

UHI Toolkit – Your profile

Login to UHI Toolkit

When you navigate to the UHI Toolkit (www.toolkit.uhi.ac.uk) you will be taken to the Toolkit's splash page. Click on 'enter' and you will be taken to the login page. You will be prompted to enter your login credentials. Your login details for the Toolkit are the same as your login details for other UHI system (Blackboard, email etc.).

Edit Profile

Once logged in you will be taken to your profile page. Here you can upload a profile picture, set your email address, add the URL of your website and add your Twitter details.

SCOTT CONNOR

User ID : Scott Connor (eo04sc)

Email : ⓘ

Website : ⓘ

Twitter : ⓘ



Use gravatar for my profile picture : ⓘ

[What is Gravatar?](#)

Select profile picture

ⓘ

Please ensure you familiarise yourself with the Toolkit [Terms and Conditions](#) (opens in a new window).

Open | Libraries | Pictures | Sample Pictures | Search Sample Pictures

Organize | New folder

Desktop | Libraries | Documents | Music | Pictures | Videos

Computer | System (C:) | Data (D:) | EO Public Docs | EO Data (F:) | UHI_DOCS (3)

Pictures library | Sample Pictures | Arrange by: Folder

			
Chrysanthemum.jpg	Desert.jpg	Hydrangea.jpg	Jellyfish.jpg
			
Kudu.jpg	Lobelia.jpg	Banyan.jpg	Tulip.jpg

File name: | All Files |

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Uploading a profile picture allows other members of the online community to see who you are and forms part of your online identity. To upload a profile picture to the Toolkit click on 'Choose File'. This will open a window that will allow you to navigate to the location of an image on your local machine. Once you have found the image double click on it to select it and then click update when you are returned to the profile page. Your new profile picture will now appear once the page reloads. If you use [Gravatar](#) you can take your profile picture from there by checking the 'Use Gravatar for my profile picture' tick box and clicking 'Update'. If you do not choose an avatar you will be given a default avatar.

By default your email address on the Toolkit will be your UHI email address. This email address will be the address other Toolkit users will use to contact you. If you would like to be contacted on a different email address change the details in the email textbox on the profile page and click 'Update'.

If you are using Gravatar for your profile picture your Toolkit email address and your Gravatar email address must match.

If you would like to share your website URL or Twitter details you can enter these details on your profile and click 'Update' to save these details to your profile. If at any point you would like to remove these details from your profile, delete the information from the 'Website' and 'Twitter' textboxes and then click 'Update'.