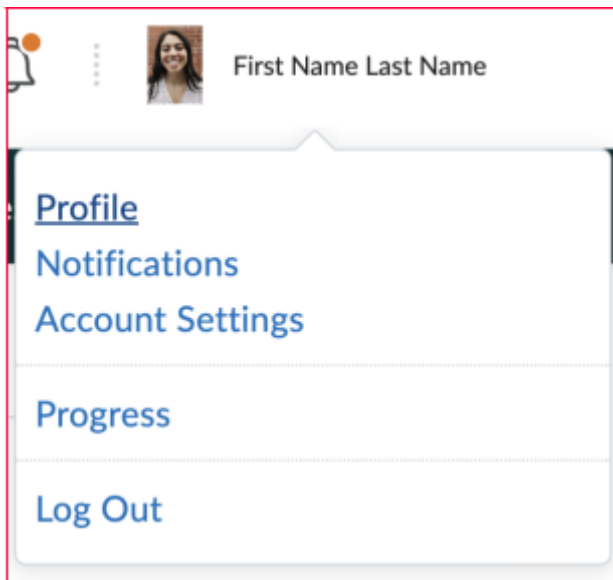
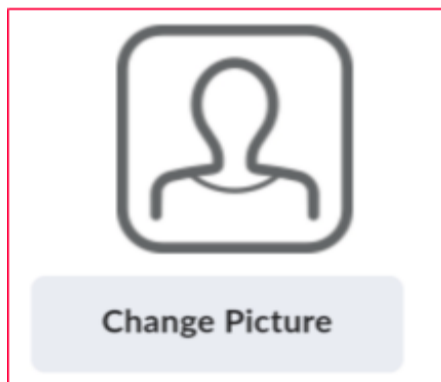


How to Alter Account Settings and Accessibility Faculty

1. Start on your course page.
2. Click the “Profile” in the toolbar to open a drop-down menu.
3. Then you can select: Profile, Notifications, Account Settings, Progress, and Sign Out.

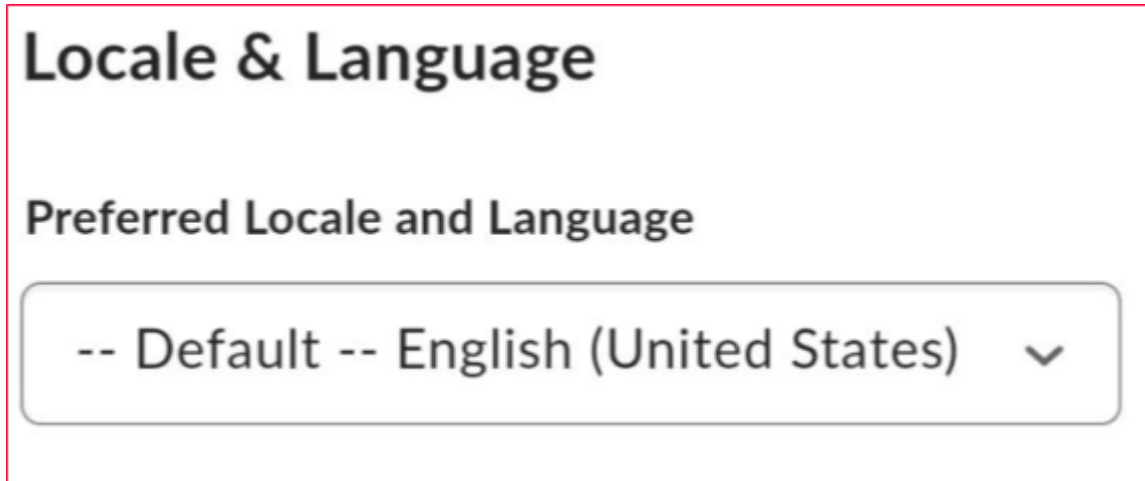


4. If you click “Profile” you can change your profile image.



5. Click “Notifications” to choose which notifications you want to receive.

6. In “Account Settings” you can alter your location and time zone to match your location. This is very important since it makes sure due dates, notifications, and other Brightspace tools accurately reflect where you live.



7. You can alter accessibility settings in “Account Settings.” Here you can alter font size, screen reader settings and other assistive technology settings.

