



Edit Your Profile

You can change your profile options to control what information others see about you. This includes your photo, email address, preferred grade levels and subjects.

- To edit your profile, do one of the following:
 - In the top-right corner, select > **My Profile**.
 - In the top-left corner, select > **Profile**.
- Next to your name, click .
- Do either or both of the following:
 - Click **Upload**, or drag and drop an image from your computer. Your photo appears in the Destiny Discover header and in every collection you create.
 - Enter your personal email address. Your email address only appears on the Profile page.
- When you are done, click **Save**.

Note: All roles, such as Administrator, Faculty and Student, are set by your system administrator. You cannot edit your role.

- Next to Interests, click .
- Select the grade and subjects you are interested in, and then click **Save**.

Note: From the Companion Tools section, you can install the bookmarklet.

Set Access Levels and Roles

Destiny administrators and site administrators can set access levels and user roles for Collections. Assigning appropriate access levels ensures that users have access to the features they need in Destiny.

In addition, roles determine what actions users can perform in Collections, such as the visibility options they can choose for displaying their collection.

Note: Collections roles are assigned to a Destiny access level. The following table matches the Destiny default access level to the Collections role. New access levels and existing custom levels default to the Student role.


Destiny access level	Collections role
Administrator	Administrator
Guest	Guest
Library Administrator	Administrator
Patron	Student
Resource Administrator	Administrator
Staff	Faculty
Teacher	Instructor
Textbook Administrator	Administrator

To change the default access levels for Collections roles:

- In Destiny, select **Back Office > Access Levels**.
- Select the access level that you want to change the role for.
- Click the **Collection Role** drop-down to change the role.
- Click **Save**.

Managing Account Settings

To change the visibility options for a specific user:

1. Log in to Destiny Discover, and then click .
2. Select **General Setup > Roles**.
3. Next to a role, select or deselect the checkboxes to change the visibility options for a specific user.

Notes:

- By default, students can only make their collection visible to themselves. If you want to change these permissions, select the appropriate checkboxes.
- In Collections, some visibility options might be grayed out based on the permissions that are set.