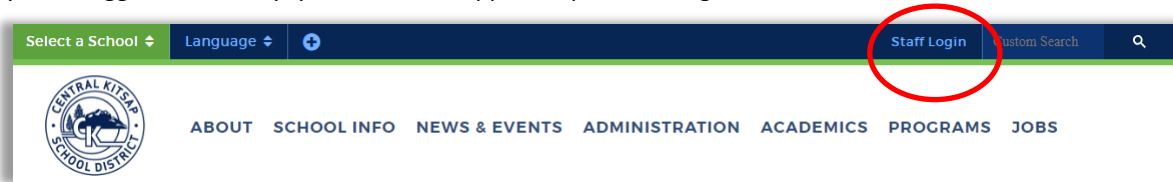


UPDATING USER PROFILES

Below are instructions to update your profile and photo. You can also learn how to update your profile by watching a video at <https://youtu.be/0EC28Lrf584>. **Please read all guidelines and instructions** here before making changes. Any change you make on your profile on the district site will be reflected on your school's website and vice versa. If you have any questions, email angelad@ckschools.org.

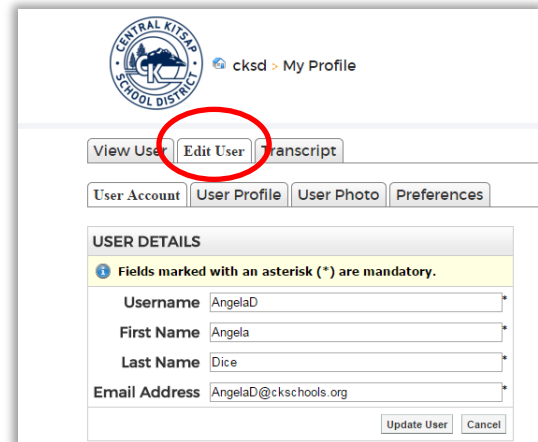
ACCESSING YOUR USER PROFILE

1. Log into the website using the same username and password you use to log into your computer. If you've logged in correctly, your name will appear in place of "Login."



2. Once you see your name, click on it. You'll be taken to a page to edit your profile.
3. Click on the **Edit User** tab. You'll see a box with your name, etc.

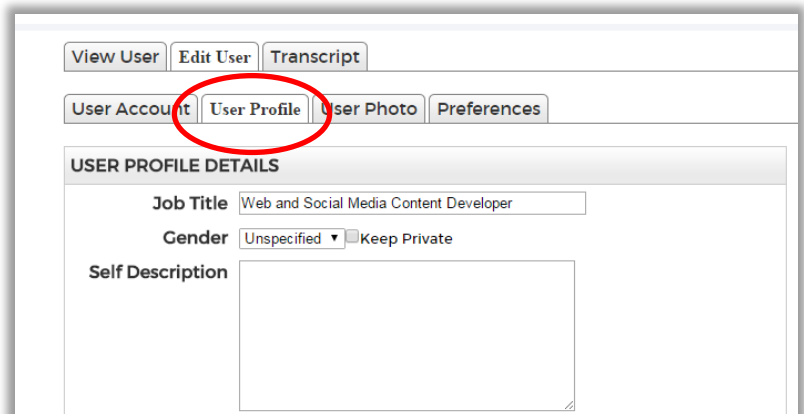
DO NOT change your username, password or email address on the website. We synchronize this information with our district Active Directory system. That means that your changes will disappear after 24 hours. To make changes permanent, contact the HelpDesk and ask them to update your information in the Active Directory. Please note that your legal name is what will appear.



4. Click the User Profile tab or the User Photo tab. Please read the [Profile Information](#) and [Photo](#) sections of this document.

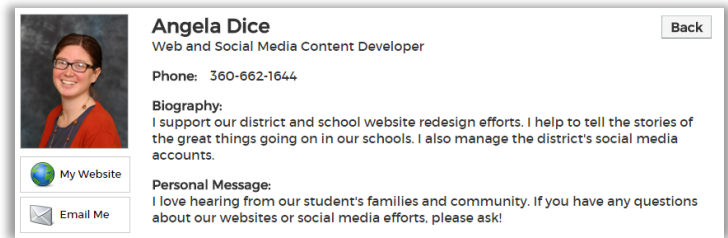
PROFILE INFORMATION

Almost all profile information is **optional**. Your name, which is public information, and your work phone number are the exceptions. We strongly encourage teachers to provide links to their district-approved classroom websites.



To update your profile information, access your profile, then click the **User Profile** tab. Use the following guidelines for updating other parts of your profile:

- **Job Title:** Keep your job title professional and descriptive. Capitalize nouns (don't capitalize and, of, etc.). If you have multiple roles, separate them with a comma. Your job title and name appear when users first see our staff directories.
- **Self Description:** A brief biography of who you are and what you do. When people click on your profile in the staff directory, this shows up under the heading "Biography."
- **Website:** Include the URL of your Moodle, Google Site, Google Classroom or other district-approved website. Do not include a link to a personal website. A link will appear on your profile page.
- **Blog:** If you have a district/school-approved blog, include the link here.
- **Personal Message:** This can be conversational in tone to reflect your personality, but must be professional.
- **Social Media:** Include URLs only of registered, approved and professional social media accounts. For more information about approvals, registering and social media policy, visit ckschools.org. Go to the Career & Staff > Staff Resources > [Staff Social Media Use](#) page.
- **Work Address:** Do not include this information
- **Home Address:** Do not include this information
- **Telephone numbers:** Do not include this information. Your work number is determined by the district Active Directory system.



Telephone Numbers	
Work	<input type="text" value="360-662-1644"/> <input type="checkbox"/> Keep Private
Mobile	<input type="text"/> <input type="checkbox"/> Keep Private
Home	<input type="text"/> <input type="checkbox"/> Keep Private
Fax	<input type="text"/> <input type="checkbox"/> Keep Private
Pager	<input type="text"/> <input type="checkbox"/> Keep Private

Click **Update User** to save your changes.

PHOTOS

Ideally, the photos on our site will should be the same as on your badges or in your yearbooks. Photos of people must be:

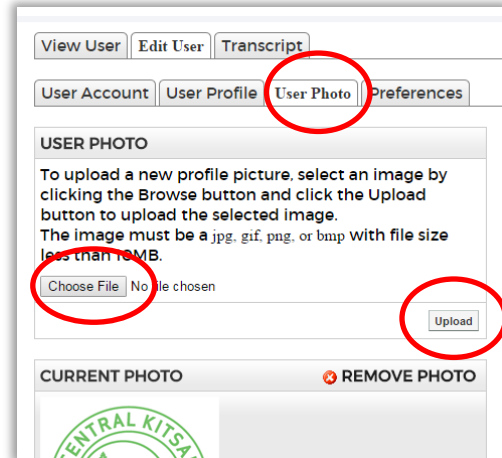
- **Professional** representations of you (no cartoon images, pets, flowers, etc.)
- Taken within the past two years
- Clearly show your face in the directory (cropped in the same way your badge photo is cropped)

If you are unable to use your photo online, you can replace it with the district or school logo. You can go to Google Drive and [download logos here](#). To download a logo, click on the image, then click the download button (seen at right).



To remove your photo:

1. Download a school or district logo
2. Log into the website to [access your profile](#).
3. Click on the **User Photo** tab.
4. Click the **Choose File** button and select the district or school logo that will replace your photo.
5. Click **Upload**.



PERFECTING YOUR PROFILE

To see how your profile looks to the public, click the **View User** tab or visit your school's staff directory. If it looks OK, you're done. You can log out. You can make changes any time you want, just follow the steps in this document.