

Editing your AU profile

To edit your profile, there is a web application designed to do so. The profile that you edit on my.alfred.edu, will update the information that you see on your profile pages on other AU's websites, such as, www.alfred.edu, las.alfred.edu, business.alfred.edu and engineering.alfred.edu faculty profile areas.

Step 1: Go to my.alfred.edu, using your preferred web browser.

Step 2: In the top right click login and login. This should take you to your dashboard.

Step 3: Find the Module that says "Directories" and click on the link that says "Edit My Profile" (see figure 1). You can also go up to the top right and open the dropdown where your name is. This has a link to "Edit My Profile" as well.



Figure 1 - Click Edit my Profile

You will be greeted by the following screen upon going to the “Edit Profile” page (figure 2):

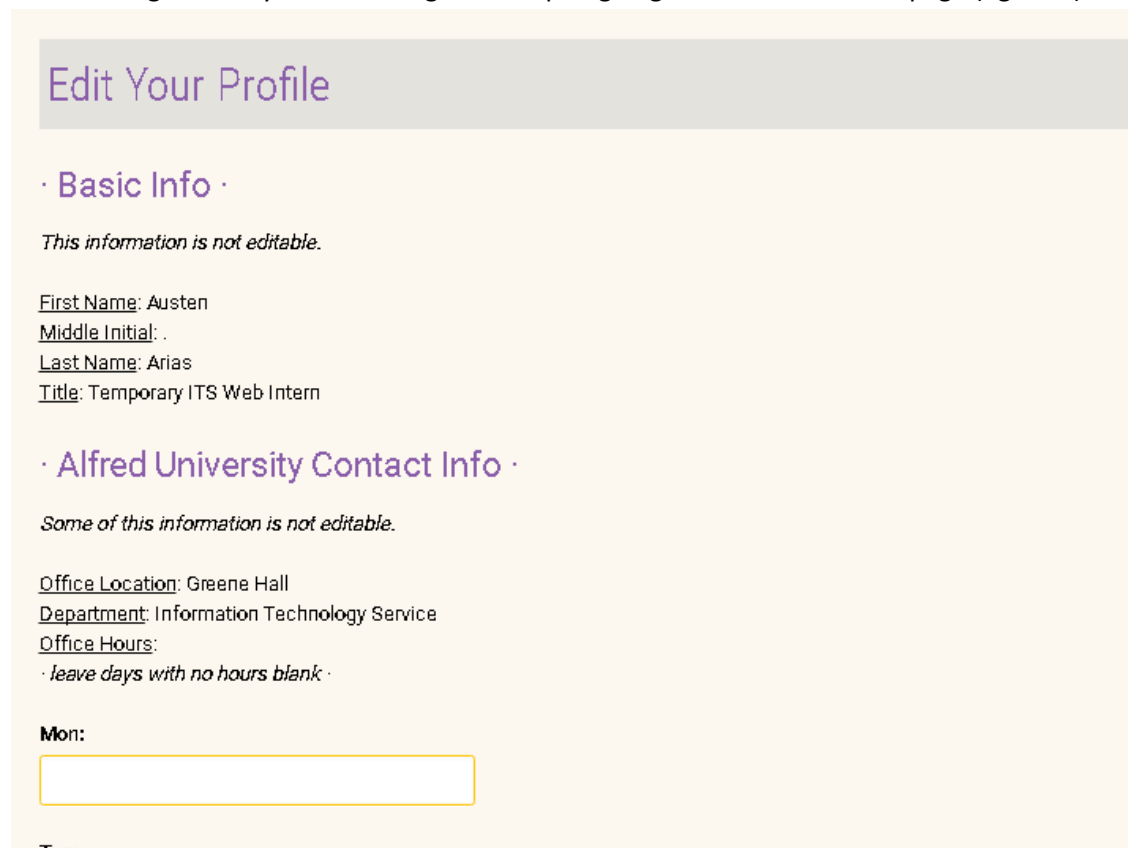
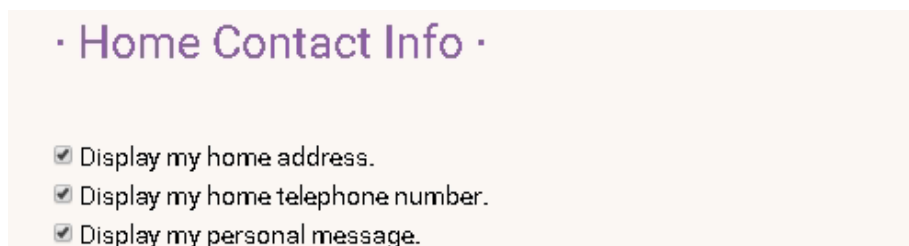


Figure 2 - Edit your Profile

In this screen you will find various ways of editing your information. Some things to note:

- Some information such as name, title, office location, department, campus phone and school email, etc. are not editable, this information is pulled from Banner and maintained by Human Resources
- With some items, you can select whether or not an item is to be displayed in your profile to other users, with a checkbox. For example see image below:



- At the very bottom of this page, you will see a section for your profile picture. If you want a professional profile photo, you must contact Rick Mclay (Mclay@alfred.edu). He can arrange to have your photo taken for the website.

Adding new sections to your profile:

To add a new section to your AU profile, scroll down to the section that is titled “Background” (figure 3):

Figure 3- adding a new section

1. Select the category of your new section by clicking the drop down menu.

Select a section name:

Administrative Experience ▼

Formats ▼

☰ ☰ ☰ ☰ ↶ ↷ ✂ 📄 📂 🗑️

📊 x² x₂ Ω 📌 🔗 🌐 📖 🔍 — I_x ¶

p

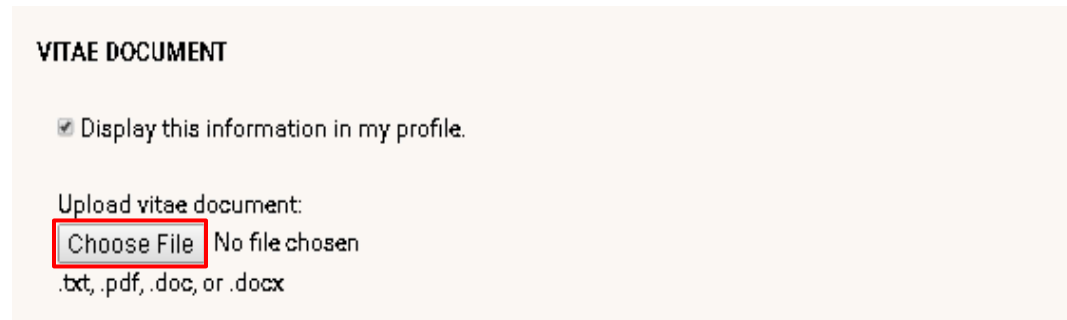
This section is **public** and is viewed by all.

2. Begin typing the content you wish to be in that section in the text area provided

If you already have sections in your background information, you can select the position that it is displayed. 1 is the highest, and each after that is lower.

Uploading your Curriculum Vitae:

Located at the bottom of the “Background” section, you can find a section for uploading your own Curriculum Vitae (figure 4):



VITAE DOCUMENT

Display this information in my profile.

Upload vitae document:

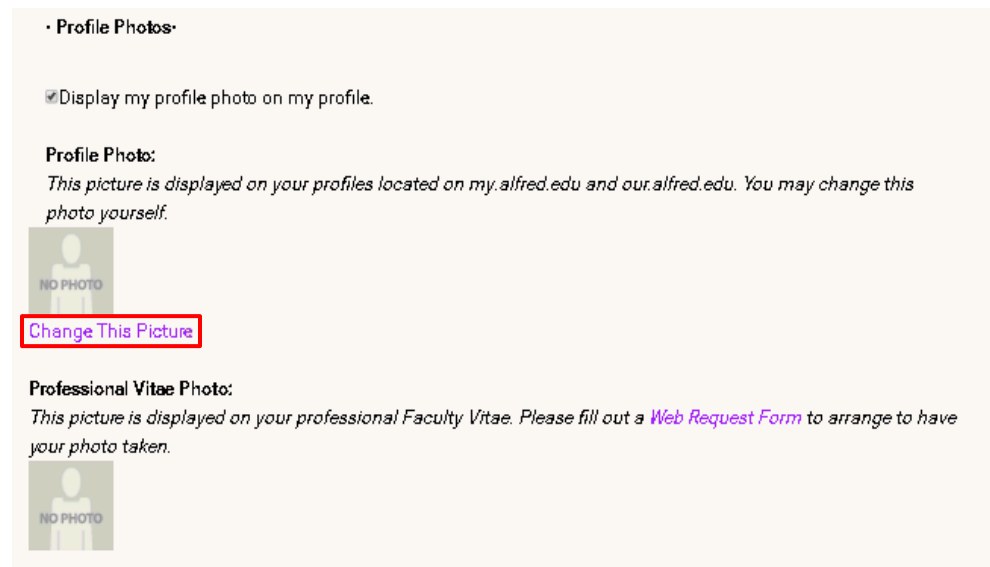
[Choose File](#) No file chosen

.txt, .pdf, .doc, or .docx

Figure 4- uploading your CV

Click “Choose File” to find the document on your machine.

Adding/Changing your profile picture:



Profile Photos

Display my profile photo on my profile.

Profile Photo:
This picture is displayed on your profiles located on my.alfred.edu and our.alfred.edu. You may change this photo yourself.

NO PHOTO

[Change This Picture](#)

Professional Vitae Photo:
This picture is displayed on your professional Faculty Vitae. Please fill out a [Web Request Form](#) to arrange to have your photo taken.

NO PHOTO

Figure 5- changing your profile

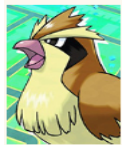
At the bottom of the page, there is a section for adding or editing your profile picture (figure 5):

Click “Change this Picture”, you will be greeted with a new window (figure 6)

Edit Your Profile Image

Here you can change your profile photo. You can browse for a new image on your computer or your [U Drive](#), zip disk, etc.

Note that your photo will be resized to fit properly within the layout of the portal website. All portal Profile images will appear no larger than [100 pixels wide](#) and [125 pixels tall](#).



Currently you are displaying your Professional Vitae Photo. To display your own photo on your profile, upload a photo to the left.

Change Photo

Use current photo.

Use professional vitae photo.

Remove my profile photo completely.

Upload a different profile photo:

No file chosen

I agree to abide by [Alfred University's Computing Use Policy](#)

Figure 6- Editing your profile Image

1. To upload your new photo, click “Choose File”, find the image you would like to use, and select “OK”
2. To use your professional vitae photo*, click this radio button.
3. Click the checkbox stating that you agree to AU’s computing use policy.
4. When you’re done, click “save changes”. This window will go away.

*You can contact Rick McLay by email at McLay@alfred.edu

Profile Photo Changed

Thank you for updating your profile. Below is your new profile image.

– Note that your photo may have been resized to fit properly within the layout of the portal website. Remember that your changes may not appear on some Portal pages for up to 15 minutes.



[Close window](#)

[Change photo again](#)

But what if I mess up? That's fine; just click the "Change photo again" link

Step 5 (optional): To view your edited profile, you can click on the link <https://my.alfred.edu/auth/profile/profileMenuFacStaff.cfm> . Here you can click the link "View My Profile". This is how your profile will look to other people when they view it. However, only students, faculty and staff with accounts at AU will be able to view your profile, so you don't have to worry about any strangers viewing your profile. If you would like to go back and edit your profile click the link "Edit Profile Info".