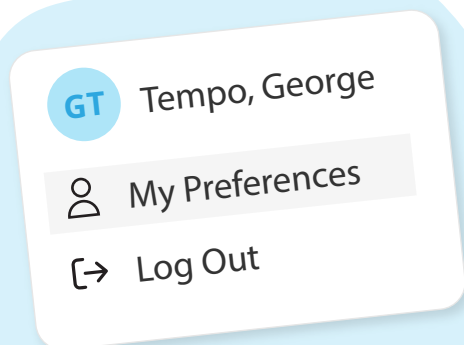


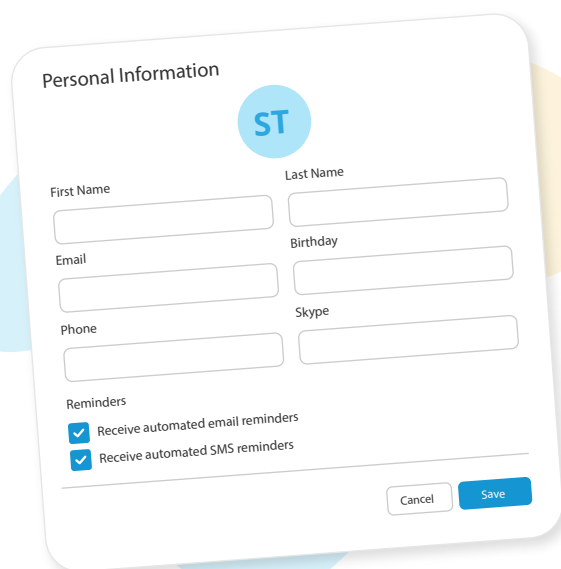
Add Your Skype Username



Click your name in the top right corner, then **“My Preferences”**



Click the edit button in the top right of the student's profile

A 'Personal Information' form with a blue circle icon containing 'ST'. It has input fields for First Name, Last Name, Email, Birthday, Phone, and Skype. Below these are two checked checkboxes for 'Receive automated email reminders' and 'Receive automated SMS reminders'. At the bottom right are 'Cancel' and 'Save' buttons.

Fill in the **“Skype”** field



Click **“Save”** to confirm your changes



More questions? Click the question mark in the top right corner to open the in-app Help Center