

How to Edit Your Profile Information on BRIDGE-RI

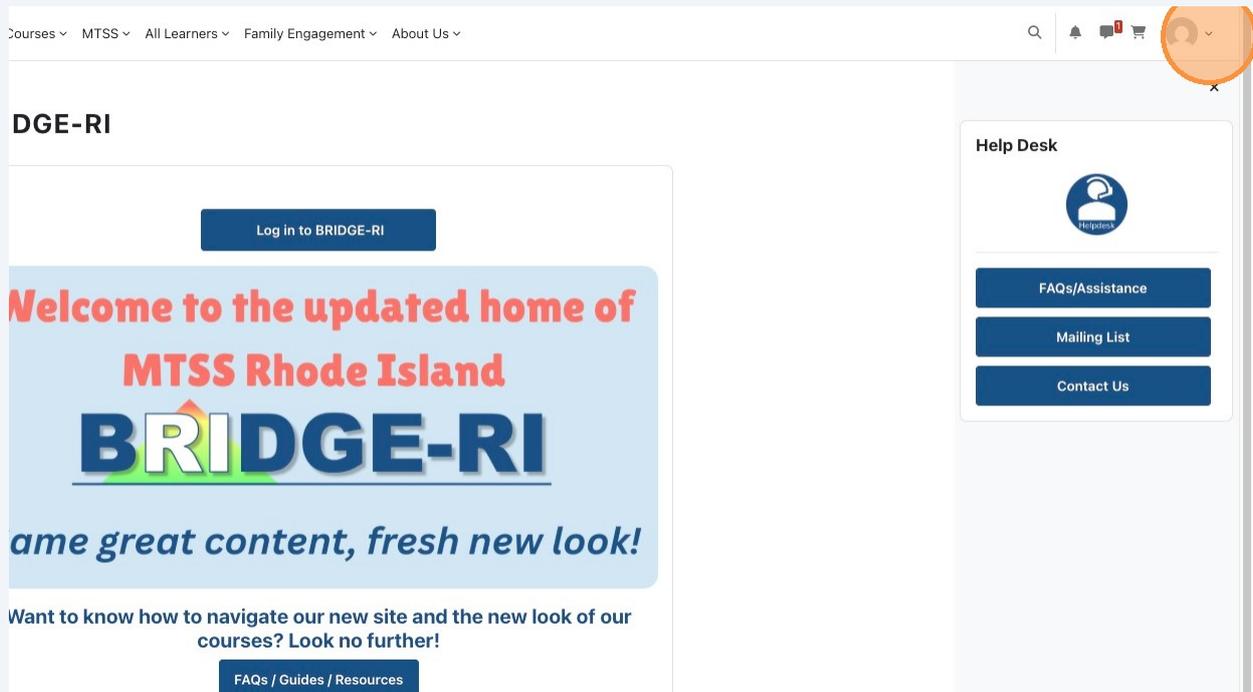
Learn how to update your personal profile on the BRIDGE-RI platform. This guide will walk you through changing your picture and specifying your educational institution, district, and department.

1 Log in to BRIDGE-RI

The screenshot shows the BRIDGE-RI website home page. At the top, there is a dark blue button labeled "Log in to BRIDGE-RI". Below this is a large light blue banner with the text: "Welcome to the updated home of MTSS Rhode Island BRIDGE-RI Same great content, fresh new look!". Underneath the banner, there is a section titled "Want to know how to navigate our new site and the new look of our courses? Look no further!" with a dark blue button labeled "FAQs / Guides / Resources". Below this is a paragraph of text: "BRIDGE-RI, the home of MTSS in RI, is designed to increase school and district implementation of MTSS and evidence-based practices with fidelity by providing resources and effective learning opportunities for educators. BRIDGE-RI aims to strengthen collaboration, communication, and leadership to promote outcomes that serve all learners." At the bottom, there is a section titled "Course Catalog and Enroll in a Course" with the text: "If you are looking for a course you are already working on, please visit 'My courses' on the". On the right side of the page, there is a vertical navigation menu with buttons for "FAQs/", "Ma", and "Co".

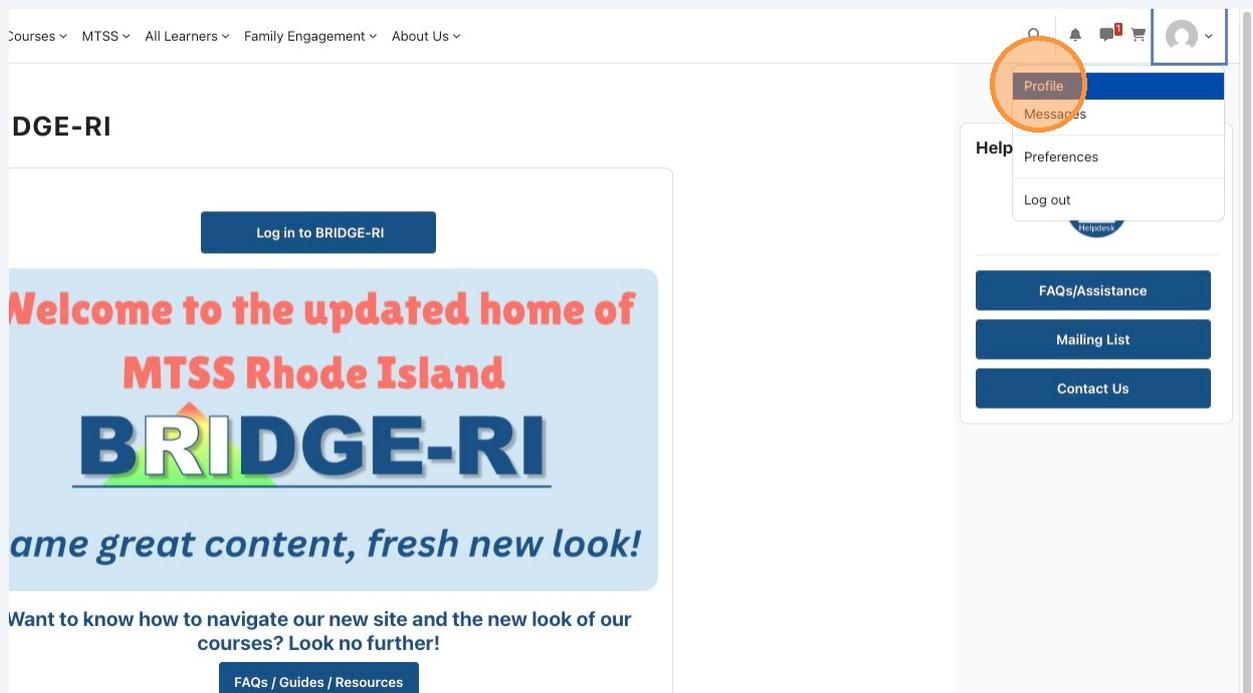
2

At the top right of the window is a placeholder for your profile image. Click the downward arrow to access the drop-down menu.



3

In the drop-down menu, click "Profile".



4

You are brought to your profile page. Click "Edit profile"

THE HOUSE OF MTSIS BRIDGE ISLAND
BIDGE-RI

Home My Courses Courses ▾ MTSS ▾ All Learners ▾ Family Engagement ▾ About Us ▾

Reset page to default

Michelle BSTUDENT Message

User details

[Edit profile](#)
(Visible to other course participants)

Email address

Country
United States

City/town
Providence

Timezone
America/New_York

School District
I do not work for a public RI school district.

School Level
K-12

Your Role
Other

Miscellaneous

- Blog entries
- My certificates
- Forum posts
- Forum discussions
- Learning plans

Reports

- Browser sessions
- Grades overview

Login activity

First access to site
Sunday, December 10, 2023, 4:14 PM (2 years 84 days)

Last access to site
Wednesday, March 4, 2026, 10:43 AM (32 secs)

Privacy and policies

- Contact the privacy officer
- Data requests
- Export all of my personal data
- Delete my account
- Data retention summary
- Policies and agreements

Mobile app

QR code for mobile app access
Scan the QR code with your mobile app and you will be automatically logged in. The QR code will expire in 10 mins.

[View QR code](#)

This site has mobile app access enabled.
Download the mobile app.

Course details

Course profiles

- Behavior - Anxiety Intervention Part 1
- Characteristics of Dyslexia
- Course 1: Early Language and Literacy

Help Desk

- [FAQs/Assistance](#)
- [Mailing List](#)
- [Contact Us](#)

?

5 Collapse the "General" section for now.

The screenshot shows the Moodle user profile page for Michelle BSTUDENT. The 'General' section is expanded and circled in orange. The 'User picture' section is visible below it. The page includes a navigation menu at the top, a search bar, and a help desk sidebar on the right.

Michelle BSTUDENT Expand all

General

First name

Last name

Email address

Email visibility

MoodleNet profile ID

City/town

Select a country

Timezone

Description

User picture

Gravatar has been enabled for this site. If you don't upload a profile picture Moodle will attempt to load a profile picture for you from Gravatar.

Current picture

New picture

Maximum file size: 5 GB, maximum number of files: 1

6 The next section is "User picture". Here you will add a profile image. This can be any image such as a picture of yourself, an avatar or a picture of your pet.

The screenshot shows the Moodle user profile page for Michelle BSTUDENT. The 'General' section is collapsed. The 'User picture' section is expanded and circled in orange. A file upload interface is visible. The page includes a navigation menu at the top, a search bar, and a help desk sidebar on the right.

Michelle BSTUDENT Expand all

General

User picture

Gravatar has been enabled for this site. If you don't upload a profile picture Moodle will attempt to load a profile picture for you from Gravatar.

Current picture

New picture

Maximum file size: 5 GB, maximum number of files: 1

Files

You can drag and drop files here to add them.

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

Picture description

Additional names

Interests

Optional

7

Your profile image can be added to the "New picture" box by drag and drop from your desktop. You can also add an image by clicking on the "+" button at the top left of the "New picture" box. This brings you to the "File picker".

General

User picture

Gravatar has been enabled for this site. If you don't upload a profile picture Moodle will attempt to load a profile picture for you from Gravatar.

Current picture: None

New picture: + Maximum file size: 5 GB, maximum number of files: 1

Files

You can drag and drop files here to add them.

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

Picture description:

Additional names

Interests

Optional

Other fields

Help Desk



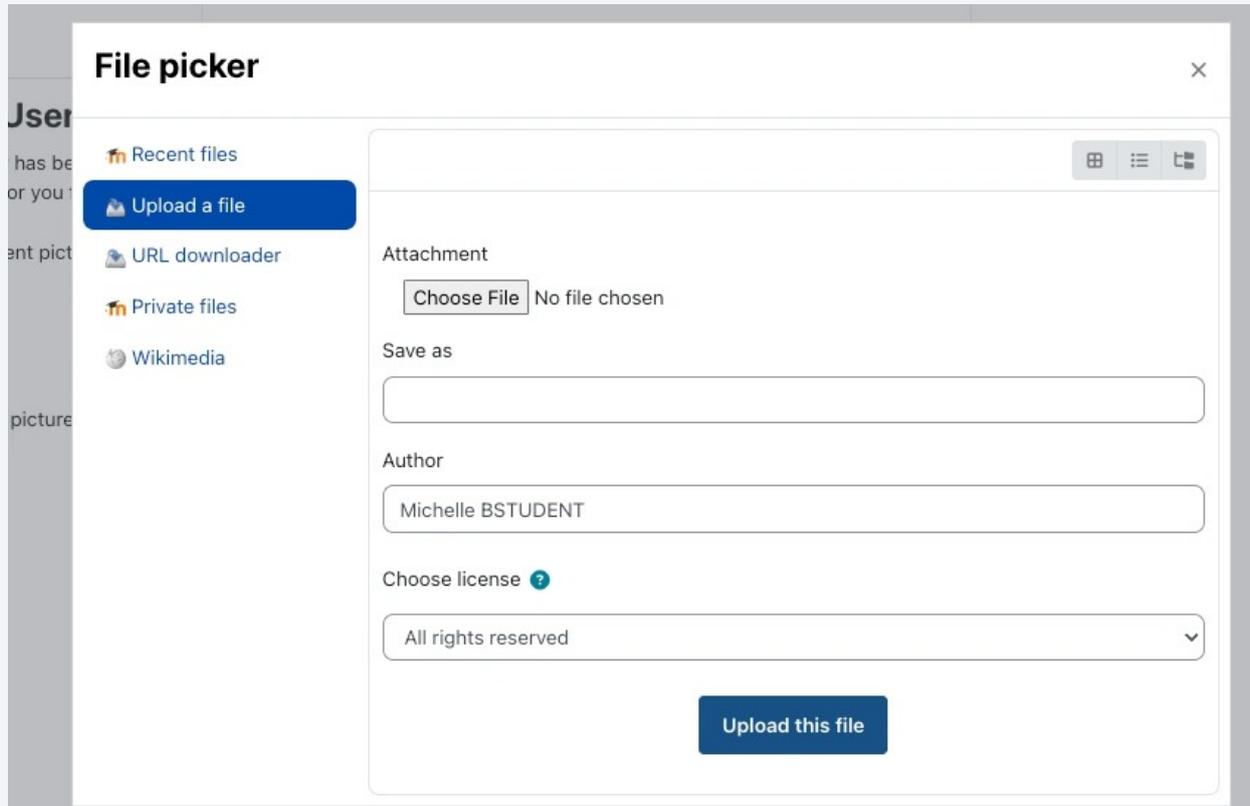
[FAQs/Assistance](#)

[Mailing List](#)

[Contact Us](#)

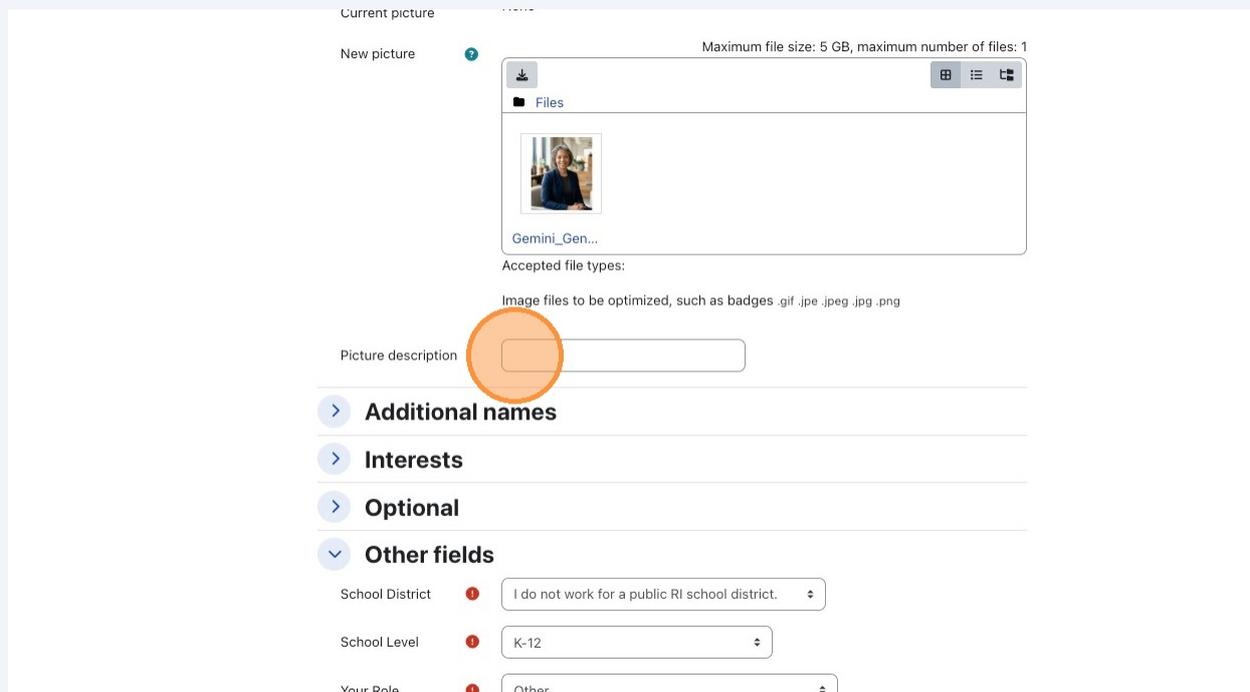
8

In the "File picker" select "Upload a file" then under "Attachment" select "Choose a file" which will bring you to your desktop and other locations on your computer to select a file. Once you have selected your desired file, click, "Upload this file".



9

Once the image has been uploaded, complete the "Picture description" field. In this example, the description will read "Self-Portrait".



10

If you want to provide other names you are known by, such as a nickname, click "Additional names".

The screenshot shows a profile editing interface. At the top, there is a file upload section with a 'Files' header, a small image of a person, and the text 'Gemini_Gen...'. Below this, it lists 'Accepted file types: Image files to be optimized, such as badges .gif .jpe .jpeg .jpg .png'. A 'Picture description' field contains the text 'Self-portrait'. Below the description, there are several expandable sections: 'Additional names' (highlighted with an orange circle and a right-pointing arrow), 'Interests', 'Optional', and 'Other fields'. The 'Other fields' section includes dropdown menus for 'School District' (selected: 'I do not work for a public RI school district.'), 'School Level' (selected: 'K-12'), and 'Your Role' (selected: 'Other'). There is also a text input field for 'Website'.

11

Providing personal interests is optional.

This screenshot shows the same profile editing form as above, but with the 'Interests' section highlighted by an orange circle and a right-pointing arrow. The 'Additional names' section is now expanded, showing four text input fields: 'First name - phonetic', 'Last name - phonetic', 'Middle name', and 'Alternate name'. The 'Optional' and 'Other fields' sections are collapsed. At the bottom of the form, there are two buttons: 'Update profile' and 'Cancel'.

12 Expand the "Optional" section.

First name - phonetic

Last name - phonetic

Middle name

Alternate name

Interests

List of interests ? No selection

Enter tags...



Optional

Other fields

School District ! I do not work for a public RI school district. ▾

School Level ! K-12 ▾

Your Role ! Other ▾

Website

Update profile

Cancel

! Required

13 Provide the name of your institution and your department.

Alternate name

Interests

List of interests ? No selection

Enter tags...

Optional

ID number

Institution

Department

Phone

Mobile phone

Address

Other fields

School District ! I do not work for a public RI school district. ▾

School Level ! K-12 ▾

Your Role ! Other ▾

14

Next, it is important to provide the information requested in the "Other fields". Select from the drop down menus your School District; School Level; and Your Role.

The screenshot shows a profile form with the following fields:

- ID number
- Institution: Name of your school
- Department: Your department
- Phone
- Mobile phone
- Address

The "Other fields" section is expanded and contains:

- School District: I work for a RI private school. (highlighted with an orange circle)
- School Level: K-12
- Your Role: Other
- Website

Buttons: Update profile, Cancel

Legend: Required

15

Click "Update profile"

This screenshot shows the same profile form as above, but with the "Update profile" button highlighted by an orange circle. The "Your Role" dropdown menu is also highlighted with a blue border and contains the text "Special Educator".

16 You will be brought back to your profile page.

The screenshot displays a user profile page for Michelle BSTUDENT. At the top, there is a navigation bar with the BRIDGE-RI logo and menu items: Home, My Courses, Courses, MTSS, All Learners, Family Engagement, and About Us. A search bar and user profile icon are also present. The main content area features a profile card for Michelle BSTUDENT with a 'Message' button and a 'Reset page to default' button. Below the profile card is a green notification bar that says 'Changes saved'. The profile is divided into several sections: 'User details' (with an 'Edit profile' link), 'Email address' (with a visibility toggle for 'other course participants'), 'Country' (United States), 'City/town' (Providence), 'Timezone' (America/New_York), 'School District' (I work for a RI private school.), 'School Level' (K-12), and 'Your Role' (Special Educator). Other sections include 'Miscellaneous' (Blog entries, My certificates, Forum posts, Forum discussions, Learning plans), 'Reports' (Browser sessions, Grades overview), 'Login activity' (First access to site: Sunday, December 10, 2023, 4:14 PM (2 years 84 days); Last access to site: Wednesday, March 4, 2026, 10:45 AM (now)), 'Privacy and policies' (Contact the privacy officer, Data requests, Export all of my personal data, Delete my account, Data retention summary, Policies and agreements), and 'Mobile app' (QR code for mobile app access, View QR code button). A sidebar on the right contains a 'Help Desk' section with a 'Request' button and three buttons: 'FAQs/Assistance', 'Mailing List', and 'Contact Us'. A small question mark icon is visible at the bottom right of the main content area.

17

If you need assistance or have questions, submit a Help Desk ticket. There is a link to the Help Desk form on every page in our courses in the right drawer.

