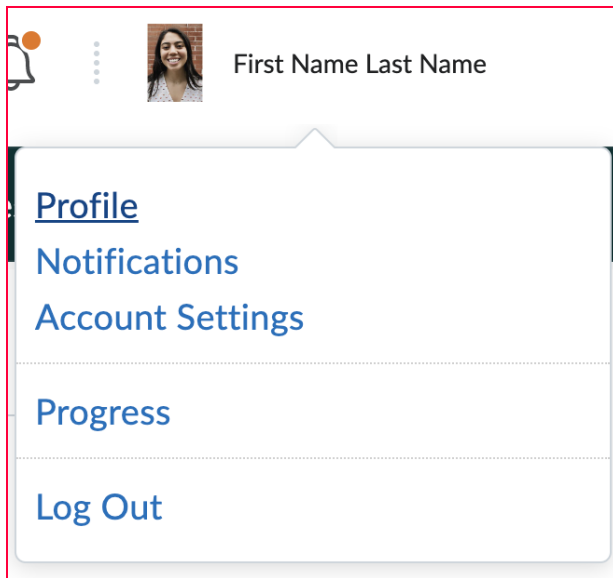


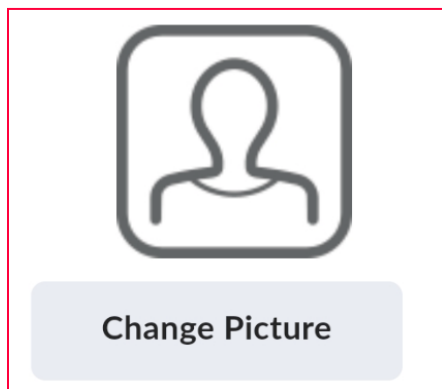
## How to Alter Account Settings + Accessibility

### FACULTY

1. Start on your course page
2. Click the profile in the toolbar to open a drop-down menu
3. Here you can select: Profile, Notifications, Account Settings, Progress, and Sign Out



4. If you click profile you can change your profile image



5. Click Notifications to choose which notifications you want to receive

6. In Account Settings you can alter your location and timezone to match your campus! This is very important since it makes sure due dates, notifications, and other brightspace tools accurately reflect where you live in the world.

## Locale & Language

### Preferred Locale and Language

-- Default -- English (United States) ▾

7. You can alter accessibility settings in account settings. Here you can alter font size, screen reader settings, and other assistive technology settings.

### Font Settings

Font Size

Medium ▾

The quick brown fox jumps over the lazy dog.

### Font Settings

Font Size

Huge ▾

The quick brown fox jumps over the lazy dog.