

How to Update Your Faculty Profile Page

The People Page is the most frequently visited page on our website. In many ways it is the defacto Home Page for the department. This is where current and prospective students find out about faculty interests, where CSU faculty and administrators find out about individuals in our department, and where general searches land for specific people in our department.

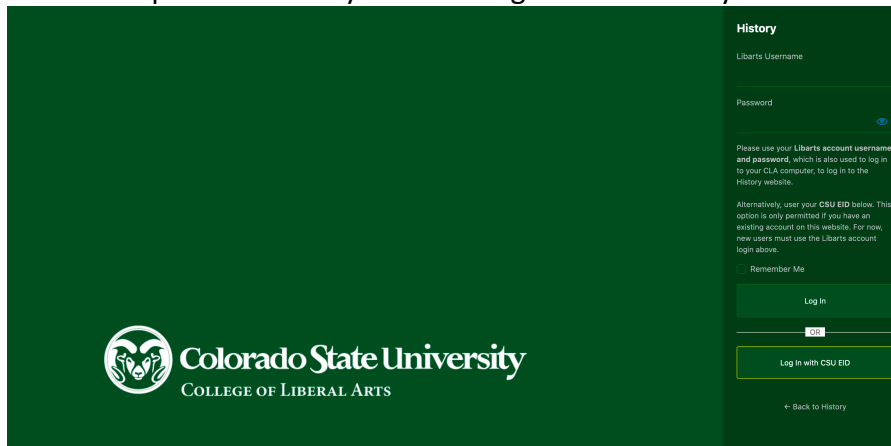
Keeping your profile page up to date helps the department appear active and relevant.

Directions

Step 1

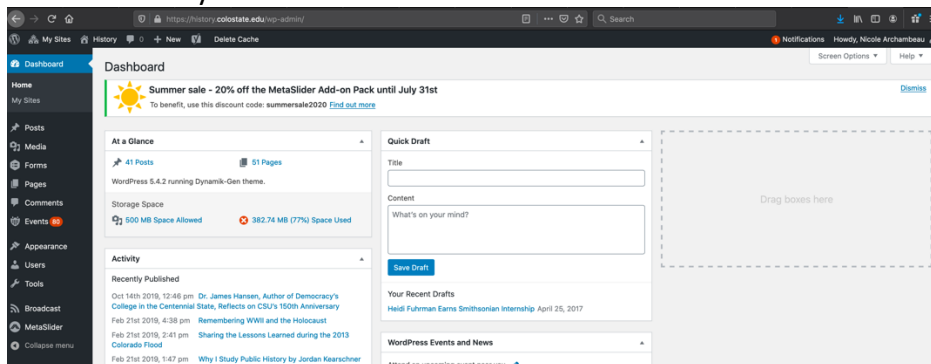
[Log in to your profile page.](#)

1. Click on the button that says Log In with CSU EID. This is the same username and password that you use to log in to the library



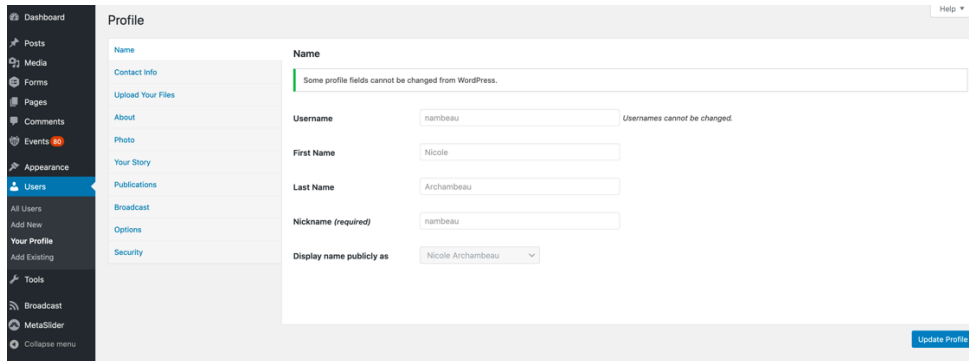
Step 2

Hover over your name in the top right-hand corner. This will bring up a dropdown menu. Choose Edit My Profile.



Step 3

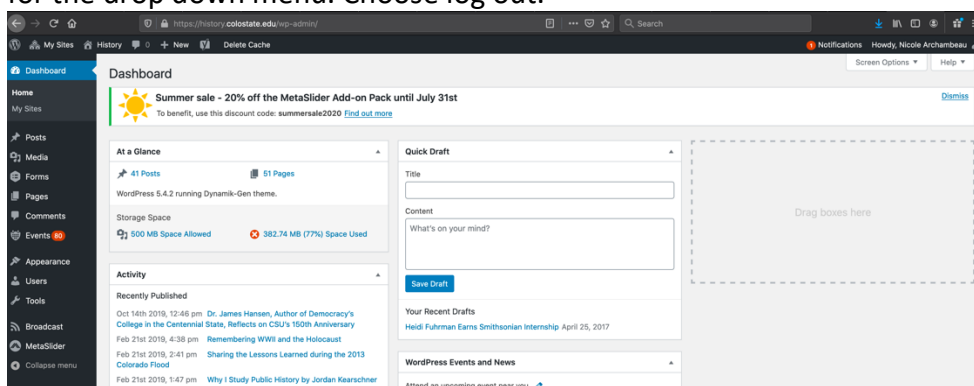
When you choose Edit My Profile, a new screen will open. This screen includes the categories of information that appear on your profile. You can update your information and upload various documents here.



The screenshot shows the WordPress 'Profile' edit page. On the left is a sidebar menu with 'Users' selected. The main content area is titled 'Profile' and contains several sections: 'Name' (with a note that some fields cannot be changed from WordPress), 'Username' (nambau), 'First Name' (Nicole), 'Last Name' (Archambeau), 'Nickname (required)' (nambau), and 'Display name publicly as' (Nicole Archambeau). A blue 'Update Profile' button is located at the bottom right.

Step 4

When you're done, remember to log out. Hover over your name in the top right-hand corner for the drop down menu. Choose log out.



The screenshot shows the WordPress dashboard. In the top right corner, a user profile dropdown menu is open, showing the user's name 'Howdy, Nicole Archambeau' and a 'Log Out' option. A large orange arrow points to the 'Log Out' option. The dashboard itself shows various widgets like 'At a Glance', 'Quick Draft', and 'Activity'.