

# Members

## What is a Member?

A Member Area is each individual user's space within the HUB. Your member profile contains many sections including your dashboard, your profile, a wiki, a blog, and many more. Each member has the ability to use or not use each of these sections how they want. Some of the more important sections will be discussed in more detail below.

# Dashboard

## Member Dashboard

The Member Dashboard section is the user's landing page after logging in successfully. It has a number of widgets that contain items for easy access, for example the "My Sessions" widget which lists any of your current tool sessions and also shows your storage space usage.

## Personalizing Your Dashboard

You have the option to personalize your Dashboard by adding, removing, or rearranging modules. This customization feature allows you to fit the Dashboard to your personal needs. Once it has been personalized, it will appear how you arranged it at each login.

**To add a module to your Dashboard:**

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1. Place your mouse pointer on the Personalize Dashboard button in the upper right hand corner of the screen. This button allows you to add a module.
2. A box will appear with a list of modules available. Click the "add" button next to the module you would like added to your Dashboard.

After clicking "add", the new module will appear on your dashboard.

### **To remove a module to your Dashboard:**

1. Place your mouse pointer over the upper right hand corner of the box, and click the X that appears.
2. A message will appear asking you to confirm the removal. Click OK to confirm.

### To rearrange your modules:

1. Place your mouse on the top of the module you wish to move until a cursor appears.
2. Press and hold down the button on the mouse or other pointing device to grab the module.
3. Drag the module to the desired location, and drop it by releasing the button.

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# Profile

## Member Profile

The Member Profile section contains specific details about the user, ranging from their name to email address, phone number, and personal website.

## Editing Your Profile

The Member Profile has a new "edit in place" feature to help users edit their profile easier and faster. To edit your profile, first navigate to your Member Profile. You should see a screen similar to the picture above. Simply click on the edit link along the right side of any profile field to start editing that field. A hidden pane should slide down and you should see fields to edit that specific field of your profile. This is also where you can set the privacy level for that specific field. When you're done editing, click the Save Button and your profile will be updated. Clicking the Cancel Button will disregard your changes.

### **Profile Privacy**

All Member accounts on the HUB are created with a default privacy setting of "Public". To edit your Profile Privacy setting, first navigate to your Member Profile. Next to your name you should see a lock icon. A dark colored icon means that your Profile Privacy is set to public. A light colored icon means your Profile Privacy is set to private. You can toggle your Profile Privacy by simply clicking on the lock icon.

*\*\*Note: You will see the lock icon next to your name on every section of your Member Area, but you must navigate to the Member Profile section within your Member area in order to toggle your privacy setting.*

### **Uploading/Updating your Profile Picture**

All Member accounts on the HUB will be created with a default Profile Picture that is a silhouette. To edit your Profile Picture, first navigate to your Member Profile. You should see a semi-transparent black button over your current Profile Picture that says "Change Picture". Clicking that link will bring up a popup to upload a new photo or remove your current one (if its not set to the default silhouette) and should look like the image below.

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To Upload a new picture click on the black button that says "Upload an Image". Your computer should display a file browser to select an image. After you select an image the file will be automatically uploaded and once complete should be displayed in the preview area within the popup. If you are happy with the newly uploaded image click the "Save Changes" Button and your profile should refresh with the new profile picture set.

*\*\*Note: You will see your profile picture on every section of your Member area, but you must navigate to the Profile section with your Member area first in order to upload, update, or remove your profile picture.*