

Teachers: Updating Your Profile

Introduction This guide explains how update the profile on SuccessNet Plus.

Accessing Your Profile From the home page, click **My Profile** in the upper-right corner next to Mail. A pop-up window displays the current settings.

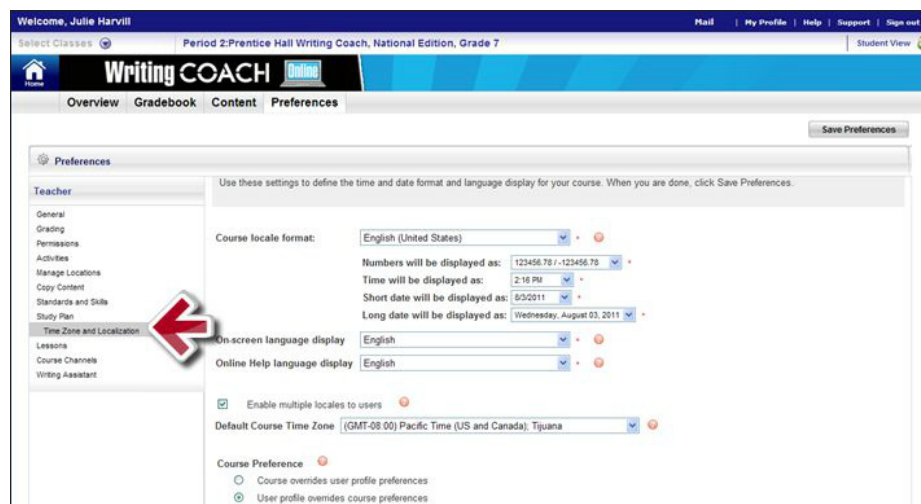
Changing Your Password Use the first option to modify the Pearson account:

1. Click the Edit Pearson account link.
2. Type in the current password, and then click **Continue**.
3. Now change the password.
4. Click **Cancel** to exit, or click **Save** to save any changes.

Changing the Time Zone The next option changes the time zone. Just click the drop-down menu and make a selection.

Here are two important class features related to time zones.

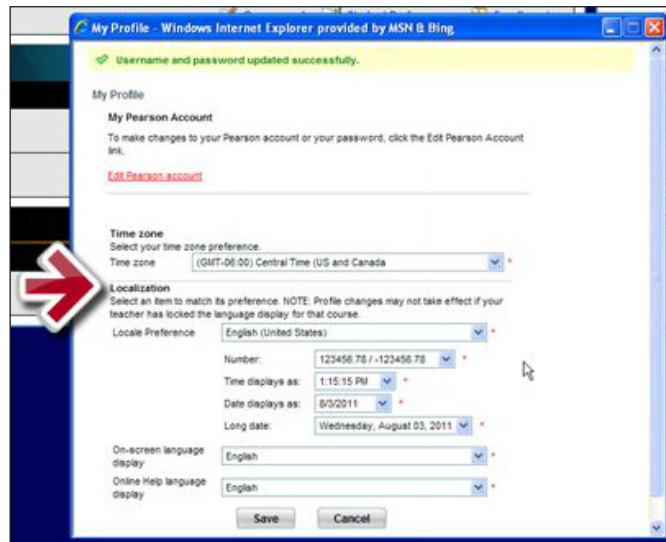
To change the default time zone for the course, go to the Preferences tab. These options appear in the Time Zone and Localization section.



Another preference forces the course time zone to override a user's setting. With this option, the date and time each assignment is due will be consistent regardless of the time zone selected by each student.

Changing Time and Date Formats

Localization determines time and date formats. In the Locale Preference, select the appropriate location from the drop-down list to change the number, time, and date formats. Keep in mind that each preference can be adjusted individually.



Changing the Language Display

Now select the on-screen language display for the course content.

The final option is for selecting the language display for Online Help. This determines the language of the user guide that appears when clicking Help in the upper-right corner of the page.

Click **Save** to apply the changes and return to the home page. Remember that the profile can be modified at any time.

