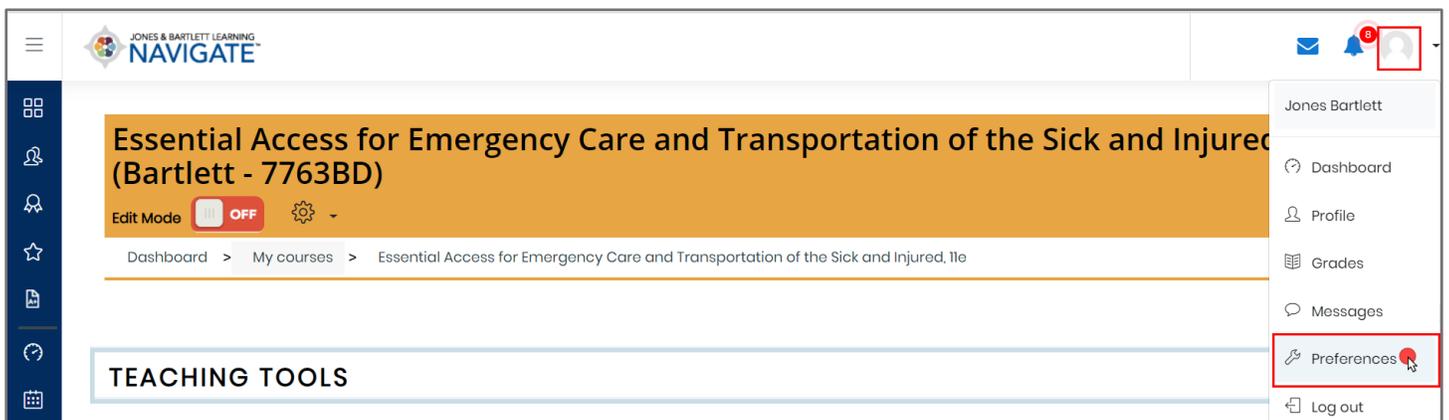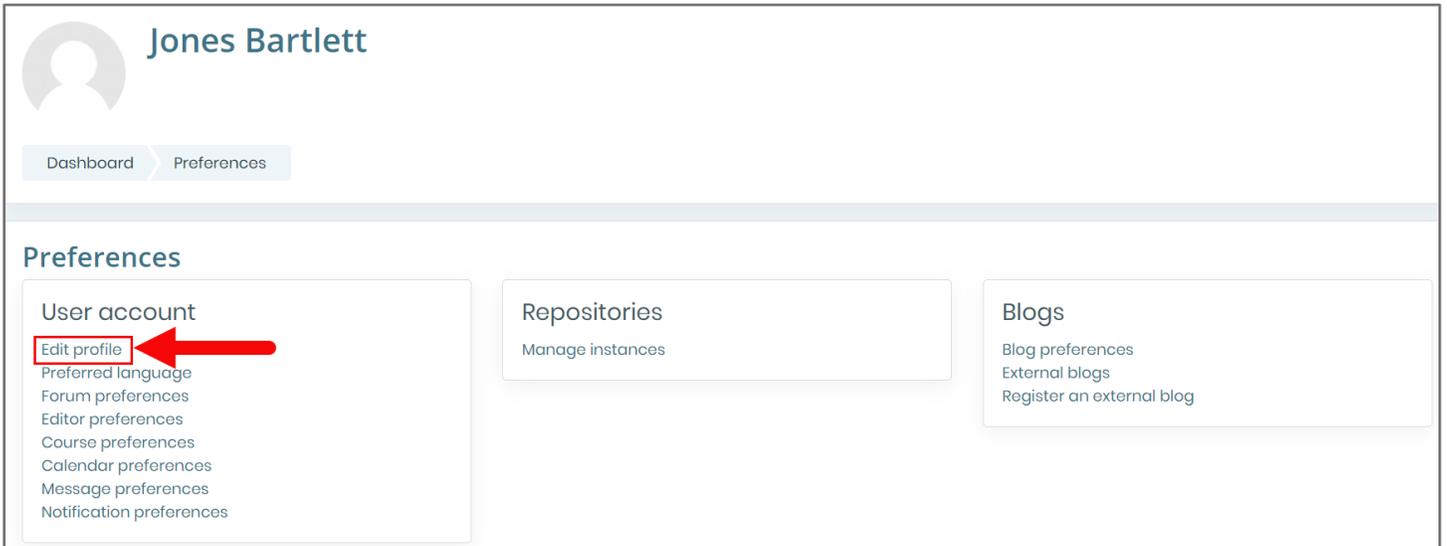# How to Change My Time Zone

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).*

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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**.

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


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.*
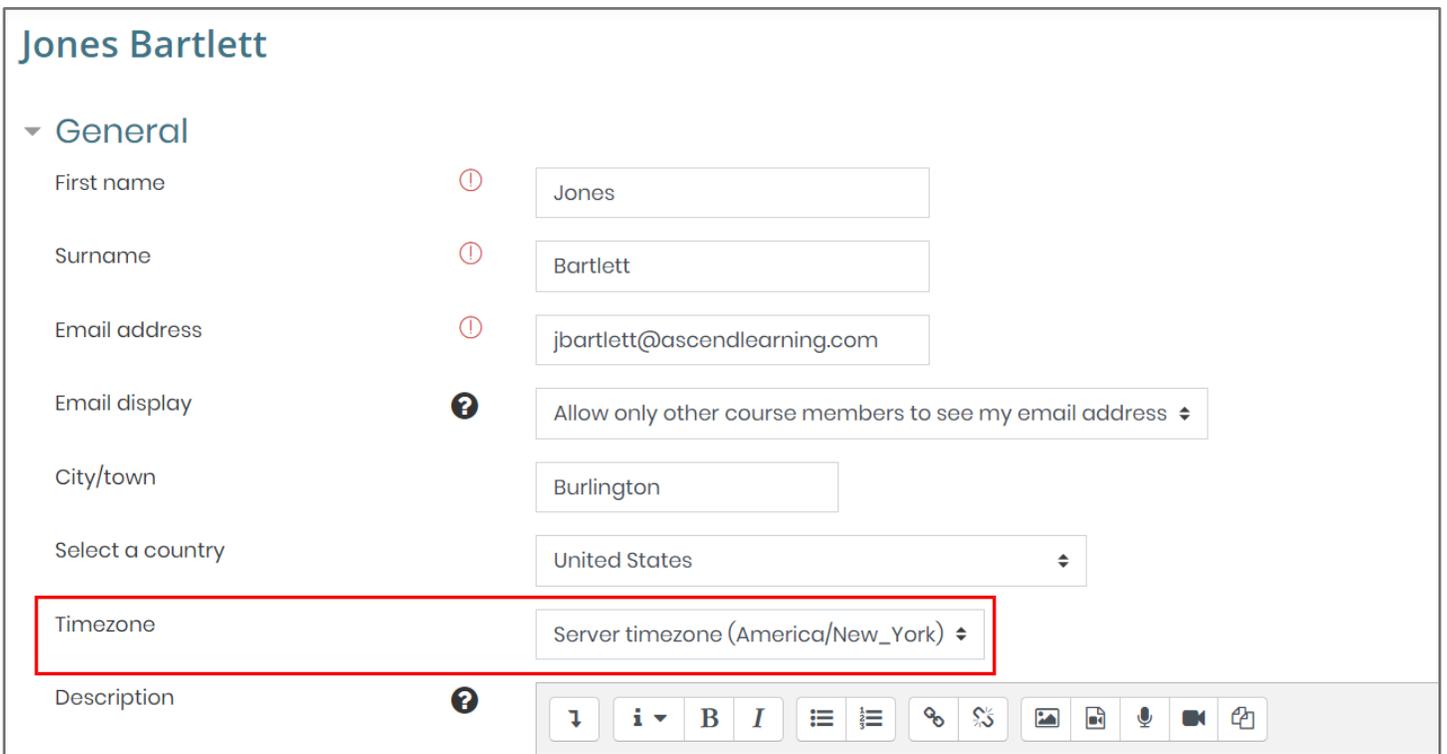
5. When satisfied with your selection, scroll to the bottom of the page and click the **Update profile** button to save your changes.
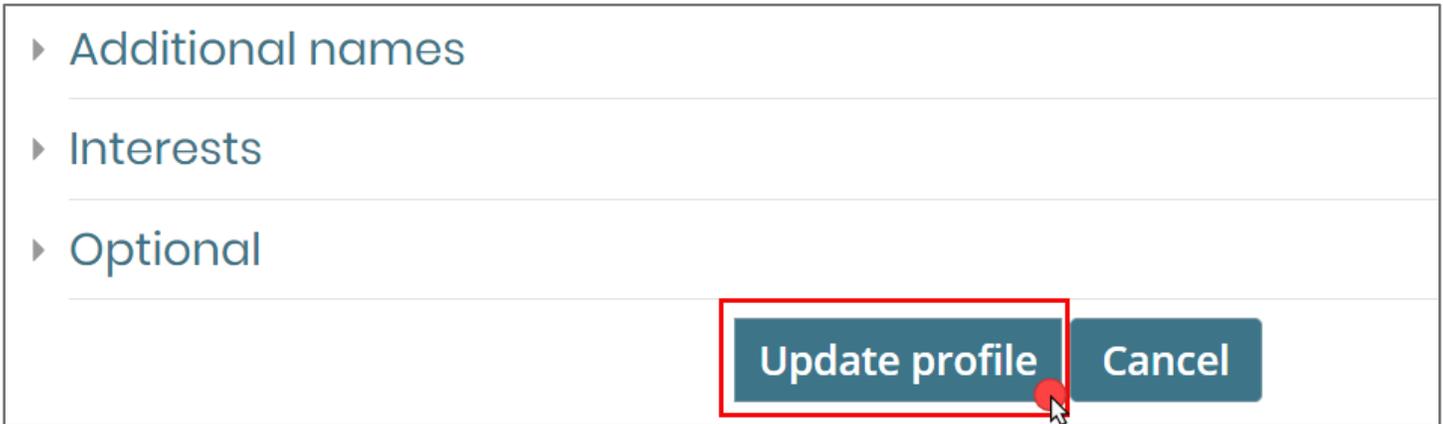
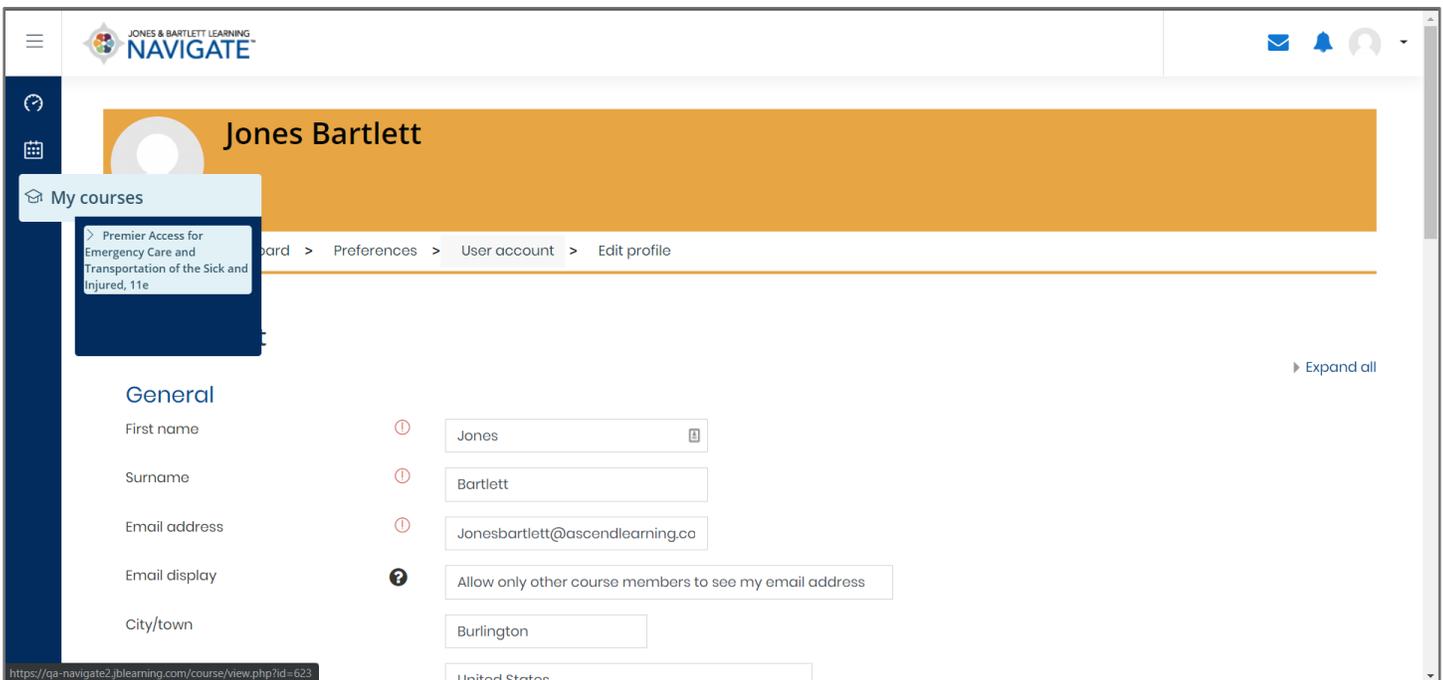6. Hover your mouse pointer over the **My courses** button in the **Navigation drawer** to the left of the page and click the name of your course in the dropdown menu to return to the course homepage.