blogs.ed.ac.uk
How to edit your profile
Workbook

Edition #1
October 2019
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.

Contents

How to edit your profile........................................................................................................1

A. How to change how your name is displayed.................................................................1
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.