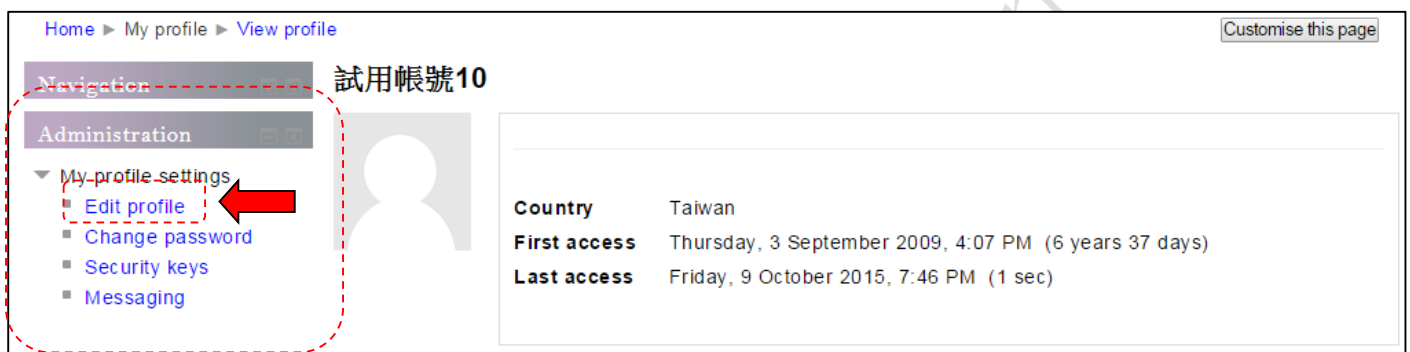# NCKU Moodle Instruction Manual – My profile

User's profile in moodle is import from school's database. The username and password are synchronized with Cheng Kung Portal. Users don't require to apply for account. Teachers or staffs use Staff ID as username. Students use Student ID as username. If you haven't activate Cheng Kung Portal, please login with default password.(The last 4 digits of ID number + the last 4 digits of birthday.)

I. Change My Profile

Moodle can modify personal profile, which includes many personal settings.

[Note] Be sure to change the e-mail to user own email, so as not to miss the course receive notification letters.

1. " Administration " Block → My profile settings → Edit profile

2. Expand the "General" and modify personal profile directly within the corresponding box.

General

First name • 試用帳號10 — Enter the name you want to change

Email address • test10@mail.ncku.edu.tw — Enter the email you want to change

Email display: Allow only other course members to see my email address ▼

Email format: Pretty HTML format ▼

Email digest type: No digest (single email per forum post) ▼ ⓘ

Forum auto-subscribe: No: don't automatically subscribe me to forums ▼

Forum tracking: Yes: highlight new posts for me ▼

Text editor: Default editor ▼

City/town:

Select a country: Taiwan ▼

Timezone: Server's local time ▼
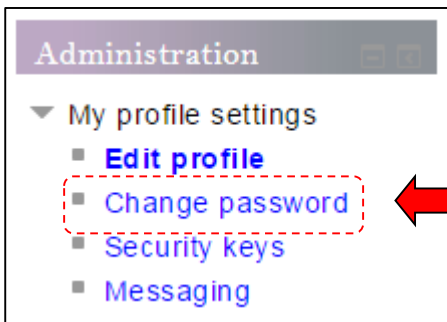
Preferred language: 正體中文 (zh_tw) ▼

Description ⓘ

Moodle auto-format ▼

Click the "Update Profile" button to save the modification.
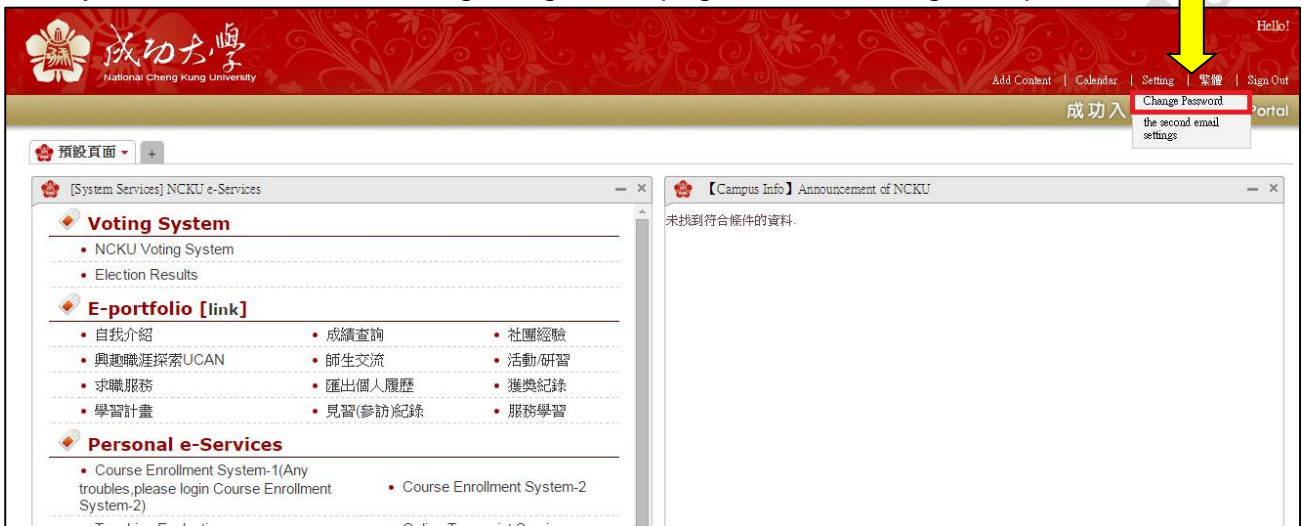
II. Change My Password

The username and password are synchronized from Cheng Kung Portal, therefore you must change the password via Cheng Kung Portal.

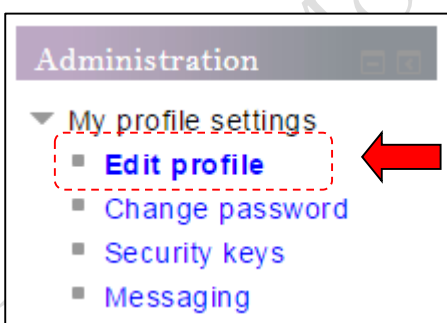1. " Administration " block → My profile settings → Change password

2. The system will redirect to Cheng Kung Portal page. Please change the password there.
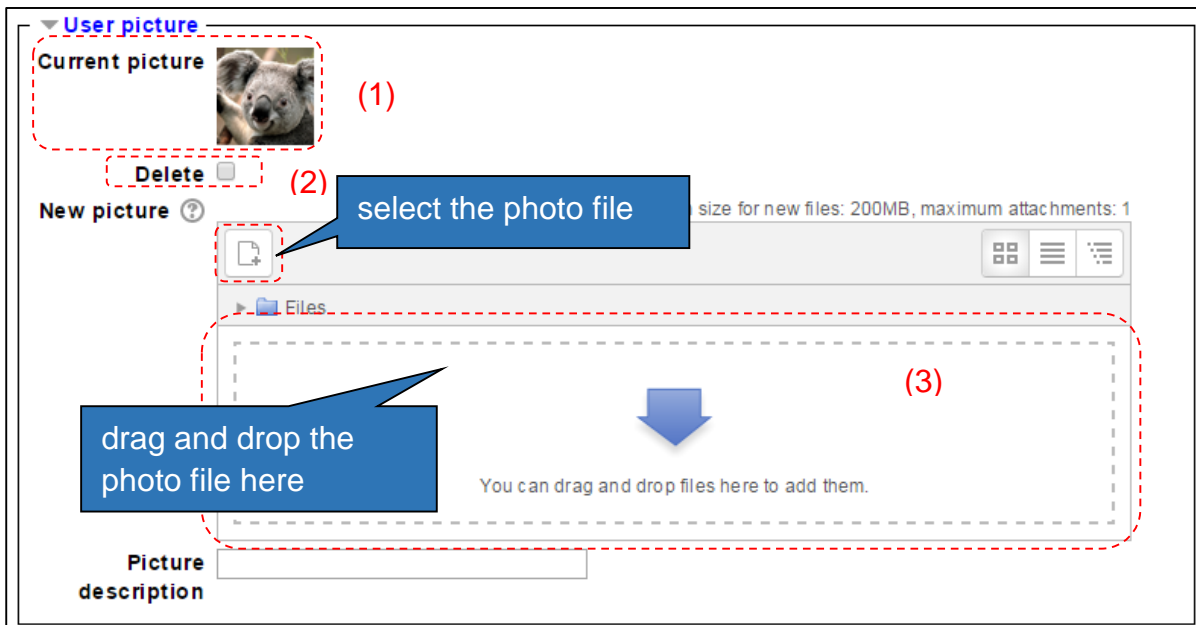

III. Change My Photo

Every user can upload personal photo.

1. "Administration" Block → My profile Settings → Edit profile

2. Expand the "User picture" block

(1) Current picture
- Displays the current personal photo

(2) Delete
- If checked, remove the personal photo

(3) New picture
- User can upload the photo via drag and drop method, or you can also click the button to select the photo file.

Click the "Update Profile" button to save the modification.

IV. Contact Us

If you have any questions and suggestions about the system, please contact Teaching & Learning Technology Division, Extension 61024、61029.