Exploration - My Profile

The purpose of the profile is to store relevant professional information. The Profile Picture that is also uploaded will be the image used as an avatar in the SAS Professional Learning Community.

1. Click **Teacher Tools** in the upper-right hand corner of any page in SAS.

2. Choose **My Profile** from the **Teacher Tools** menu.

3. Once you are registered with SAS, you can update your profile at any time. The **My Profile** section will contain some information that was provided to SAS when you registered for an account.

4. Check to ensure the existing personal information is correct, especially the spelling of the **First** and **Last Name** and the **Email Address**.

5. Enter a **Salutation** and **Middle Name** (both are optional).

6. If you are a certified educator in Pennsylvania, enter your **Professional Personnel ID (PPID)**, and enter your **Birth Date.**

> **NOTE:** The Pennsylvania Department of Education (PDE) has generated and assigned a new 7-digit Professional Personnel ID for all certified educators in the Teachers Certification System (TCS) database. If you are unsure of your PPID, please visit https://www.perms.ed.state.pa.us/Screens/wfProfessionalPersonnelID.aspx

7. You should select **Grade Levels**, **Subject Areas** and/or **Courses** that best represent your current position. To select multiple items in a list – PC users hold down the **Control (Ctrl)** key and Mac users hold down the **Apple (Command)** key when making selections.

8. You can now choose from a selection of **Professional Interests**.

9. A **Position** was already selected during the Account Verification process. You should ensure that it is accurate.

10. To upload a **Profile Picture**, first, click the **Change Picture** icon.

11. Click **Browse** to locate your file. Navigate to the **My Pictures** folder on your hard drive, select an image, and click **Open** (or double click the file name).

12. Click the **Upload** button. The window will close, and the picture will appear within your profile.

13. Click **Save** (in the lower part of the screen) to update your information.

14. To change your password, click on the **Change Password** icon.

    - Enter your current password in the **Old Password** field.
    - Type a **New Password**.
    - **Confirm** the new **Password** by typing it again.

- Click the **Save** button.
- The window will close automatically.
- The next time you login to SAS, use your **New Password**.