

## Signing In & creating a basic profile

If you don't already have an account for "My Community" you need to go to <http://www.uspace.org.uk/community/> and then click on [register](#). You will need the key code which will be made available to you through your tutor or at your induction sessions. If you are still having problems drop me an email at [rob@uspace.org.uk](mailto:rob@uspace.org.uk)



The image shows a 'Log On' form with the following elements: a 'Username' input field, a 'Password' input field, a 'Log on: Go' button, a checked 'Remember Login' checkbox, and links for 'Register' and 'Forgotten password'. The footer of the form reads 'UsPaCe Community'.

The **Log On** form can be found on the right hand side of the page. Enter the username and password from the email and then press **GO**. You can save your details by checking the **Remember Login** box. You should only do this if you are on your own computer and not a shared one.

You can change your password to something more memorable by clicking **account settings** at the top right hand side of the screen.



When you first login you will see you don't have a profile photo etc so one of the first things we can do is put a basic profile together.

Click on the **My Profile** button, the furthest right menu button.



You will then be taken to your profile page. As you will see there isn't much on the page as we are yet to add any information yet. You should click on **Edit This Profile**.

### Joe Bloggs

[Edit this profile](#) | [Change site picture](#) | [Add widget](#)

#### Extended profile

[Click here to view extended profile](#)

#### Joe Bloggs's comment wall



The image shows a text input field for a comment wall, with a 'Post comment' button below it.

As you can see below there are a number of tabs organising information into groups. For now we will have a quick look at the basic details.

## Joe Bloggs :: Edit profile

[Edit this profile](#) | [Change site picture](#) | [Add widget](#)

This screen allows you to edit your profile. Blank fields will not show up on your profile screen in any view; you can change the access level for each piece of information in order to prevent it from falling into the wrong hands. For example, we strongly recommend you keep your address to yourself or a few trusted parties.

**Basic details** | Location | Contact | Employment | Education

**Profile photo**  
*Photo to display at the top of your profile.*

Click here to verify that this is a photo of you and that it is not obscene or abusive.

Access Restriction:

**Who am I?**  
*A short introduction for you.*

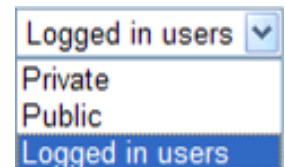
I am a student studying on a module that is using UsPaCe. I am currently on my second year of my course and looking to go into employment upon completion of my course.

Access Restriction:

I have entered a bit of information about who I am. I can also add a photo of myself by pressing browse and finding one on my computer.

The most important think about your profile is the fact that you can control what you make visible to others.

You will see after each item of information there is a drop down box as shown on the right which allows you to choose who can see that bit of information.



You should set anything you are unsure about to **private**. As you become more confident with UsPaCe and you find groups set up for members of your course etc (which with then appear in this list) ,you will have the option of maybe just letting them see the information.

Although the system is secure you should also be cautious about putting any information on here that you don't really need such as mobile phone numbers etc.

## So why should I fill it in?

You may now be wondering why you would want to fill in all this information. Well the answer to this is because it allows you to create a portfolio from it all which you can access from anywhere or take away at any point. It could be useful for a number of reasons not least showing potential employers.

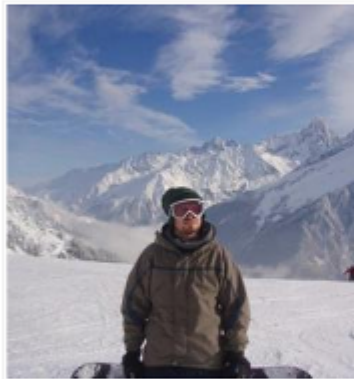
Here you can see an example of my completed basic profile.



## Robert Stillwell

[Edit this profile](#) | [Change site picture](#) | [Add widget](#)

### Profile photo



### Brief description

Senior Learning Technologist / General Dogsbody for UsPaCe :)

### Town

Plymouth

### Extended profile

[Click here to view extended profile](#)

### Who am I?

Senior Learning Technologist working on the UsPaCe project.

### Official website address

<http://www.southwest360.co.uk/blog/>

### Personal website address

<http://www.southwest360.co.uk/blog/>

### Interests

Drumming, Gigs, Guitar, Life, Music, Photography, Reading, Snowboarding

### Company / Institution

University of Plymouth

### Main Skills

Cinema 4D, etc, Flash, Lightroom, Photoshop, PHP, Premiere

### You



Robert Stillwell

[Tags](#) | [Resources](#)

Senior Learning Technologist / General Dogsbody for UsPaCe :)

### Recent Activity

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