

# How To Update Your LFBI Profile

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## UPDATING YOUR PROFILE PICTURE

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Click here to begin updating your profile picture: <https://outlook.office.com/mail/>

### Log in to your Microsoft Account.

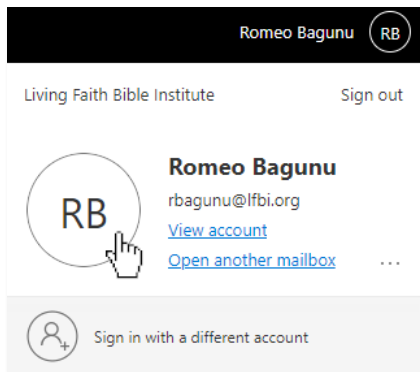
1. Once click the link above, you will be prompted to log in to your Microsoft Account.
2. Enter your Username in the *Email, phone, or Skype* field and click **Next**.
3. Enter your *Password* and click **Sign in**.

*If you are having troubles with your password, please contact [rbagunu@lfbf.org](mailto:rbagunu@lfbf.org) for login assistance.*

4. A prompt may appear asking if you'd like to *Stay signed in?* If you are using a personal computer, check the box next to *Don't show this again*” And click **Yes**.

### Update your Profile Picture.

1. On the top right of the page, click your name to open the *Accounts* dropdown.
2. Hover over the profile picture icon and click it to open the *Change your photo* pop-up window.



3. Click **Upload a new photo** and select an image.
4. Click **Apply** to finish updating your profile picture.

*Note: it may take at least a day for your profile picture to be updated throughout Microsoft Office and on MyLFBI.*

## UPDATING YOUR MYLFBI PROFILE

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Click here to begin editing your MyLFBI Account: <https://mylfbf.org/user/edit.php?>

### Log in to MyLFBI.

1. Since you are already signed in to your Microsoft Account, all you will need to do is click the **365 Connect** button on the login page.

## **Update your MyLFBI Profile.**

1. Under the *General* section, in the *Description* field, please write a short one-paragraph introduction to yourself. You could include your testimony, your family, where you go to church, what ministry you are involved in, what your goals are at LFBI, etc.

*NOTE: If you are not yet enrolled in your courses, the “Description” field will not be available for your profile.*

2. Under the *Optional* section, please provide your current *Mobile phone* and *Address*.
3. Under the *Other fields* section, please let us know what local church you are a member of in the *Church Home* field.
4. Click the **Update profile** button to save your changes!

**Any questions or difficulties?** Please contact [rbagunu@lfbi.org](mailto:rbagunu@lfbi.org) for assistance. Thanks for updating your profile!