

OpenKGUMSB

**USER PROFILE UPDATE
MANUAL**



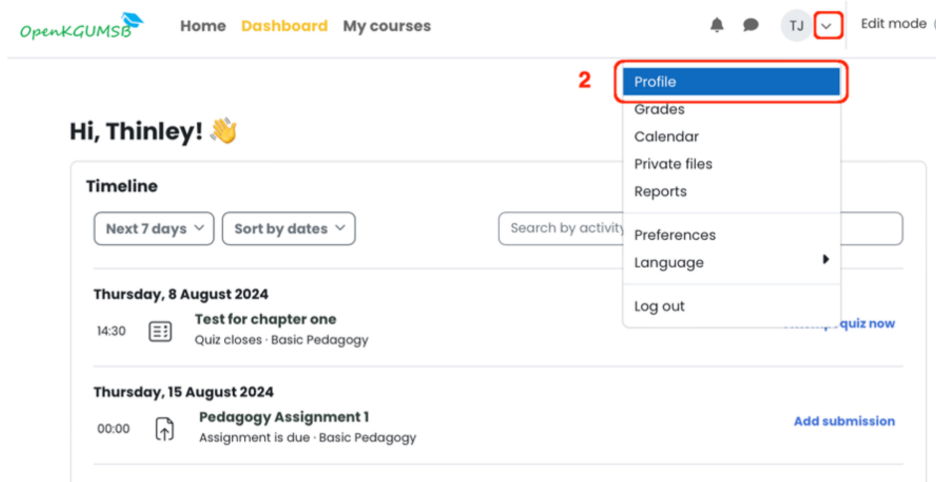
OpenKGUMSB User Profile Update Manual

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Department:	KGUMSB
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For:	OpenKGUMSB VLE Users

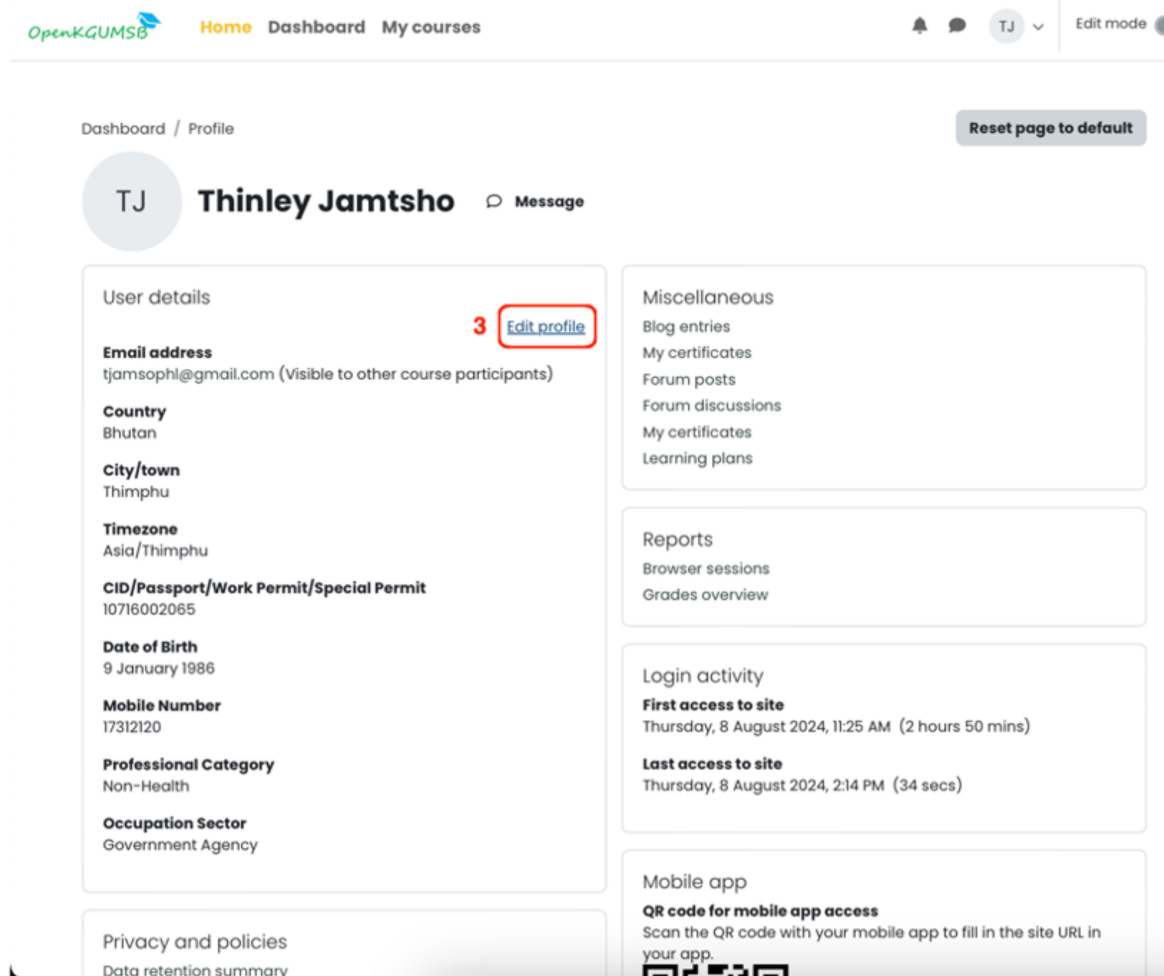
UPDATE PROFILE

As and when the user profile details change, the updates must be made in the OpenKGUMSB so that the system has accurate and up-to-date information about users. Follow the steps below to update your profile

1. Visit <http://open.kgumsb.edu.bt> and login into OpenKGUMSB
2. Click on down arrow located beside your name initial on top right corner of page.
Click “Profile”



3. User profile page will load. To update user profile details, click “Edit Profile”



4. Edit profile page will load. Update required field under respective profile section and click “Update profile”



Thinley Jamtsho [Message](#)

Thinley Jamtsho

Expand all

> **General**

> **User picture**

> **Additional names**

> **Interests**

> **Optional**

> **Personal Information**

> **Professional Information**

4

Update profile

Cancel

Required