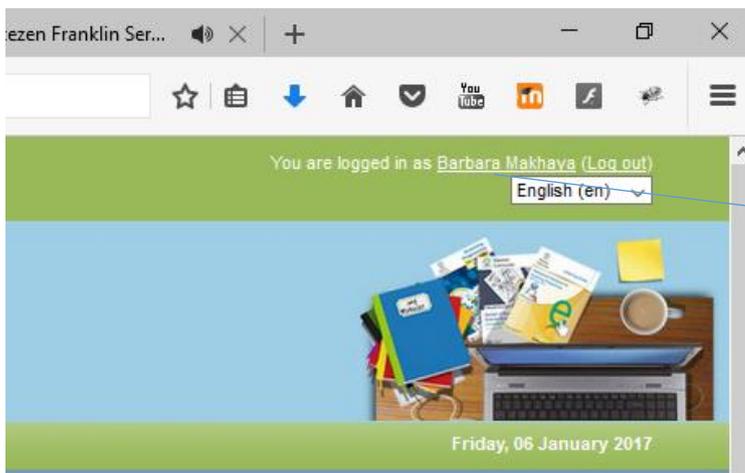


## Getting Started

The eCampus recommends that you update your profile on the eLearning portal. Your profile includes information about you, such as your name, email address, location, courses you are enrolled in, and any interests you care to share with others. After logging in to eLearning site, you will see your name as a link at the top right of the eLearning site as indicated in the figure below. You have also been provided the specifications for the profile picture and the layout of the profile descriptions on page 3-7.

## The Steps of Creating an Online Profile

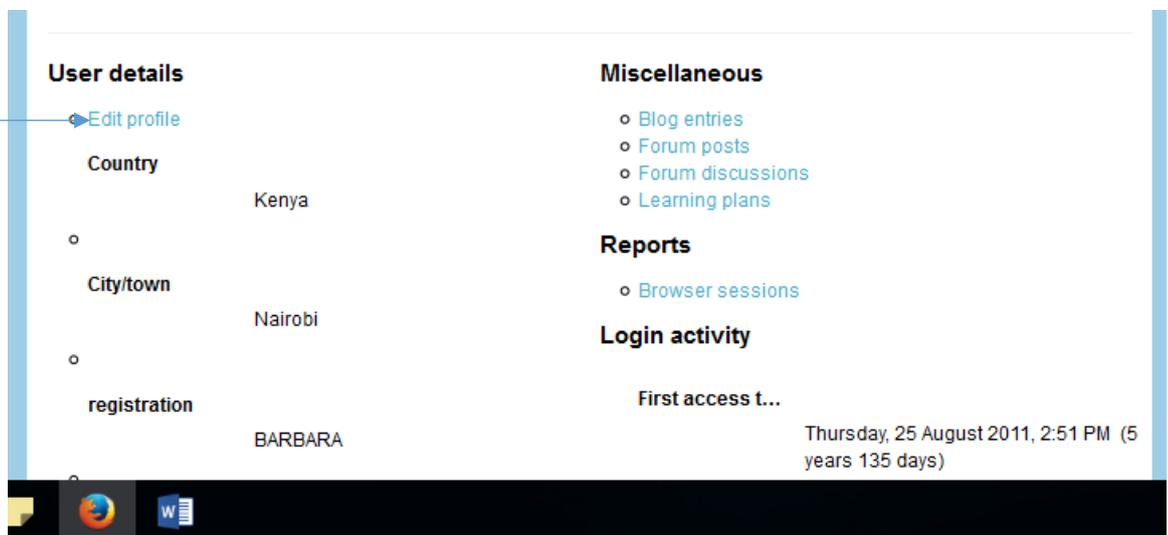
**Step 1:** lick on your name on the top right corner of the eLearning portal to view your profile



Click on your name to view your profile dashboard

**Step 2:** The user profile dashboard will open up. Under the User details selection, select the **“edit Profile”** link to access the edit Profile window, this is the window that will allow you to edit your profile details

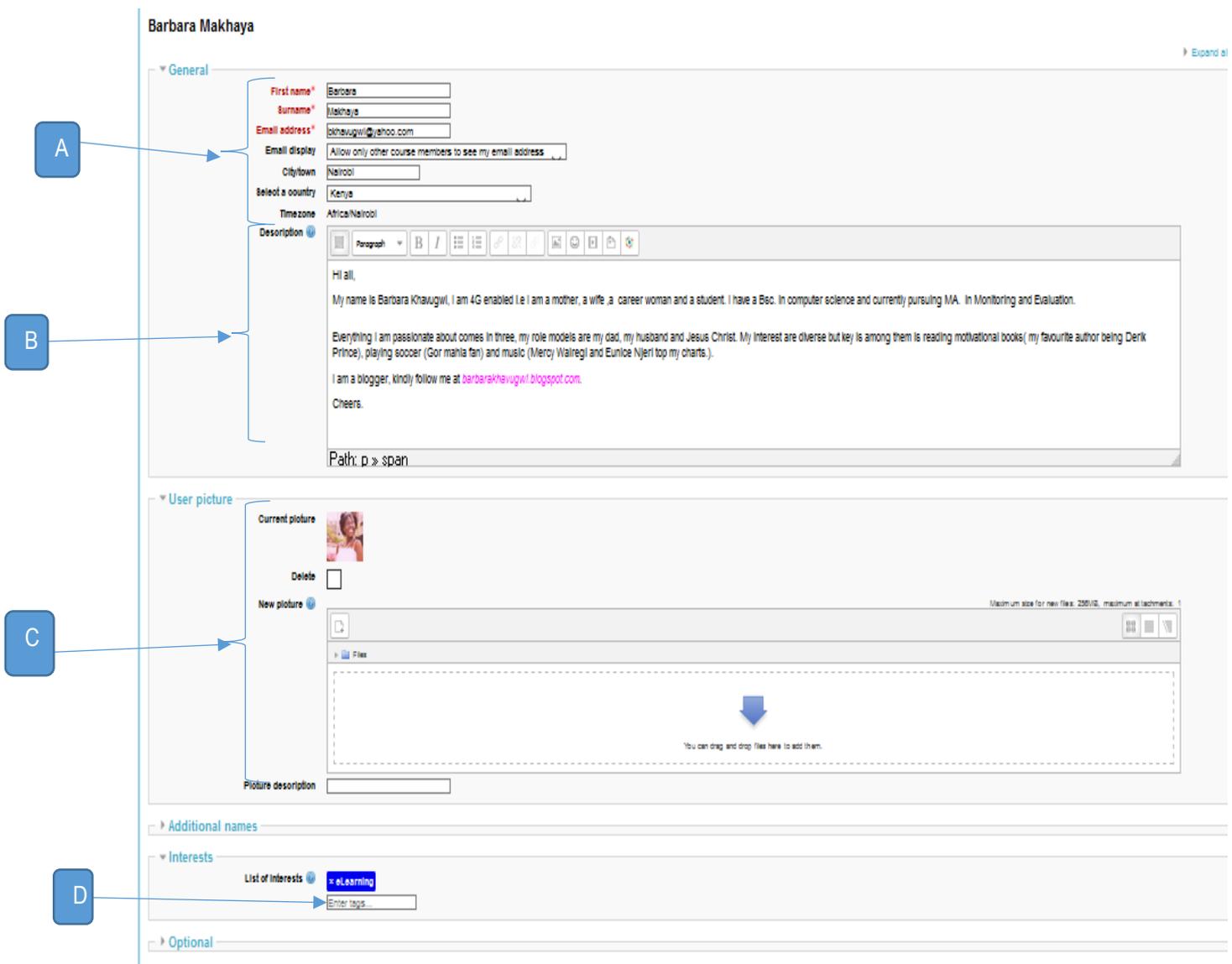
Click on the edit profile link to access the window where you will edit your profile



### Step 3: The Edit Profile window

While on the edit profile window, edit the sections labelled A, B, C and D below

<b>A</b>	<b>First Name</b>	Your First name
	<b>Surname</b>	Your Surname
	<b>Email</b>	Your email address
<b>B</b>	<b>Description</b>	Type your profile description in the description box. Refer to sample 1 and Sample 2 to guide you on how to structure your online profile description
<b>C</b>	<b>User Picture</b>	Upload your profile picture by Dragging and dropping your profile picture on the big blue arrow
<b>D</b>	<b>Interests (Tags)</b>	Type your interests in the list of interests' text box. These are referred to as tags

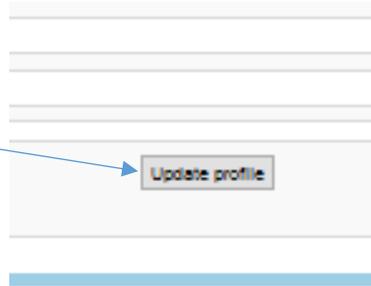


The screenshot shows the 'Edit Profile' window for Barbara Makhaya. The window is divided into several sections:

- General:** This section contains fields for 'First name' (Barbara), 'Surname' (Makhaya), 'Email address' (barbarakw@jehoo.com), 'Email display' (Allow only other course members to see my email address), 'City/town' (Nairobi), 'Select a country' (Kenya), and 'Timezone' (Africa/Nairobi). A blue arrow labeled 'A' points to this section.
- Description:** This section contains a text area for the user's profile description. The current description reads: "Hi all, My name is Barbara Kwagwi, I am 4G enabled I.e I am a mother, a wife, a career woman and a student. I have a Bsc. In computer science and currently pursuing MA. In Monitoring and Evaluation. Everything I am passionate about comes in three, my role models are my dad, my husband and Jesus Christ. My interest are diverse but key is among them is reading motivational books (my favourite author being Derik Prince), playing soccer (Gor mahlia fan) and music (Mercy Waiiregi and Eunice Njeri top my charts.). I am a blogger, kindly follow me at [barbarakwagwi.blogspot.com](http://barbarakwagwi.blogspot.com). Cheers." A blue arrow labeled 'B' points to this section.
- User picture:** This section shows the current profile picture and a 'New picture' upload area. The upload area has a large blue arrow pointing downwards with the text "You can drag and drop files here to add them." A blue arrow labeled 'C' points to this section.
- Interests:** This section shows a list of interests with 'eLearning' selected. Below the list is an 'Enter tags' input field. A blue arrow labeled 'D' points to this section.

**Step 4:** Scroll down the page and click on the “**update Profile**” button to save the changes made on the profile

Click on the  
Update profile  
button to save the  
changes on your  
profile



## Specifications for the profile Picture

Digital Image Requirements Your photo is a vital part of your application. If the image you supply is not suitable, the system will filter out your profile. You may have to take another photo with a digital camera or modify the format to meet the minimum technical requirements. Please make sure you know how to provide a suitable photo to avoid any delays in starting the course.

Your photos or digital Images must be:

1. In colour
2. Sized such that the head is between 1 inch and 1 3/8 inches (22 mm and 35 mm) or 50% and 69% of the image's total height from the bottom of the chin to the top of the head.
3. Taken within the last 6 months to reflect your current appearance
4. Taken in front of a plain white or off-white background
5. Taken in full-face view directly facing the camera
6. With a neutral facial expression and both eyes open
7. Taken in clothing that you normally wear on a daily basis
8. Uniforms should not be worn in your photo, except religious clothing that is worn daily.
9. Do not wear a hat or head covering that obscures the hair or hairline, unless worn daily for a religious purpose. Your full face must be visible, and the head covering must not cast any shadows on your face.
9. Headphones, wireless hands-free devices, or similar items are not acceptable in your photo.
10. If you normally wear glasses (without tinted lenses), a hearing device, or similar articles, they may be worn in your photo.
11. Dark glasses or glasses with tinted lenses are not acceptable.
12. Glare on glasses is not acceptable in your photo. Glare can be avoided with a slight downward tilt of the glasses or by removing the glasses or by turning off the camera flash.

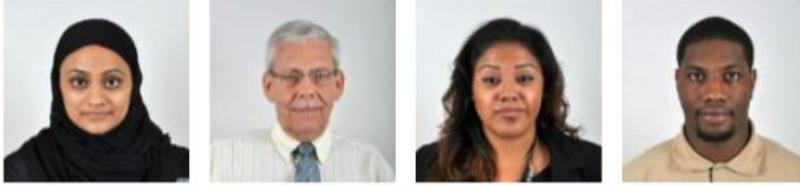
### The digital image must adhere to the following specifications:

- **Dimensions:** The image dimensions must be in a square aspect ratio (the height must be equal to the width). Minimum acceptable dimensions are 600 x 600 pixels. Maximum acceptable dimensions are 1200 x 1200 pixels.
- **Colour :** The image must be in colour (24 bits per pixel) in sRGB colour space which is the common output for most digital cameras.
- **File Format:** The image must be in JPEG file format
- **File Size:** The image must be less than or equal to 240 kB (kilobytes).
- **Compression:** The image may need to be compressed in order for it to be under the maximum file size. The compression ratio should be less than or equal to 20:1.

### Want to scan an existing photo?

In addition to the digital image requirements, your existing photo must be: 2 x 2 inches (51 x 51 mm) Scanned at a resolution of 300 pixels per inch (12 pixels per millimetre)

### Examples of Acceptable Photos



## **Sample Profile 1**

**Hello everyone,**

My name is Edwin Kemboi Sutter, my colleagues and friends call me Kemboi and I am happy with that. Just call me Kemboi. I am currently pursuing a Master of Arts in Project Planning and Management.

### **Educational Background**

I pursued a Bachelor's degree in Mathematics (BSc Mathematics) at Kenyatta University from 1994-1998. During this time, I was privileged to be the pioneer student at the African Virtual University (AVU) where I pursued several computer courses.

I also have a Higher Diploma in Management Information Systems (MIS), Diploma in Management and Administration and an Advanced Diploma in Management Theory.

I am Prince2 and ITIL V3 certified.

I have a BSc in Computer Science from the University of Hertfordshire, UK and several other qualifications from many other institutions abroad.

### **Employment History**

My first employment was a secondary school teacher in a rural school here in Kenya where I taught Computer Studies for 6 years from 1999 to 2005.

Thereafter I worked as an IT professional at the IT department in the Ministry of Health headquarters where I rose to the position of Head of ICT in the Ministry until January this year.

I am a strong believer in e-learning since the first time I undertook e-learning at the African Virtual University (AVU) at Kenyatta University in 1996.

Since then I have pursued several online courses.

### **Family Life**

I am married with two beautiful daughters and two handsome sons. During my free time, I love just talking, playing and joking with my children. It makes me feel wonderful that am bringing up a responsible generation.

### **Entrepreneurship**

I am an investor in my home town. Travel Life

I have had the opportunity to travel to the four corners of this world including down under (Australia)

## Sample Profile 2

### About Myself

Hi, my name is Delyth Ng'eno. My friends call me "Del or Delo". I am from Kericho but I live in Nairobi. I work as a pharmacist

### Educational Background

I studied Bachelor of Science in Pharmacy at the University of San Carlos. I attended Sacho High School for my Certificate of Secondary Education and Kericho Primary School for my Certificate of Primary Education. I have also done computer packages from Kenya Highlands Evangelical University. I have participated in trainings like peer and HIV Counselling.

### Professional Background

I am currently working as a Pharmacist in Kabarnet District Hospital under the Ministry of Health. I am tasked with the roles of verifying prescriptions from the Clinical and Medical Officers, Calling them to confirm the prescriptions if any errors, Overseeing the dispensing of drugs, dispensing the drugs with detailed instructions to the patients, patient counselling, Stock taking, order of drugs from suppliers, supplying drugs to the satellite pharmacies and keeping drug records. I also have the important role of providing drug information to prescribers & monitoring adverse drug reaction.

### Vision

I have a vision of working in a well-established firm with a mission to change the current health status of our country. To be able to have a country with more than enough health resources available for its citizens.

### Fun Activities

I cook on line recipes when I am hungry and bored. I love swimming when it is hot and mostly I watch series and movies when I am indoors. I love to read inspirational books and quotes. I am currently reading a book on preparing for marriage as I am about to get married.