

### CHANGING YOUR PERSONAL INFORMATION

The **Personal Preferences** icon is located on the Power Strip at the left of your screen once you have logged on to ANGEL. Clicking this icon opens the Preferences window where you can change your personal profile, reset your password, or customize a theme for your page design. The Preferences window gives you access to the following tools:



Preference	Description
<b>Personal Information</b>	Change your personal profile and decide who can view it. <b>Note:</b> Some information has already been added by the system administrator and cannot be changed (i.e. your username).
<b>Change Password</b>	Reset your ANGEL password. <b>Note:</b> You must provide your current password and confirm your new password before you can make the change.
<b>Theme Selector</b>	Choose different ANGEL themes or create your own to change how your pages look when you log in.
<b>System Settings</b>	Allows you to map local drive settings for your online course material or forward your course email to your personal email account.

### YOUR COURSE TOOLBOX

The **Toolbox** section provides links to tools that can further customize your ANGEL classroom. Here you can find the following:



Tool	Description
<b>Bookmarks</b>	Place links to your favorite websites on your Personal Home page.
<b>Files</b>	Set up folders, create text files, or upload documents and images for storage.
<b>Calendar</b>	View or add personal calendar events.
<b>Merged Roster Manager</b>	Merge the rosters of two or more ANGEL courses to create a new course.
<b>Public Resources</b>	Another listing of the resources on the ANGEL Home page.