



blogs.ed.ac.uk

How to edit your profile

Workbook

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You can change a variety of your profile settings on your blogs.ed account including the publicly displayed name under which you publish your posts.

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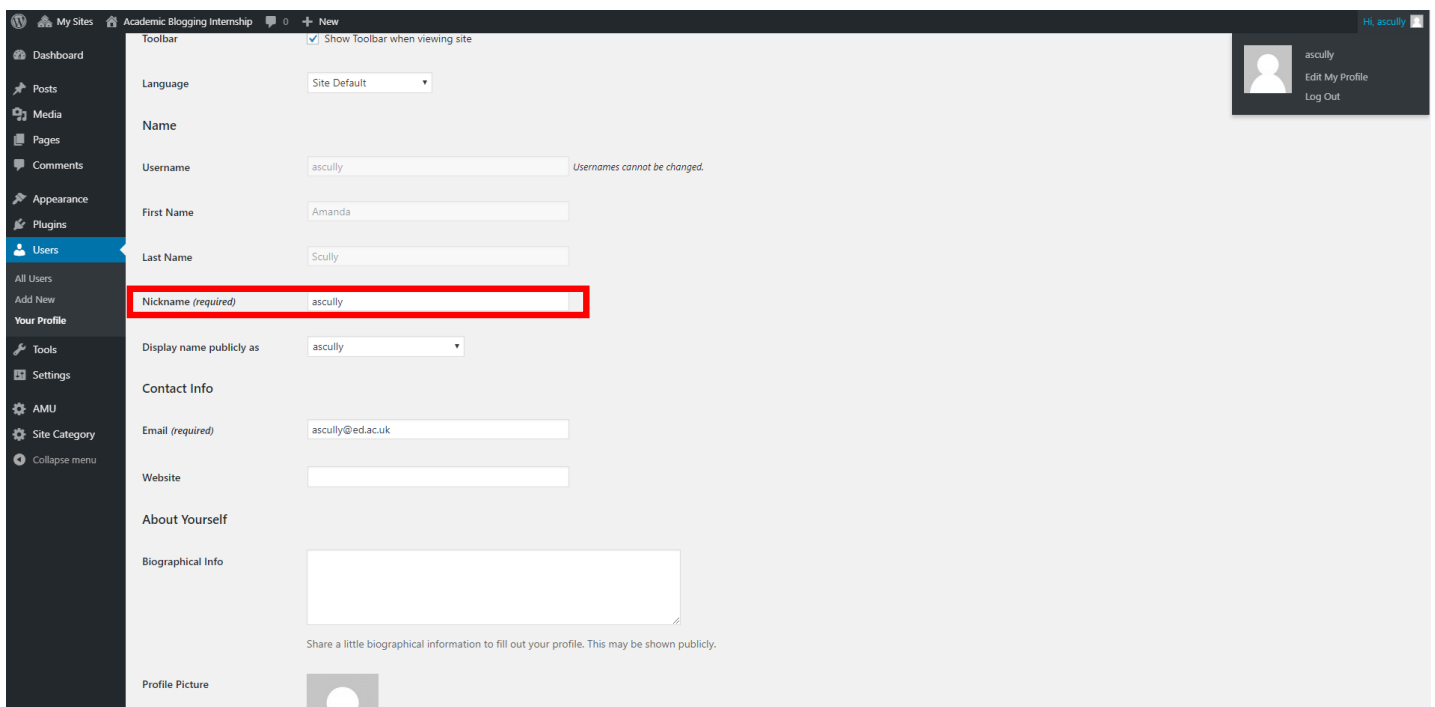
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1. How to edit your profile

- 1) Log into your blog via EASE from <https://blogs.ed.ac.uk>.
- 2) Click on your name in the top right hand corner of the WordPress tool bar.
- 3) From there you will be able to edit a variety of your profile settings such as your admin colour scheme, profile picture, etc.
- 4) Click **Update Profile** when you are satisfied with your changes to update your settings.

A. How to edit the name displayed when you post

- 1) Access your profile settings via the steps above.
- 2) Scroll down to the **Nickname (required)** section.
- 3) From here, you can type the new name you want your posts to be displayed under.
- 4) Once you have changed your nickname, click **Update Profile**.
- 5) To change how your name is publicly displayed go back to your Profile Settings and click on menu next to **Display name publicly as**.
- 6) Your new nickname will appear on the menu, select your new name.
- 7) Click **Update Profile** to have your settings saved and to have your new name publicly displayed.



The screenshot shows the WordPress user profile settings page for a user named 'ascully'. The page is titled 'Academic Blogging Internship' and includes a sidebar with navigation options like Dashboard, Posts, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, AMU, Site Category, and Collapse menu. The main content area displays various profile settings:

- Toolbar:** Show Toolbar when viewing site
- Language:** Site Default
- Name:**
 - Username:** ascully (Usernames cannot be changed.)
 - First Name:** Amanda
 - Last Name:** Scully
 - Nickname (required):** ascully (highlighted with a red box)
- Display name publicly as:** ascully
- Contact Info:**
 - Email (required):** ascully@ed.ac.uk
 - Website:** (empty field)
- About Yourself:**
 - Biographical Info:** (empty text area)
 - Share a little biographical information to fill out your profile. This may be shown publicly.
- Profile Picture:** (empty profile picture placeholder)