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Profile 2: Sakai 2.8 Step Action Expected Result Need 4 different accounts to test the different features. Repeat the steps on this page for each user. Log into site and click on Profile in the menu My Profile page displays with your name at the top and your email address under Contact Information **Adding Pictues** Α On the My Profile page, click on the Pictures link at My Pictures page displays with the text "Your 1 the top of the page gallery doesn't contain any pictures yet." 2 Click the Browse button and locate an image to After selecting 10 pictures, the Browse button is upload. Repeat this 9 more times. inactive and all 10 files are listed for upload. lick "Upload chosen files" 3 All 10 files should now display under My Pictures 4 Click on an image that you want to use for your The image displays with the name of the file and profile two buttons: Remove picture and Set as profile image Click the "Set as profile image" button Confirmation message displays with two buttons: 5 Confirm new profile image and Cancel My Profile page displays with the image selected. 6 Click "Confirm new profile image" button Under the My Pictures heading, some of the images in the gallery are displayed as thumbnails and a link to "View all pictures" Click on the "View all pictures" link 7 My Pictures page displays Click on the "My Profile" link My Profile page displays again. 8 A "Change picture" link appears at the top-right of Q Move the cursor over the profile image the image Click the "Change picture" link, select a file on your 10 Verify the selected image now displays as your computer, and click Upload profile image В **Edit Information** B1 **Basic Information** On the My Profile page, hovering the cursor over 1 The Basic Information fields display. the different sections displays an "Edit" link. Click on edit for the Basic Information section. Fill out the information, test entering html using the The information just entered displays. Verify it is 2 html link in the editor, entering lists, etc. and click displayed as you formatted Save changes 3 Repeat steps 1-3 for the other users **B2 Contact Information**

1	Click on edit for the Contact Information section.	The Contact Information fields display
2	Update your email address and/or add in a home page url and phone numbers. Click Save changes	My Profile page displays again. Verify the information just entered displays correctly
B3	Staff/Student Information	
1	Click on Edit for either or both the staff or student information	Staff/Student Information fields display
2	Fill out the information and click Save changes	My Profile page displays again. Verify the information just entered displays correctly, testing any links that may have been entered.
B4	Social Networking	
1	Click on Edit for the Social Networking section	The Social Networking Information fields display.
2	Enter the URLs for any social networks you belong to and click Save Changes	My Profile page displays again. Verify the information just entered displays correctly, testing any links entered.
B5	Personal Information	
1	Click on Edit for the Personal Information section	The Personal Information fields display.
2	Fill out some of the fields and click Save Changes	My Profile page displays again. Verify the information just entered displays correctly.
С	Preferences	
1	On the My Profile page, click on the Preferences link at the top of the page	The Preferences page displays. Verify your email address is correct.
2	If you have a Twitter account, click on the Link Twitter account link.	A window pops up from the Twitter website, asking you to log in.
3	Enter your login information	A message displays that you have successfully granted access to Profile2 along with a PIN to complete the process
4	Copy the PIN number into the textbox on the Profile2 Preferences page and click the Link button	Your username for Twitter now displays and there is a red X beside it to delete linked account if need be.
5	At this time, leave all the other settings as defaulted. Click Save Settings.	
D	Privacy	·
1	On the My Profile page, click on the Privacy link at the top of the page	The Privacy page displays. By default, "Everyone" is allowed to view each item listed.
2	Leave the defaults as they are for now.	