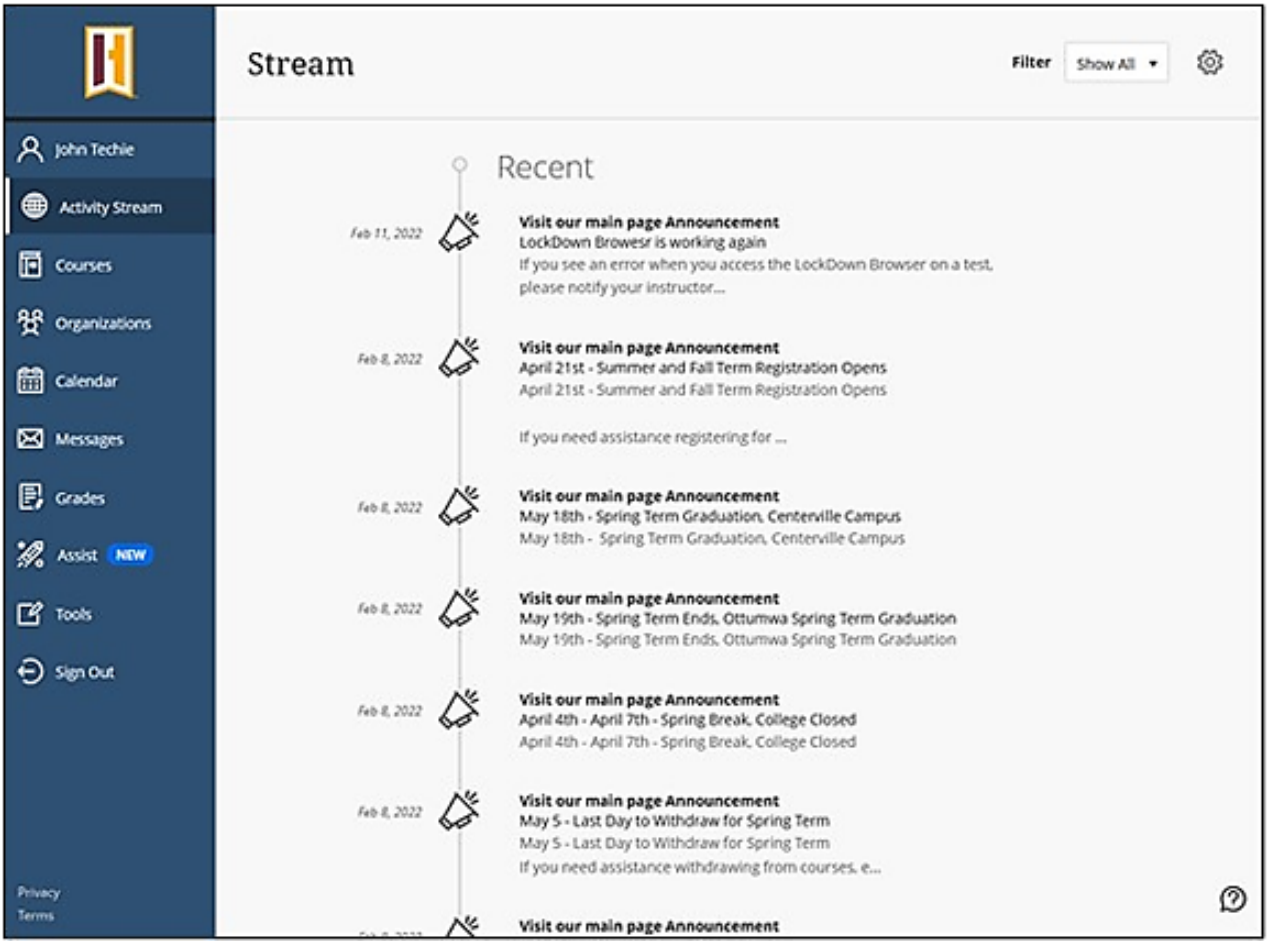
Computer Tutorial:

Edit Your Personal Information in MyHills

Purpose: To demonstrate to students how to update their personal information, such as add a phone number or an alternate name.

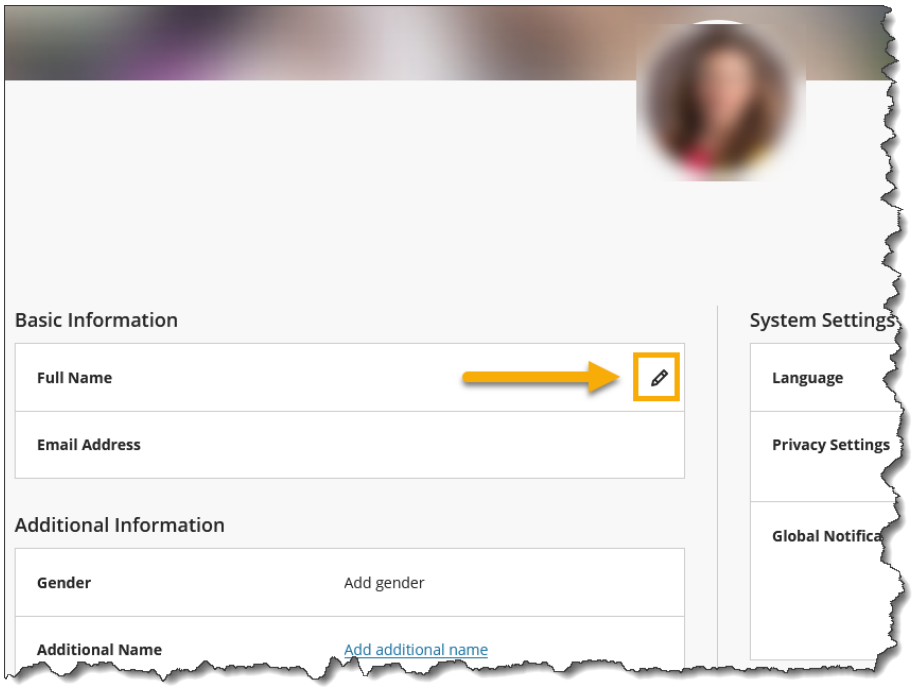
After logging in, you should see your personal "**MyHills Home"** page.

Note: For information on how to log in to MyHills, please see the tutorial "Log In to MyHills." For information on how to navigate your MyHills Home page, please see the tutorial "Navigate and Manage Your MyHills Home Page."



In the upper-left corner, click your name to open your profile.

Hover your mouse over the information boxes. Click the pencil icon that appears to edit **Basic Information**, **Additional Information**, and your **Profile picture**.



Note: Some information is automatically populated and cannot be edited. Adding additional personal information is optional and not required.

Congratulations! You now know how to edit your personal information!