Updating Your Faculty Profile

on mjc.edu

About the Faculty Profile Page on www.mjc.edu

Whether or not you know it, you have a basic profile page online with standard information such as name, division, email and phone number. Your profile page can be found via the faculty search directory which is available to students under the search box on *every* page on mjc.edu. The direct address to the faculty search directory is http://people.mjc.edu.

Your faculty profile page can be customized with a photo, biography, downloadable files and a link to your faculty Web site. Below is an example of a standard, basic profile page versus one that has been customized:

Basic Profile Page   ***Customized Profile Page***

Quick Overview: Updating Your Faculty Profile Page

It's easy!

1. Find your faculty profile page – use the search box on mjc.edu or go to http://people.mjc.edu.

2. On your page, click on the ▷▷Update Profile link.

3. Enter your network user ID and password to login.

4. Check the boxes for information you want to add to your profile, such as photo, general information, biography, Internet links, downloadable files, office hours. Add content.

5. When done, be sure to click the [Update User Information] button at the end of the page to save and publish your changes.

Detailed Overview: Editable Areas of Your Faculty Profile Page

Upon logging in via ▷▷Update Profile , you will arrive at the Online Directory Information Manager screen. Like the partial screenshot below:

The first section, **Static User Information** is not editable. As indicated, you must contact the HelpDesk at 7800 to correct information in this area.
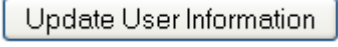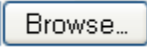
Each of the editable areas of your faculty profile can be "activated" by checking the box ☑.   If the box is checked for an area, it will appear on your profile.

Save your changes! Be sure to save changes to your profile by clicking on the Update User Information button [Update User Information] at the end of the page!

Editable areas of the faculty profile screen are described below:

Email Show email address to students & public? ☑	1. The Email box is checked by default. If you do not want your email to appear on your profile page, you can uncheck the box. 2. Save changes to your profile by clicking on the [Update User Information] button at the end of the page.
Staff Photo Show photograph on your profile? ☐	1. Upon checking the box ☑, you have the option to choose a YCCD image of yourself or upload your own image. You may also view the current image being used for your profile. 2. Save changes to your profile by clicking on the [Update User Information] button at the end of the page.
General Information Show general information on your profile? ☐	1. Check the box ☑ to activate the text area. Use the simple toolbar to stylize your content. This is my general information area 2. Save changes to your profile by clicking on the [Update User Information] button at the end of the page.
Personal Background, Biography, or "About Me" Show personal background on your profile? ☐	3. Check the box ☑ to activate the text area. Use the simple toolbar to stylize your content. This is my background, biography or about me area. 4. Save changes to your profile by clicking on the [Update User Information] button at the end of the page.
Internet Links Show hyperlinks to websites? ☐	1. Check the box ☑ for Internet links. Then click on the Add New Hyperlink link. The following box should appear:

	Internet Links Show hyperlinks to websites? ☑ URL: `http://` (required) Add This Link Link Text: (optional) Description: (optional) Expires `6/9/2011` Make This Link Permanent 2. Type in the URL (web address) of the link you want to list on your profile along with any option link text or description. 3. Expires: Your link will expire, or disappear from your profile, about a year after you add it. You can prevent this by clicking on Make This Link Permanent. 4. Be sure to click on Add This Link. 5. Save changes to your profile by clicking on the `Update User Information` button at the end of the page.
Courses Show your courses? ☐	1. Check the box ☑ for Courses. Then click on the Add New Course link. The following box should appear: Course Name: Add This Course Course Title: (optional) Sections: (optional) *Separate section #'s with semicolons (;)* Description: (optional) Show `6/9/2010` Expires `6/9/2011` 2. Type in course information. Be sure to edit dates for the Show and Expires fields. 3. When done, be sure to click on Add This Course. 4. Save changes to your profile by clicking on the `Update User Information` button at the end of the page.
Files Link downloadable files to your profile? ☐	1) Check the box for Files. **Files** Link downloadable files to your profile? ☑ View Current Files	Add New Files

2) Click on the Add New Files link. A file upload pop-up box will appear.

3) Click on Browse button [Browse…] to locate the file to be uploaded

4) Click on the Upload File button [Upload File].

   Underneath the Upload file button, you should see the success message: Uploaded successfully! Close this window or upload another file.

5) Click the close button [CLOSE] to close the pop-up window.

6) Now save your profile by clicking on the Update User information [Update User Information] button.

7) <u>For first-time users only</u>, the file box may not remain checked. Make sure the box for files is checked as below.

   Files

   Link downloadable files to your profile?
   ☑
   View Current Files | Add New Files

   If it isn't, simply check the box ☑ then click Update User Information button [Update User Information] again.

   Note: This extra step should not be necessary for future edits to your profile. However, when uploading files to your profile <u>for the first time</u>, IT has found that the system does not "remember" to leave the Files checkbox checked.

Publications

Do you have publications to list?
☐

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1) Check the box under publications. The "Add New Publication" link will appear. Click on it.

   Publications

   Do you have publications to list?
   ☑

   Add New Publication

2) Add your publication information in the text area.

Publications

Do you have publications to list?

☑

Add This Publication Information

This is a test

3) In order to save the information you just typed, you must click on the Add This Publication Information link above the text area.

You should now see your publication listed as below.

Publications

Do you have publications to list?

☑

• This is a test

[Delete]

4) Save changes to your profile by clicking on the Update User Information button at the end of the page.

Social Networking

Link Social Networking sites?

☐

This option not yet active.

Any changes made to your profile must be saved. You have saved successfully if you see the message **User Record Updated** as below:

Update User Information   **User Record Updated**

Changes made to this profile are NOT saved until this button is clicked.

Update User Information

After you have made changes to your profile, be sure to view the page at http://people.mjc.edu.