



## **Updating Your Faculty Profile**

*on [mjc.edu](http://mjc.edu)*

***Library and Information Technology***

**Web Support Services  
Modesto Junior College**

Also online: <http://support.sites.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.

- 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 screenshot shows the 'Online Directory Information Manager' interface. At the top, there is a green header with the title and a sub-header: 'Information manager for YCCD contact pages & searchable online directories.' Below this, a navigation bar shows 'Search / Employee Information / Update Information' and 'Logged In As: nguyena [Logout]'. The main content area is titled 'Static User Information' and contains a warning: 'The following information is stored within the Active Directory record and cannot be updated via this website. If the AD information is incorrect, please call the HelpDesk at Extension 7800 (MJC & CS) or Extension 5122 (CC) for assistance and corrections.' Below the warning, user details are listed: Full Name: Douglas Smith, AD Login Name: smithd, Job Title: Professor - Photography, Office: Ansel Adams Hall 205F, Department: Arts, Humanities & Communications, Campus: MJC-West, Telephone: 575-6342. Further down, there is an 'Additional User Information' section with a warning: 'Warning! Please remember to press the SAVE button at the bottom when finished, or your changes will be lost!'. This section includes 'Professional Titles' with input fields for Prefix and Suffix, an 'Email' section with a checked checkbox for 'Show email address to students & public?', and a 'Staff Photo' section with an unchecked checkbox for 'Show photograph on your profile?'.


The first section, **Static User Information** is not editable. As indicated, you must contact the HelpDesk at 7800 to correct information in this area.

### Static User Information






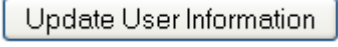
The following information is stored within the Active Directory record and cannot be updated via this website. If the AD information is incorrect, please call the HelpDesk at Extension 7800 (MJC & CS) or Extension 5122 (CC) for assistance and corrections.

Full Name:	<b>Douglas Smith</b>
AD Login Name:	<b>smithd</b>
Job Title:	<b>Professor - Photography</b>
Office:	<b>Ansel Adams Hall 205F</b>
Department:	<b>Arts, Humanities &amp; Communications</b>
Campus:	<b>MJC-West</b>
Telephone:	<b>575-6342</b>

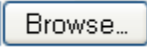




Each of the editable areas of your faculty profile can be “activated” by checking the box . If the box is checked for an area, it will appear on your profile.


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

**Editable areas of the faculty profile screen are described below:**

<p><b>Email</b></p> <p>Show email address to students &amp; public?</p> <p><input checked="" type="checkbox"/></p>	<ol style="list-style-type: none"> <li>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.</li> <li>2. Save changes to your profile by clicking on the  button at the end of the page.</li> </ol>
<p><b>Staff Photo</b></p> <p>Show photograph on your profile?</p> <p><input type="checkbox"/></p>	<ol style="list-style-type: none"> <li>1. Upon checking the box <input checked="" type="checkbox"/>, 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.</li> <li>2. Save changes to your profile by clicking on the  button at the end of the page.</li> </ol>
<p><b>General Information</b></p> <p>Show general information on your profile?</p> <p><input type="checkbox"/></p>	<ol style="list-style-type: none"> <li>1. Check the box <input checked="" type="checkbox"/> to activate the text area. Use the simple toolbar to stylize your content.</li> </ol>  <p>This is my general information area</p> <ol style="list-style-type: none"> <li>2. Save changes to your profile by clicking on the  button at the end of the page.</li> </ol>
<p><b>Personal Background, Biography, or "About Me"</b></p> <p>Show personal background on your profile?</p> <p><input type="checkbox"/></p>	<ol style="list-style-type: none"> <li>3. Check the box <input checked="" type="checkbox"/> to activate the text area. Use the simple toolbar to stylize your content.</li> </ol>  <p>This is my background, biography or about me area.</p> <ol style="list-style-type: none"> <li>4. Save changes to your profile by clicking on the  button at the end of the page.</li> </ol>
<p><b>Internet Links</b></p> <p>Show hyperlinks to websites?</p> <p><input type="checkbox"/></p>	<ol style="list-style-type: none"> <li>1. Check the box <input checked="" type="checkbox"/> for Internet links. Then click on the <a href="#">Add New Hyperlink</a> link. The following box should appear:</li> </ol>

	<p><b>Internet Links</b></p> <p>Show hyperlinks to websites?  <input checked="" type="checkbox"/></p> <p>URL: <input type="text" value="http://"/> (required)  <a href="#">Add This Link</a></p> <p>Link Text: <input type="text"/> (optional)</p> <p>Description: <input type="text"/> (optional)</p> <p>Expires <input type="text" value="6/9/2011"/> <a href="#">Make This Link Permanent</a></p> <ol style="list-style-type: none"> <li>Type in the URL (web address) of the link you want to list on your profile along with any option link text or description.</li> <li>Expires: Your link will expire, or disappear from your profile, about a year after you add it. You can prevent this by clicking on <a href="#">Make This Link Permanent</a>.</li> <li>Be sure to click on <a href="#">Add This Link</a>.</li> <li>Save changes to your profile by clicking on the <input type="button" value="Update User Information"/> button at the end of the page.</li> </ol>
<p><b>Courses</b></p> <p>Show your courses?  <input type="checkbox"/></p>	<ol style="list-style-type: none"> <li>Check the box <input checked="" type="checkbox"/> for Courses. Then click on the <a href="#">Add New Course</a> link. The following box should appear:</li> </ol> <p>Course Name: <input type="text"/> <a href="#">Add This Course</a></p> <p>Course Title: <input type="text"/> (optional)</p> <p>Sections: <input type="text"/> (optional)  <i>Separate section #'s with semicolons (;)</i></p> <p>Description: <input type="text"/> (optional)</p> <p>Show <input type="text" value="6/9/2010"/></p> <p>Expires <input type="text" value="6/9/2011"/></p> <ol style="list-style-type: none"> <li>Type in course information. Be sure to edit dates for the Show and Expires fields.</li> <li>When done, be sure to click on <a href="#">Add This Course</a>.</li> <li>Save changes to your profile by clicking on the <input type="button" value="Update User Information"/> button at the end of the page.</li> </ol>
<p><b>Files</b></p> <p>Link downloadable files to your profile?  <input type="checkbox"/></p>	<ol style="list-style-type: none"> <li>Check the box for Files.</li> </ol> <p><b>Files</b></p> <p>Link downloadable files to your profile?  <input checked="" type="checkbox"/></p> <p><a href="#">View Current Files</a>   <a href="#">Add New Files</a></p>

	<p>2) Click on the Add New Files link. A file upload pop-up box will appear.</p> <p>3) Click on Browse button  to locate the file to be uploaded</p> <p>4) Click on the Upload File button .</p> <p>Underneath the Upload file button, you should see the success message: <b>Uploaded successfully! Close this window or upload another file.</b></p> <p>5) Click the close button  to close the pop-up window.</p> <p>6) Now save your profile by clicking on the Update User information  button.</p> <p>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.</p> <p><b>Files</b></p> <p>Link downloadable files to your profile?  <input checked="" type="checkbox"/></p> <p><a href="#">View Current Files</a>   <a href="#">Add New Files</a></p> <p>If it isn't, simply check the box <input checked="" type="checkbox"/> then click Update User Information button  again.</p> <p><b>Note:</b> 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.</p>
<p><b>Publications</b></p> <p>Do you have publications to list?</p> <p><input type="checkbox"/></p>	<p>1) Check the box under publications. The “Add New Publication” link will appear. Click on it.</p> <p><b>Publications</b></p> <p>Do you have publications to list?  <input checked="" type="checkbox"/></p> <p><a href="#">Add New Publication</a></p> <p>2) Add your publication information in the text area.</p>

	<p><b>Publications</b></p> <p>Do you have publications to list?  <input checked="" type="checkbox"/></p> <p><a href="#">Add This Publication Information</a></p>  <p>This is a test</p> <p>3) In order to save the information you just typed, you must click on the <a href="#">Add This Publication Information</a> link above the text area.</p> <p>You should now see your publication listed as below.</p> <p><b>Publications</b></p> <p>Do you have publications to list?  <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> <li>• This is a test</li> </ul> <p><a href="#">Delete</a></p> <p>4) Save changes to your profile by clicking on the <a href="#">Update User Information</a> button at the end of the page.</p>
<p><b>Social Networking</b></p> <p>Link Social Networking sites?  <input type="checkbox"/></p>	<p><i>This option not yet active.</i></p>
<p><a href="#">Update User Information</a></p>	<p>Any changes made to your profile must be saved. You have saved successfully if you see the message <b>User Record Updated</b> as below:</p> <p><a href="#">Update User Information</a> <b>User Record Updated</b>  Changes made to this profile are NOT saved until this button is clicked.</p>

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