

Profile Update – Quick Reference Guide

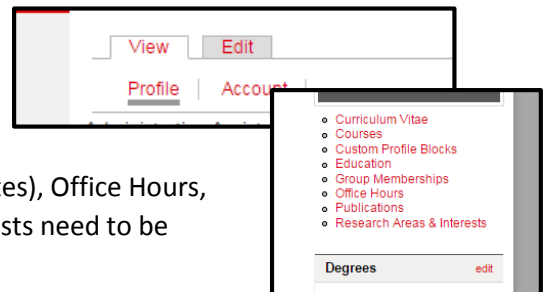
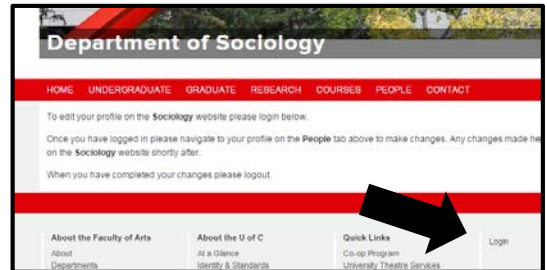
<http://soci.ucalgary.ca/manageprofile>

Log In – You must login before making any changes. In the bottom left hand side click ‘Login’ – you will sign in using the “Central Authentication Service” – This is the same as when you login to ‘My U of C Portal’

Update – Navigate to ‘people’ in the main menu. Selection your name from the list. If your name is not in the list please contact the Sociology main office.

View Tab – This is where you update your profile. Account information is auto-populated.

Profile Blocks - There are seven profile blocks that have been predesigned: Curriculum Vitae, Courses (auto-populates), Education, Group Membership (auto-populates), Office Hours, Publications, and Research Areas & Interests (New interests need to be added by a site admin).



Adding A New Profile Block – On the right hand side, select the block you would like to include. This will take you to a page specific to this type of block. Don't forget to click the 'publish' or 'save' button when you are done. Once you have content in any given section, it will appear under the main area of the view tab.

Adding a Custom Profile Block – If you have other information you would like to display on our profile you need to add a 'Custom Profile Block.' These blocks allow for a title and content, which can be formatted.

Edit Tab – This is where you update contact info such as social media links, personal websites, and phone numbers. You can also update your profile picture in this area.

Please Note – Changes may not take effect until later that day or early the next day.

