

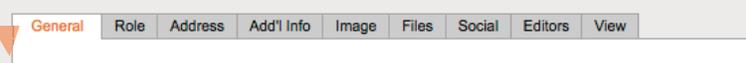
Edit Using the Profile Editor in the Illinois Directory

The Illinois Directory provides contact information for faculty, staff, students and units/departments of the Urbana-Champaign campus. This information is provided on a limited basis from the campus (LDAP) database, and may be replaced by faculty and staff who have been granted access by their Chief Communications Officer (CCO).

To access the Profile Editor, go to: the Illinois homepage, illinois.edu, and type your name in the Search box, click the “Directory” button; click “Go.”

To make changes to your information, click the pencil . You'll be asked to login using your NetID and bluestem password.

Follow the Tabs

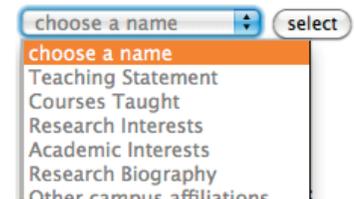


Once in the **Profile Editor**, you will be on the **“General” tab** which allows you to edit your information from the data source by selecting the “Custom” option. It explains: **a.** which information is editable (name, title) and which isn't; **b.** gives you a short URL for your page in the directory; and **c.** lets you know when your information was last updated.

To make changes, CLICK the “Custom” button; choose the “Role” tab (or use the arrows →). The Role tab allows you to edit your title or “role” and add additional roles. Click “Save” to keep changes.

The **“Address” tab** allows you to change information that is incorrect or incomplete, as provided from NESSIE. **Click the “Custom” button to make changes. This information will only be changed in the Directory.**

“Add'l Info” tab allows you add and update additional information. **Click (Insert new Information)** to choose from a drop-down menu of options. **Select one of the options,* and add your content** in the editor provided. If material is extensive you can **select to expand/ collapse** the content to save space. You can **reorder** these options using the move arrows . **Click the (+)** to see examples. **Click “Save”** to keep, **“Back”** to return to the previous tab and the → to go to the next tab.



**You can request a new name for the categories of “People” or “Departments and Services” online via email.*

The “Image” tab lets you **add an image** that is no wider than 170px (~2.25”) at 72-resolution. If you don't have an image editor, you can choose an online photo editor (ie. pixenate.com, pixlr.com) to resize your image before uploading.

The “File” tab allows you to **upload pdfs, docs, and other electronic files** at the bottom of your profile. You can also upload and replace updated files (with the same name) in the **File Manager** in WebTools.

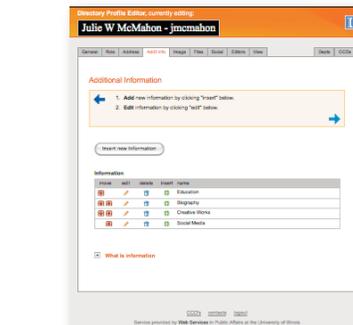
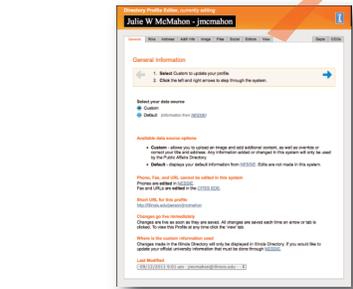
Use the **“Social” tab** to **add your social media links**. **Type your name** or login in the Name field, add the appropriate link, and **click “Add.”** You can **reorder** your links in the “Media Items” by selecting the item and using the arrows.

To **give others permission to edit** your information, click the **“Editors” tab**. By default, the CCO of your unit/dept. has privileges to edit and add editors to your information.

Preview your profile in the “View” tab.

The last two tabs, far right: **“Depts” tab** lists units/departments of appointed CCOs (visible only to CCOs); the **“CCO” tab** provides a comprehensive list of the CCOs and designated communicators across campus.

To learn more, be sure to read “About the Directory” at <http://illinois.edu/ds/about.html#editInfo>.



Save Often

