

Switch to your Student Profile

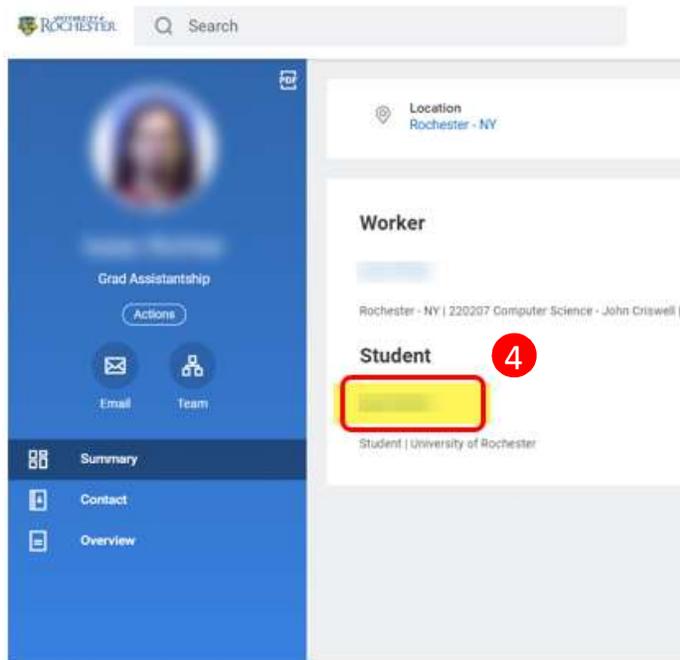
Some students have both a Worker and a Student profile available to them in UR Student. If you access your profile, and you only see the Summary, Contact and Overview options on the left blue bar, you need to switch to your Student profile!

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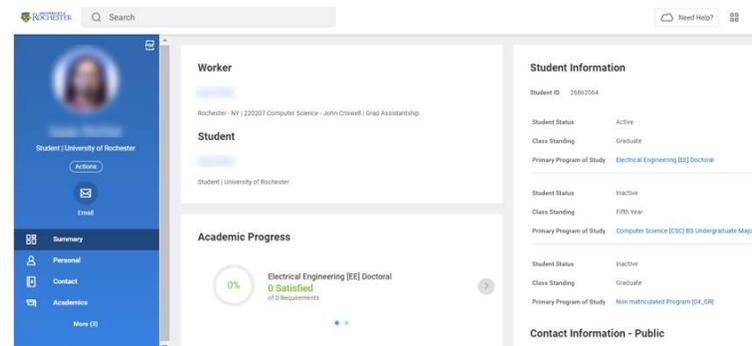
1. Log into [UR Student](#) using your Active Directory account and password.

Note: If off campus, use Duo Two Factor Authentication. To enroll in [Duo](#), contact the help desk listed for support.

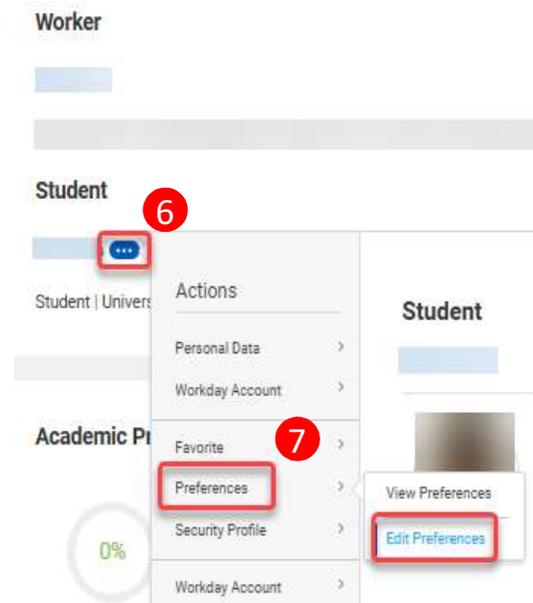
2. Click the **Profile** (picture or cloud) icon to access the Contact and address information
3. From the Profile page, if you do not see Personal, Contact, Academics and Student Financials down the left blue bar, you need to switch to your student profile.
4. Click your name (in blue) underneath the word Student to access your student profile.



5. Your student profile will now be visible



6. To set your student profile to the default profile, roll the cursor over your name under the word Student until you see an ellipse next to your name.
7. Click on the ellipse and select **Preferences**, then **Edit Preferences** on the sub menu



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- On the Change Preferences menu, look under **the Account Preferences** header, and click into the box for **Preferred Default Profile View**. Select the **Student radio button** if you wish to set your default profile view to Student.
- Click **OK** to save your preferences.

Change Preferences

Global Preferences

Default Locale: English (United States) - en_US
Preferred Locale: select one
Default Display Language: English
Preferred Display Language: select one
Show Month/Day Names in Preferred Language:

Default Timezone: GMT-05:00 Eastern Time (New York)
Default Hour Clock (from Locale): 12 hour
Preferred Hour Clock: select one
Default Currency: USD
Preferred Currency:

Search Preferences

Workday Search Provider: x New Workday Federated Search

Account Preferences

Mobile Carrier:
Preferred Home Page:
Simplified View: Student Worker
Show responsive layout for prom:
Preferred Default Profile View: