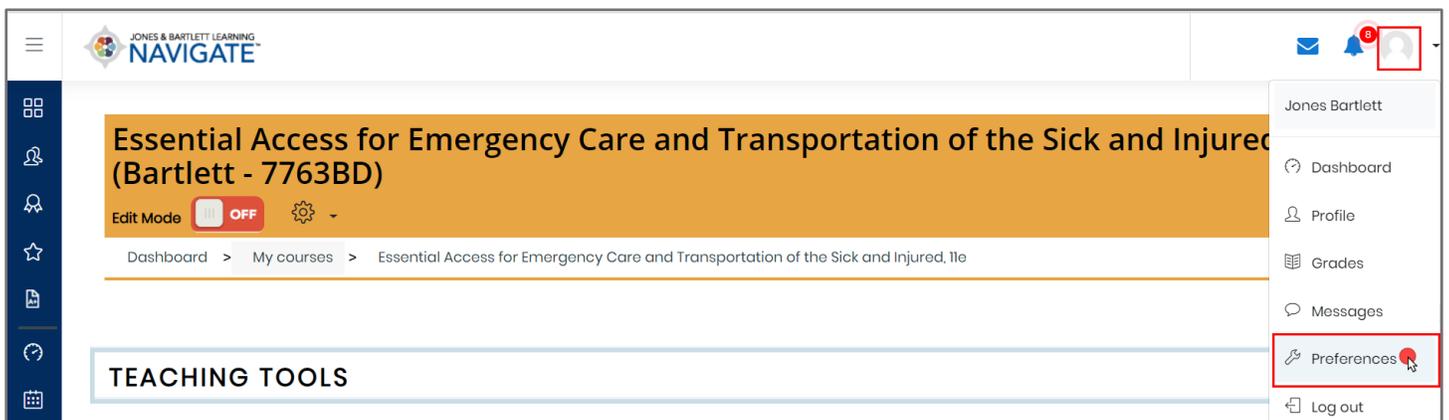


How to Change My Time Zone

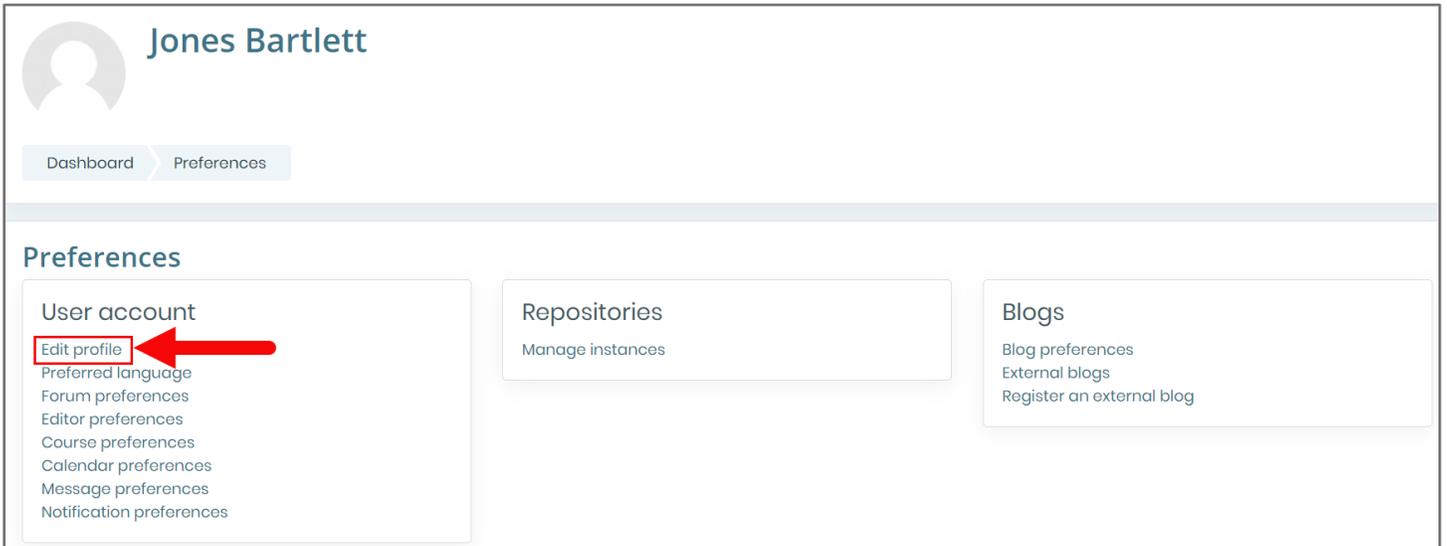
*This document contains instructions for how to change the timezone setting of your profile to ensure that the course clock in sync with your local time. **Please note:** The default time zone setting for your profile is set to Eastern Standard Time (US).*

1. Your course time zone is set to Eastern Standard Time by default. If you are located in a different time zone, you must adjust the time setting within your course to correctly align with time restrictions that may be applied by your instructor.
2. On the course homepage, begin by clicking on the **profile picture button** at the top right of the screen. This will drop down a menu of options from which you should click **Preferences**.



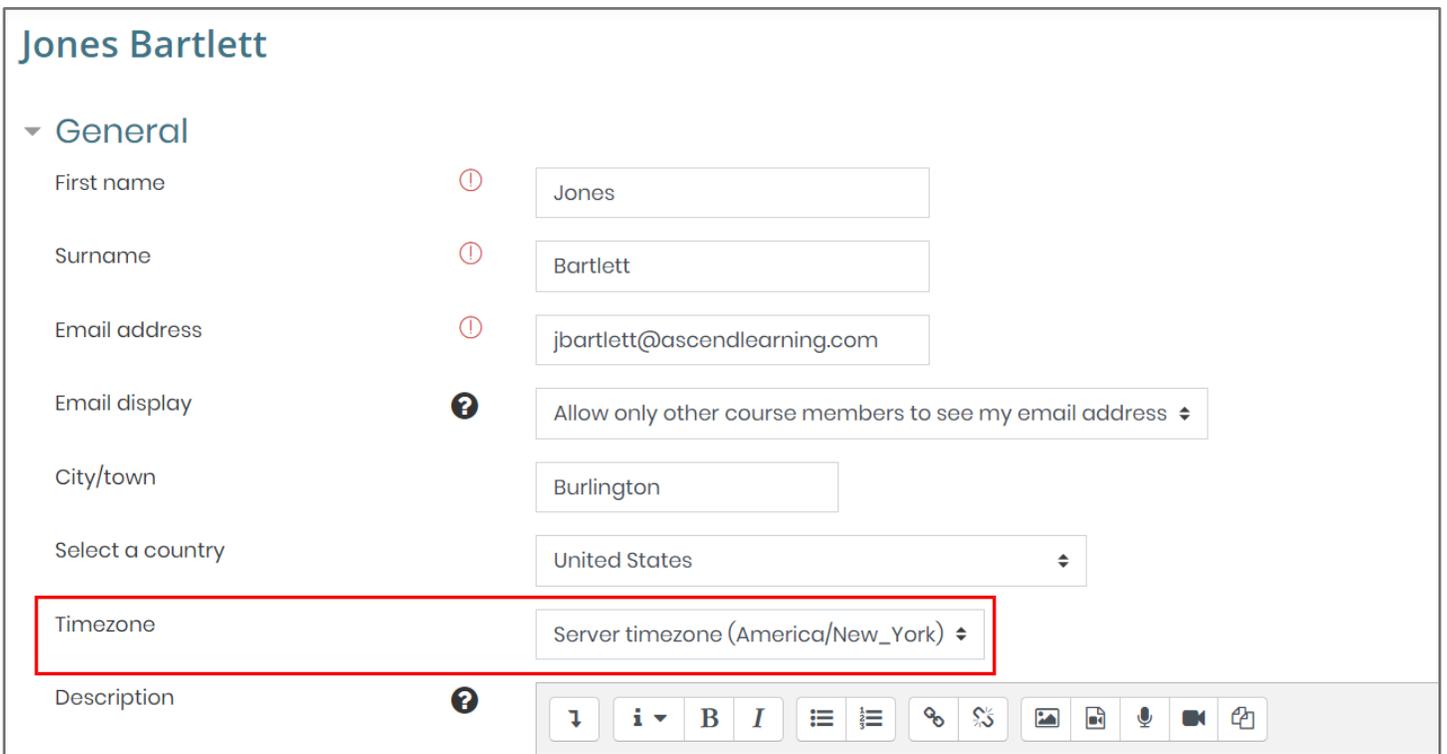
The screenshot shows the course homepage for "Essential Access for Emergency Care and Transportation of the Sick and Injured (Bartlett - 7763BD)". The user is logged in as Jones Bartlett. The profile picture button is highlighted with a red box. The dropdown menu is open, and the "Preferences" option is also highlighted with a red box. The "Edit Mode" is currently OFF. The breadcrumb trail shows: Dashboard > My courses > Essential Access for Emergency Care and Transportation of the Sick and Injured, 1le. The "TEACHING TOOLS" section is visible at the bottom.

3. On the following page, look for the **User account** section and click on the first option here of **Edit profile**.



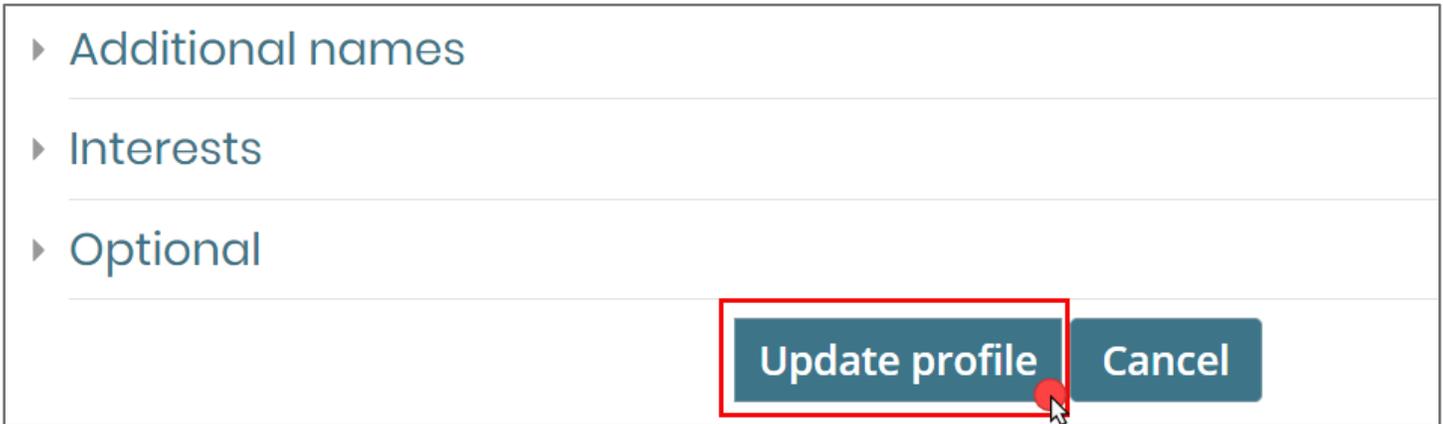
The screenshot shows the user profile page for Jones Bartlett. At the top, there is a navigation bar with 'Dashboard' and 'Preferences'. Below this, the 'Preferences' section is displayed. The 'User account' section is highlighted with a red box, and a red arrow points to the 'Edit profile' link. Other sections include 'Repositories' (Manage instances) and 'Blogs' (Blog preferences, External blogs, Register an external blog).

4. On the Edit profile page, scroll down until you find the **Timezone** setting. Click on the dropdown menu to the right of this label and select a location that matches your local time. **Hint:** *The options in this dropdown menu are in alphabetical order. Select a geographic location from this list that matches your local timezone.*



The screenshot shows the 'Edit profile' page for Jones Bartlett. The 'General' section is expanded, showing various fields: First name (Jones), Surname (Bartlett), Email address (jbartlett@ascendlearning.com), Email display (Allow only other course members to see my email address), City/town (Burlington), Select a country (United States), and Timezone (Server timezone (America/New_York)). The 'Timezone' field is highlighted with a red box, and the dropdown menu is open, showing 'Server timezone (America/New_York)'. Below the fields is a rich text editor with various formatting options.

- When satisfied with your selection, scroll to the bottom of the page and click the **Update profile** button to save your changes.



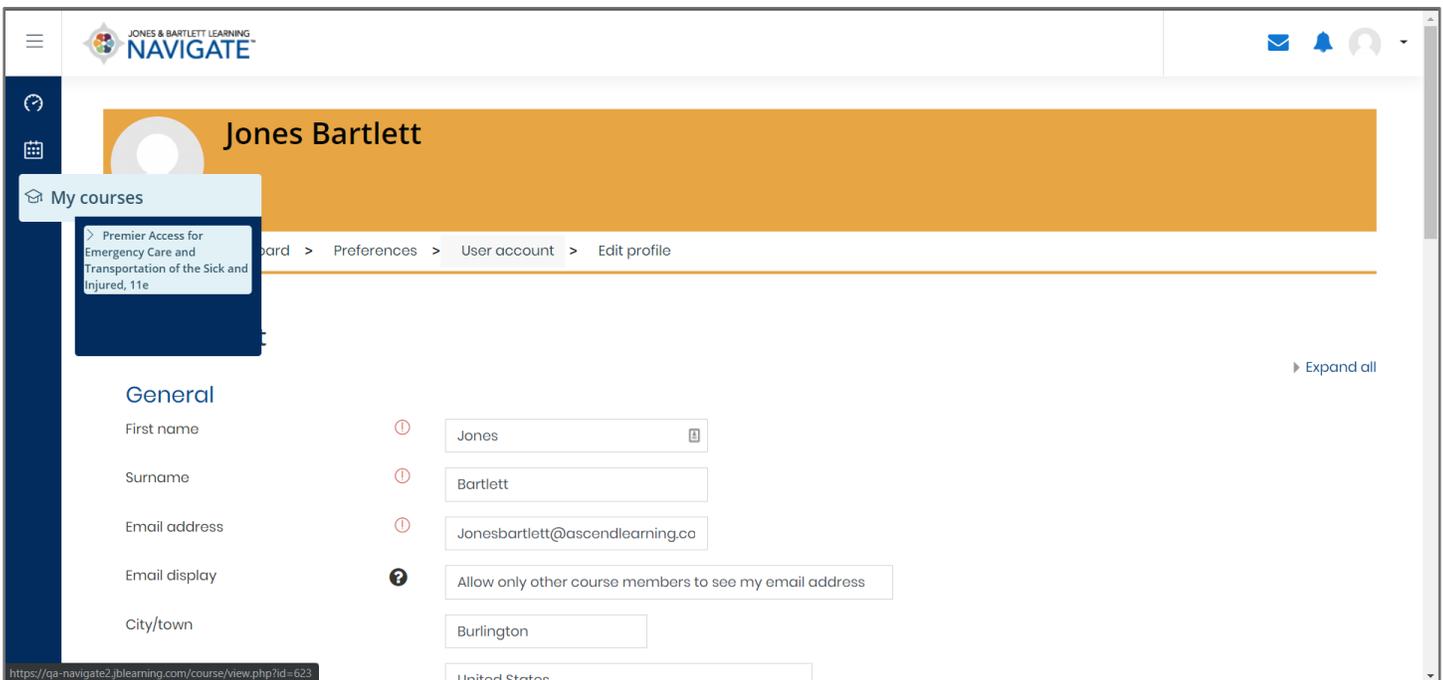
▶ Additional names

▶ Interests

▶ Optional

Update profile Cancel

- Hover your mouse pointer over the **My courses** button in the **Navigation drawer** to the left of the page and click the name of your course in the dropdown menu to return to the course homepage.



Jones Bartlett

My courses

- Premier Access for Emergency Care and Transportation of the Sick and Injured, 11e

Board > Preferences > User account > Edit profile

Expand all

General

First name

Surname

Email address

Email display

City/town

<https://qa-navigate2.jblearning.com/course/view.php?id=623>

Technical Support: www.jblearning.com/techsupport | support@jblearning.com | 1-978-443-5000 | M-F 8:30am – 8:00pm