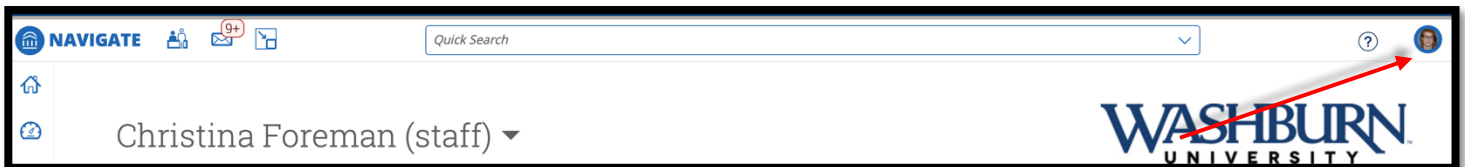
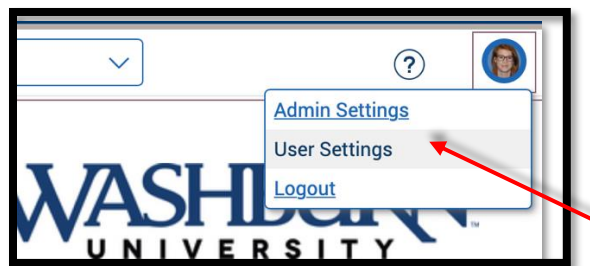


Navigate: User Settings

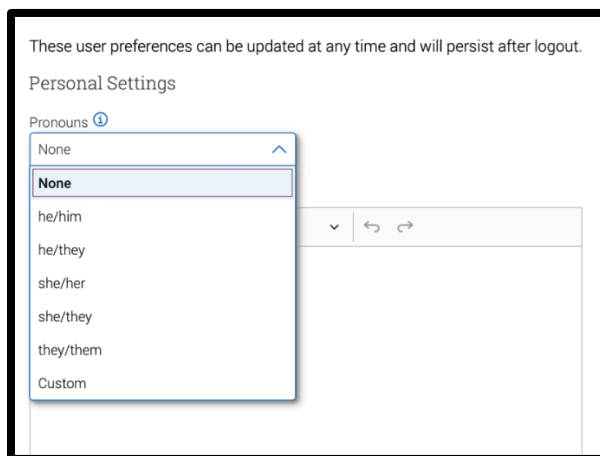
1. Once you have logged in to Navigate, click on your profile picture or initials, in the upper-right hand corner to reveal a drop-down menu.



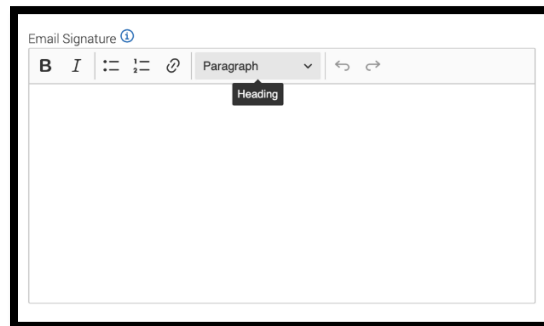
2. Click on **User Settings** to take you to the settings window.



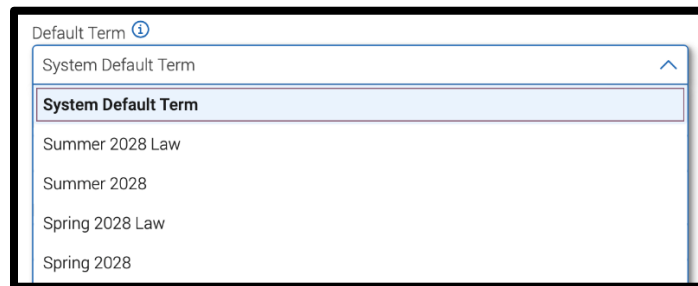
3. Once in the user settings window, there will be several fields that allow you to change your settings. The first is **pronouns**. You are welcome to add **Pronouns**, which will appear after your name on all Navigate communication, or leave this field blank.



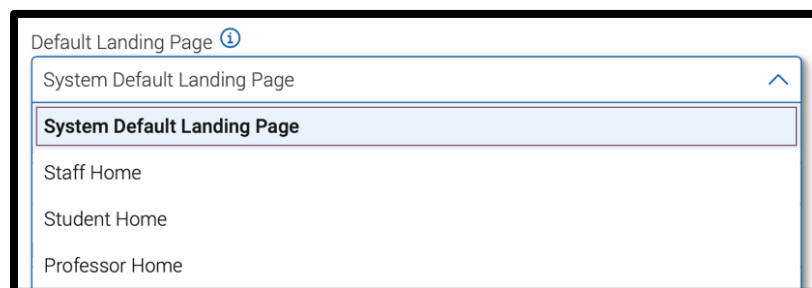
- In the **Email Signature**, section you can customize a signature to attach to any Navigate communication. You can also copy & paste in your current email signature.



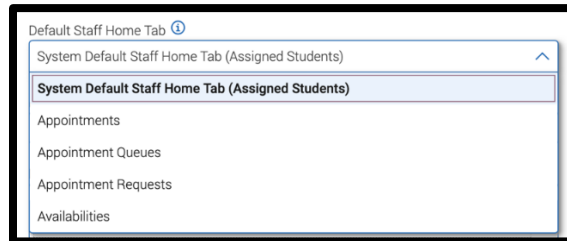
- The **Default Term** will change the default term your Navigate populates to. This will ensure that you do not need to update your semester from the Law term each time. This setting will need to be updated each semester.



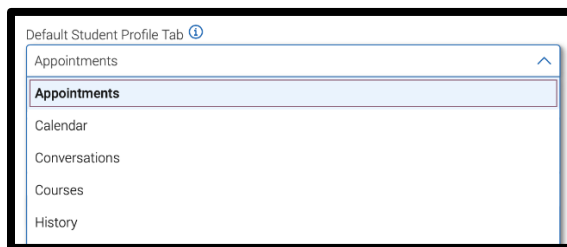
- The **Default Landing Page** changes the home page of the Navigate platform. Choose a **Default Landing Page** to specify which page you prefer to land on after logging in, the most common landing pages are **Staff Home** or **Professor Home**.



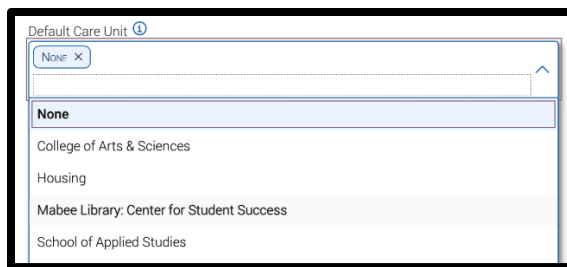
- Choose a **Default Staff Home Tab** to specify which tab you prefer to land on when accessing your home page.



- Use the **Default Student Profile Tab** to choose the section you would like to see first when viewing a student's profile.



- Choose a **Default Care Unit** to specify which Care Unit you are associated with (Care Units refer to your academic college/school or other campus unit).



- Make sure to save your changes before exiting the user settings window.

