



iTEL

HOME

DASHBOARD

MY COURSES



# Set up profile picture in iTeL

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## Welcome to iTEL@UMS

iTEL@UMS Interactive, Innovative, Technology-enabled Learning, the UMS learning management system is part of the digital learning and teaching space initiative. iTEL@UMS was developed with the joint efforts of the Department of Information Technology and Communication (JTMK), and the Centre for e-Learning (PEP).

# Step 1: Log in to ITeL UMS

<https://itel.ums.edu.my/my/>

The screenshot shows a web browser at the URL [itel.ums.edu.my/my/](https://itel.ums.edu.my/my/). The browser's address bar is highlighted with a red box, and a red arrow points from the URL above to it. The page features a blue header with the ITEL logo and navigation links for HOME, DASHBOARD, and MY COURSES. On the right side of the header, there are icons for a flag, a refresh button, a home button, a chat button, and a settings button. The main content area is titled 'Dashboard' and contains several interactive blocks: 'Communicate Messages' (with a teal speech bubble icon), 'Your Profile Profile' (with a pink graduation cap icon), 'Preferences Settings' (with a teal gear icon), and 'Performance Grades' (with a yellow gear icon). Below these blocks are two buttons: 'Reset page to default' and 'Stop customising this page'. A search bar with a plus sign and the text 'Add a block' is also present. At the bottom of the dashboard, there is a 'Timeline' section with a search bar labeled 'Search by activity type or name' and two buttons: 'Next 7 days' and 'Sort by dates'. On the right side, there is a 'Recently accessed items' section listing items like 'PPKA Advisory Note 1/2022 TOT Workshop 21 March 2023' and 'Why PTG? TOT Workshop 21 March 2023'. A left sidebar contains a 'Start' section with links to Profile, Grades, Calendar, Private files, Reports, Preferences, and Log out.

# Step 2: Click your Profile Picture



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Step 2: Click on profile picture  
-Select "preferences"

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norazma.rahlin  
norazma.rahlin@ums.ed...

Profile

Grades

Calendar

Private files

Reports

Preferences

Log out

# Step 3: Edit profile



ITEL

HOME

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Step 2: Click edit profile picture

NOR AZMA BINTI RAHLIN Dr.

Dashboard / Preferences

## Start



Profile



Grades



Calendar



Private files



Reports



Preferences



Log out



Message

## Preferences

### User account

Edit profile

Change password

Preferred language

Forum preferences

Editor preferences



### Badges

Manage badges

Badge preferences

Backpack settings

# Step 4: Add picture

**NOR AZMA BINTI RAHLIN Dr.** Dashboard / Preferences / User account / Edit profile

**Step 4: Edit your general info**  
**Scroll Down**

**NOR AZMA BINTI RAHLIN Dr.** Message Expand all

**General**


First name: NOR AZMA BINTI RAHLIN

Surname: Dr.

Email address: norazma.rahlin@ums.edu.my

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

MoodleNet profile ID:



# Step 4: Add picture

ITEL HOME DASHBOARD MY COURSES

Start

- Profile
- Grades
- Calendar
- Private files
- Reports
- Preferences
- Log out

▼ User picture

Current picture

Delete picture

New picture

size: 1000 MB, maximum number of files: 1

Files

You can drag and drop files here to add them.

Accepted file types:  
Image files to be optimised, such as badges .gif .jpe .jpeg .jpg .png

Picture description

> Additional names

> Interests

> Optional

Update profile Cancel

Step 4: You can drag and drop files here to add them.  
Maximum file size: 1000 MB,  
maximum number of files: 1

-Click Update profile  
-Refresh ITeL page.