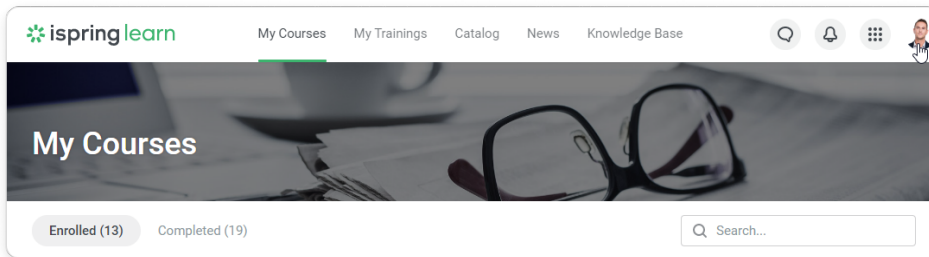


# Profile Settings

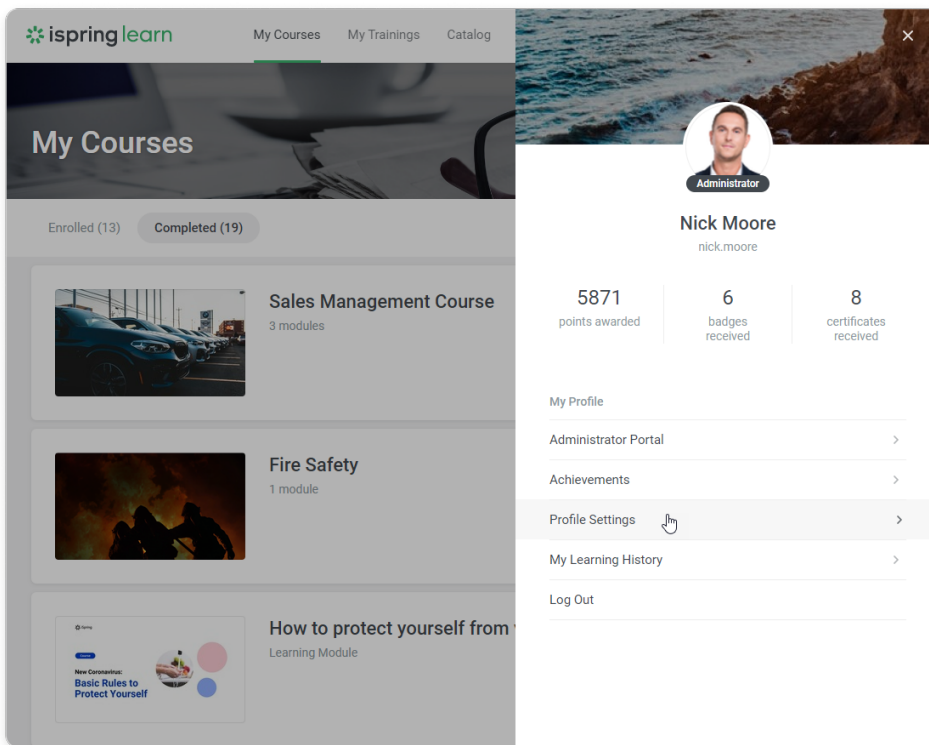
In the **Settings** section, learners can change their photo, portal language, and password.

To proceed to the section:

1. Click on the photo at the top right corner.



2. In the opened sidebar, click **Profile Settings**.



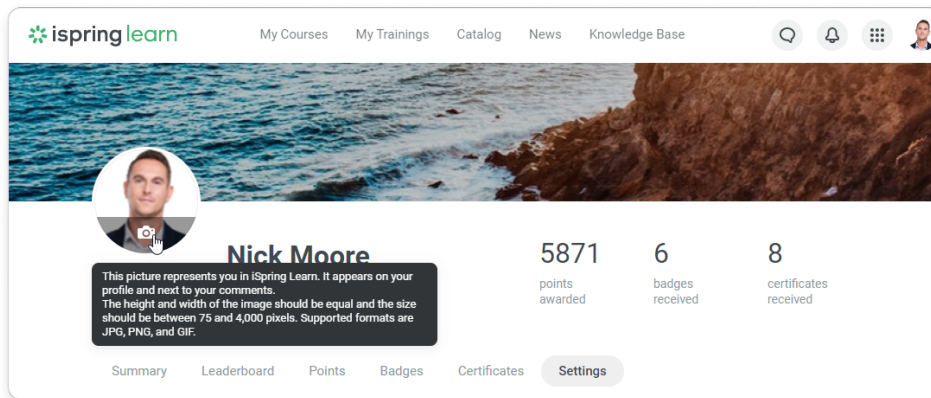
- [Uploading a New Photo](#)
- [Login and Email](#)
- [Phone and About Me Fields](#)
- [Changing Password](#)
- [Selecting Language](#)
- [Time zone](#)

## Uploading a New Photo

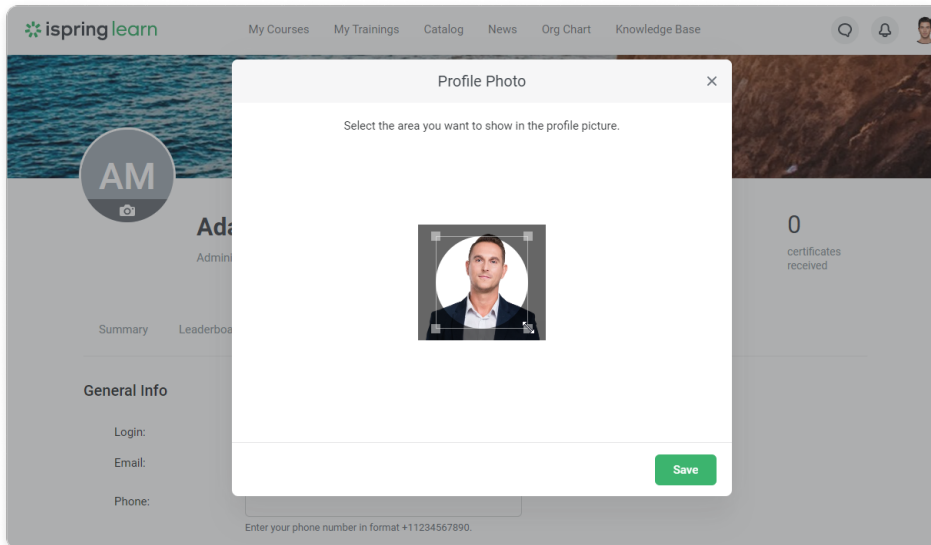
To add a new profile photo:

1. Click the default picture. The supported photo formats are JPG, PNG or GIF. A side size should be from 75 to 4,000 pixels.

**Important:** the picture should be square, that is to say, all its sides are supposed to be equal.



2. Next, select a photo on the computer and click **Open**.
3. Select the area of the photo for your avatar by dragging and resizing the square frame. Make sure the cropped image is larger than 120120 px.




4. The photo will be uploaded to the profile.





## Login and Email


On the **My Profile** page, users can check their login and email address. To change your login or email, [contact](#) your administrator.


The account owner can [change](#) logins in the **Users** section. To change the account owner's email, address [iSpring Support Team](#).



My CoursesMy TrainingsCatalogNewsKnowledge Base







**Nick Moore**  
Administrator

5871  
points  
awarded

6  
badges  
received

8  
certificates  
received

SummaryLeaderboardPointsBadgesCertificatesSettings

**General Info**

Login:

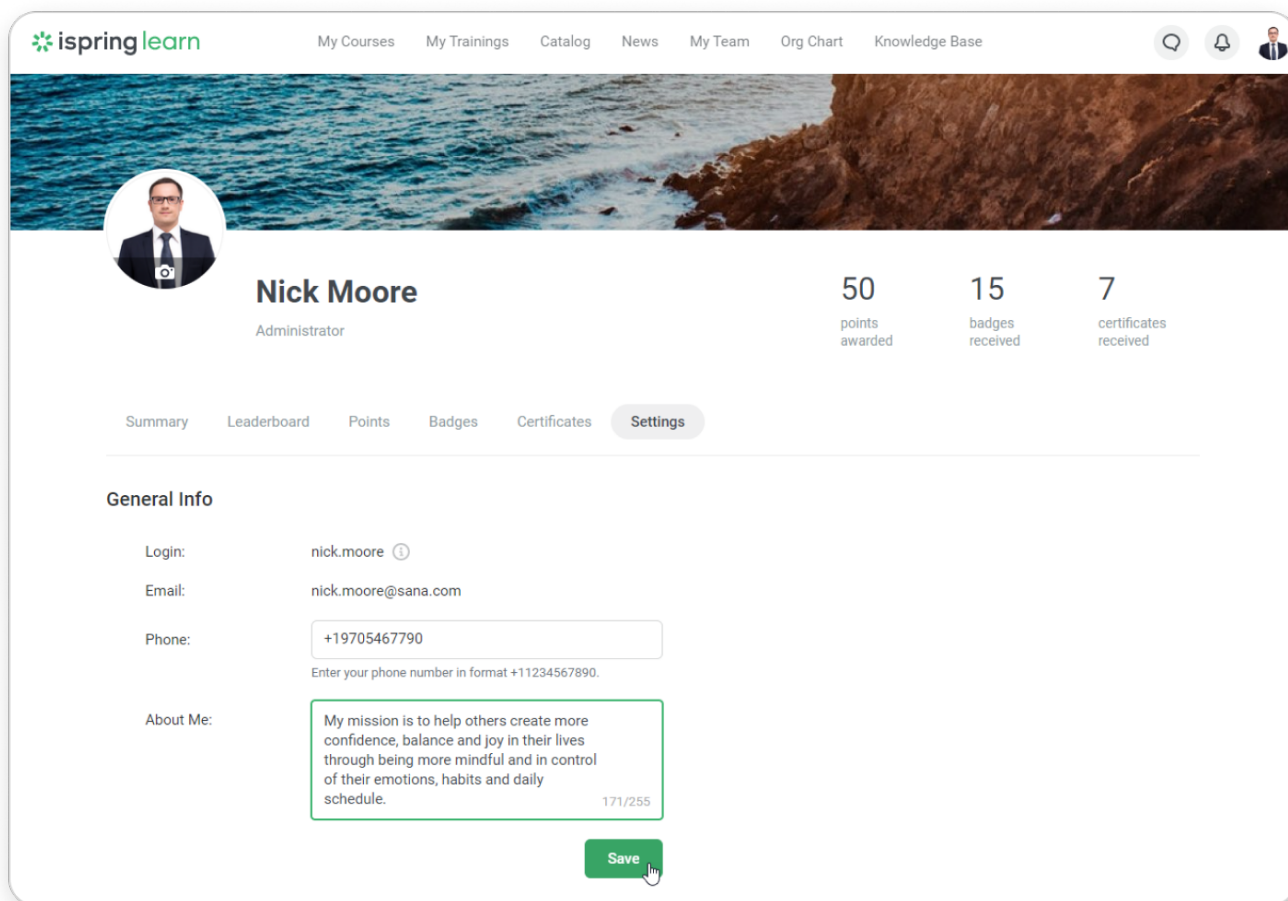
nick.moore ⓘ

Email:

nick.moore@gmail.com

Phone and About Me Fields

Users can add their phone number and personal information, if their [Org Chart](#) is enabled. You have a limit of 255 characters for **About Me** field. Don't forget to save the changes you've made.



The screenshot shows the 'ispring learn' user interface. At the top, there's a navigation bar with links: My Courses, My Trainings, Catalog, News, My Team, Org Chart, and Knowledge Base. On the right of the navigation bar are icons for chat, notifications, and a user profile. Below the navigation bar is a large banner image of a rocky coastline. On the left side of the banner is a circular profile picture of Nick Moore. To the right of the profile picture, the name 'Nick Moore' is displayed, followed by the title 'Administrator'. Further right, three statistics are shown: 50 points awarded, 15 badges received, and 7 certificates received. Below these statistics is a horizontal menu with tabs: Summary, Leaderboard, Points, Badges, Certificates, and Settings (which is highlighted). Under the 'Settings' tab, the 'General Info' section is visible. It contains fields for Login (nick.moore), Email (nick.moore@sana.com), and Phone (+19705467790). Below the phone field is a note: 'Enter your phone number in format +11234567890.' The 'About Me' field contains a text box with the text: 'My mission is to help others create more confidence, balance and joy in their lives through being more mindful and in control of their emotions, habits and daily schedule.' A character count '171/255' is shown at the bottom right of the text box. A green 'Save' button is located at the bottom right of the settings section.

ispring learn

My Courses My Trainings Catalog News My Team Org Chart Knowledge Base

Nick Moore  
Administrator

50 points awarded 15 badges received 7 certificates received

Summary Leaderboard Points Badges Certificates Settings

**General Info**

Login: nick.moore ⓘ

Email: nick.moore@sana.com

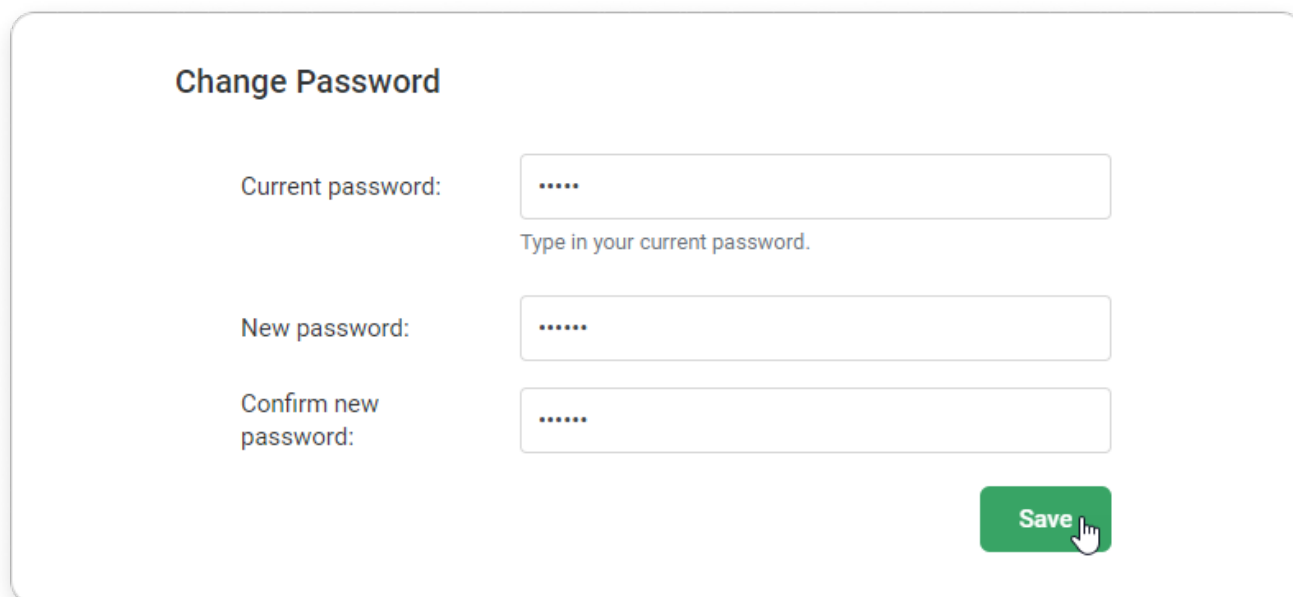
Phone: +19705467790  
Enter your phone number in format +11234567890.

About Me: My mission is to help others create more confidence, balance and joy in their lives through being more mindful and in control of their emotions, habits and daily schedule. 171/255

Save

## Changing Password

To change the password, enter your current password, then your new password, and retype it in the **Confirm** field. Finally, click **Save**.



The screenshot shows a 'Change Password' form. It has three input fields: 'Current password:', 'New password:', and 'Confirm new password:'. Each field contains a series of dots representing masked text. Below the 'Current password:' field is a hint text: 'Type in your current password.' At the bottom right of the form is a green 'Save' button with a hand cursor icon.


**Change Password**

Current password: .....  
Type in your current password.

New password: .....

Confirm new password: .....

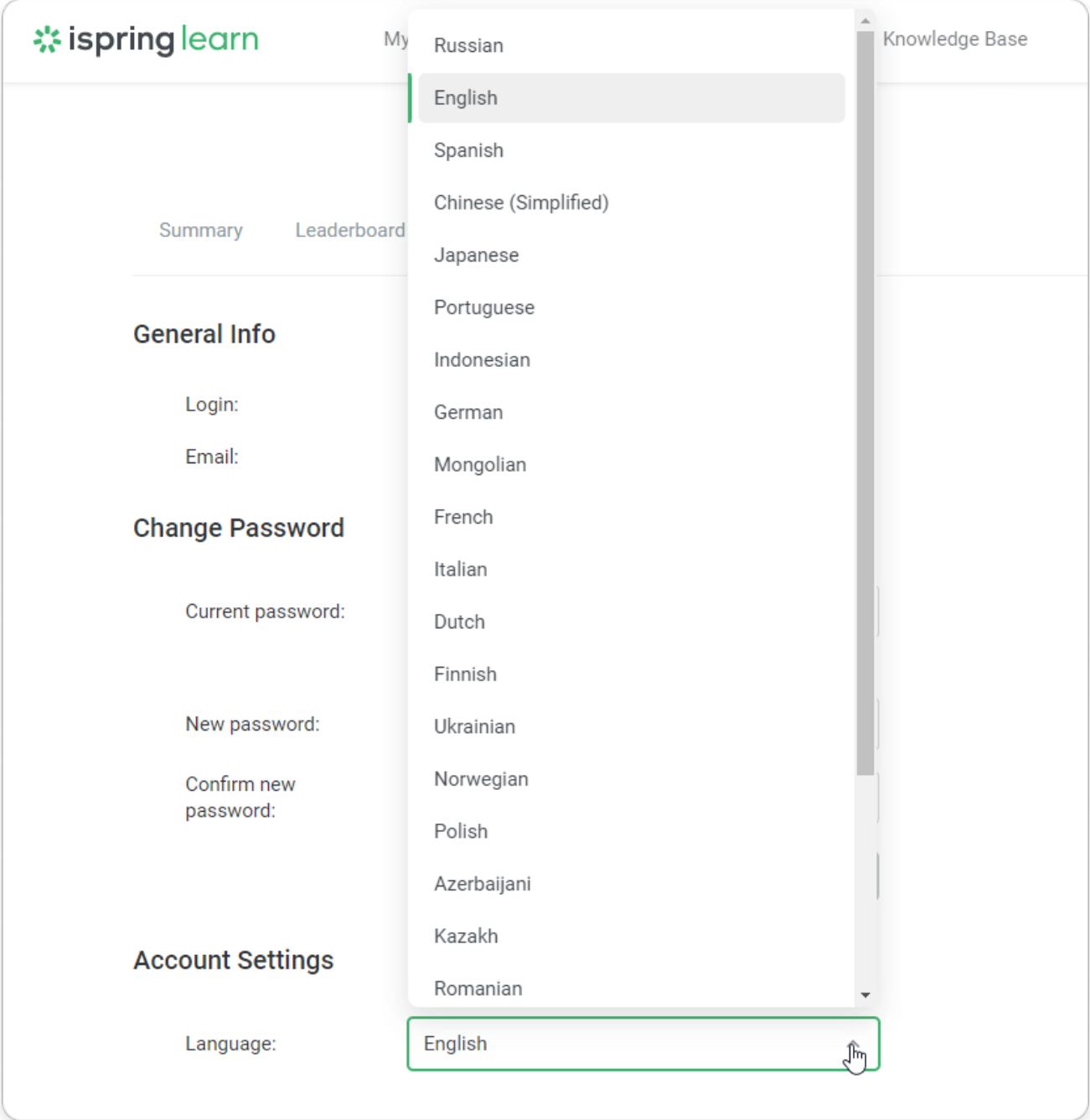
Save

 Learn how to enable or disable strong passwords in the [Settings and Security](#) article.

## Selecting Language

The account language version for certain departments is specified in the [Settings](#) section. But users can also select a language in their personal accounts on their own.

Currently, iSpring Learn includes 27 languages: English, Russian, Spanish, Simplified Chinese, Traditional Chinese, Japanese, Portuguese, German, Mongolian, French, Italian, Dutch, Finnish, Ukrainian, Norwegian, Polish, Azerbaijani, Kazakh, Romanian, Korean, Bulgarian, Czech, Uzbek, Danish, Greek, Arabic, Indonesian and Catalan.



The screenshot displays the iSpring Learn user interface. At the top left is the iSpring Learn logo. Below it, there are tabs for 'Summary' and 'Leaderboard'. The main content area is divided into sections: 'General Info', 'Change Password', and 'Account Settings'. In the 'Account Settings' section, the 'Language' field is highlighted with a green border. A dropdown menu is open, showing a list of 27 languages. The 'English' option is selected and highlighted in grey. A mouse cursor is pointing at the bottom of the dropdown menu.

**ispring learn**

My Knowledge Base

Summary Leaderboard

**General Info**

Login:

Email:

**Change Password**

Current password:

New password:

Confirm new password:

**Account Settings**

Language: English

Russian

English

Spanish

Chinese (Simplified)

Japanese

Portuguese

Indonesian

German

Mongolian

French

Italian

Dutch

Finnish

Ukrainian

Norwegian

Polish

Azerbaijani

Kazakh

Romanian

## Time zone

Select your time zone to see dates in the user portal in your local time. The deadlines for passing courses, time in training and data in the dashboard will be recalculated.

### Change Password

Current password:

New password:

Confirm new password:

### Account Settings

Language:

Time zone:

(GMT-10:00) Tahiti Time

(GMT-9:00) Alaska Time (Anchorage)

(GMT-8:00) Pacific Time (Tijuana)

(GMT-7:00) Mountain Time (Edmonton)

(GMT-7:00) Mexican Pacific Time (Chihuahua...)

(GMT-7:00) Mountain Time (Phoenix)

(GMT-6:00) Central Time (Winnipeg)

(GMT-6:00) Central Time (Regina)

(GMT-6:00) Central Time (Monterrey)

(GMT-6:00) Central Time (Mexico City)

(GMT-6:00) Central Time (Chicago)

(GMT-5:00) Easter Island Time

(GMT-5:00) Eastern Time (Indianapolis)

(GMT-6:00) Central Time (Chicago)

Select your time zone to see dates in the user portal in your local time.

The admin portal time zone is set by the account admin.

 The admin portal time zone is set by the account admin.