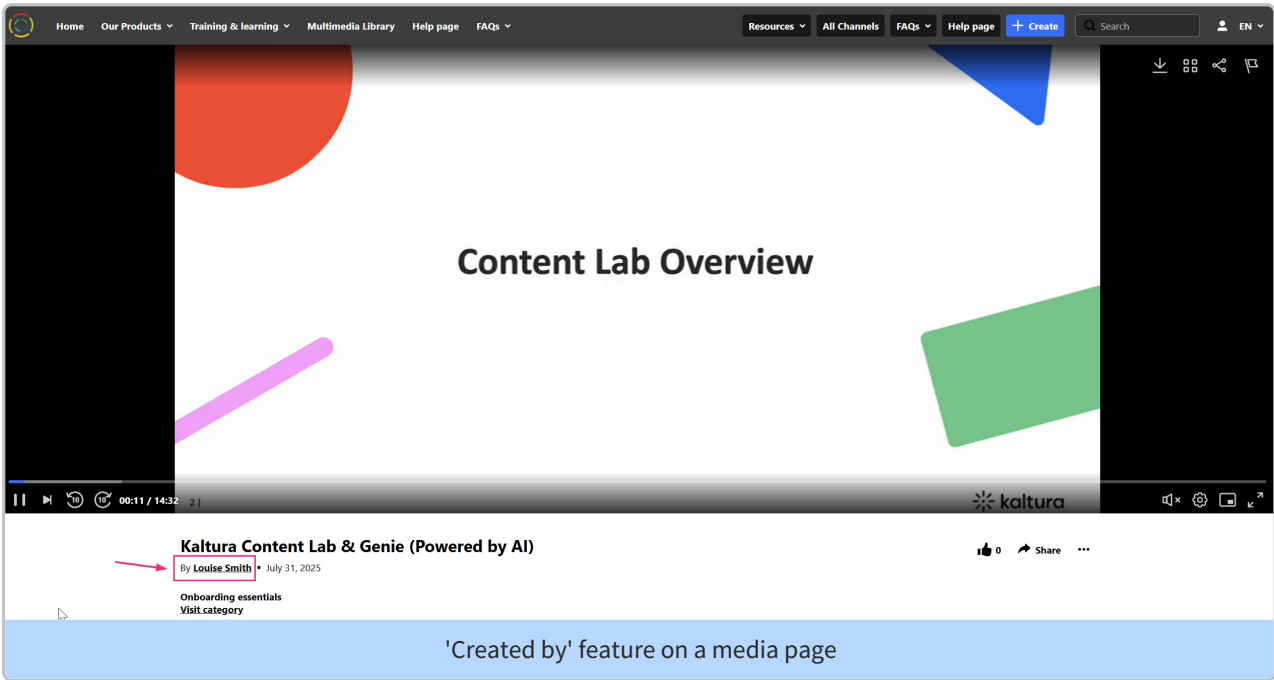
After enabling and configuring the module, you can add a **My Profile** link to the site's user menu (see our [Headermenu module](#) article for setup instructions).

Users can also access their profile directly at `{videoportal_URL}/profile`.



Clicking a creator's name, for example, in "By [name] fields as shown below, will take users to that person's profile page.

This feature is enabled first in the [Application module](#), and then in the [Theming module](#) by turning on the [createdby](#) option.



Check out our article [My Profile page](#) for more information.

