

Student Profile Edit

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Editing your AU profile

Step 1: Go to <https://my.alfred.edu/auth/directory/studentSearch.cfm>, using your preferred web browser. It will ask you to login if you haven't already logged in.

Step 2: In the top navigation bar, click "Edit My Profile" (see figure 1)

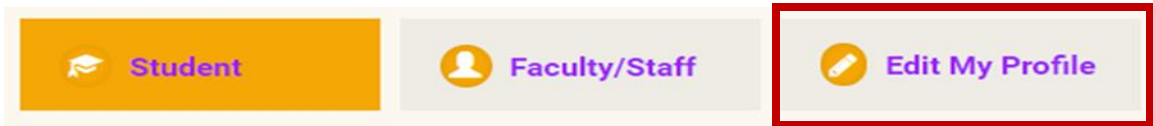
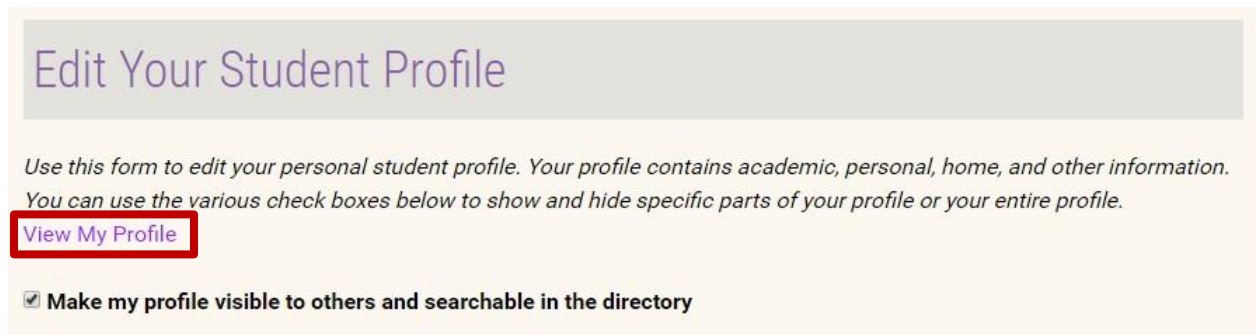


Figure 1 - Click Edit my Profile

A page will come up with your current information. This form is divided into 5 sections: Basic Info, Academic Info, Personal Info, Photo, and Home Info.

View Profile Information

Step 1: Click on "View My Profile" to view your profile information.

A screenshot of a web form titled 'Edit Your Student Profile'. Below the title is a paragraph of text: 'Use this form to edit your personal student profile. Your profile contains academic, personal, home, and other information. You can use the various check boxes below to show and hide specific parts of your profile or your entire profile.' Below this text is a button labeled 'View My Profile' which is highlighted with a red border. At the bottom of the form is a checked checkbox with the text 'Make my profile visible to others and searchable in the directory'.

Basic Info

Edit Basic Info

Step 1: Scroll down to the **Basic Info** section; you will see a form of your current information.

· Basic Info ·

Most of this info now comes from your main student profile. To hide your entire profile from others, all information must be entered here.

First Name: Evan
Middle Initial: Lynn
Last Name: Linza

School Email: ell3@alfred.edu
Alternate Email:

Campus Phone: 607-356-3288
Alternate Phone:

Powell Box Number: 0981

Figure 2 – Basic Info section

Step 2: Edit the information in the form and move to the next section.

Note: First Name, Middle Initial, Last Name, and School Email cannot be changed from this site.

Academic Info

Make academic information visible/searchable

Step 1: Scroll down to the **Academic Info** section and check/uncheck the **Make academic information visible/searchable** checkbox.

· Academic Info ·

Make academic information visible/searchable

This info now comes from your main student record and automatically stays up-to-date.

Class Year: Junior
School: College of Professn'l Studies
Major: Athletic Training
Minor: Sports Management

Figure 3 – check/uncheck Make academic information visible/searchable

NOTE: Class Year, School, Major, and Minor cannot be changed from this page.

Personal Info

Edit Personal Information

Step 1: Scroll down to the **Personal Info** Section. You will see your personal information in a form.

· Personal Info ·

Make personal information visible/searchable

All info in this category is optional and voluntary. Use

Nickname:

Evan

Web Page:

http://

Extra Information:

Figure 4 – Personal Info section

Step 2: Edit the information. If you want the information in this section to be visible/searchable, check/uncheck the **Make personal information visible/searchable** checkbox.

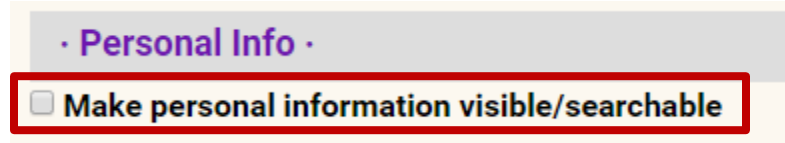


Figure 5 – Check/uncheck Make personal information visible/searchable

Photo

Edit Photo

Step 1: Scroll down to the **Photo** Section, and click on “**Update Photo.**” (See Figure 6)

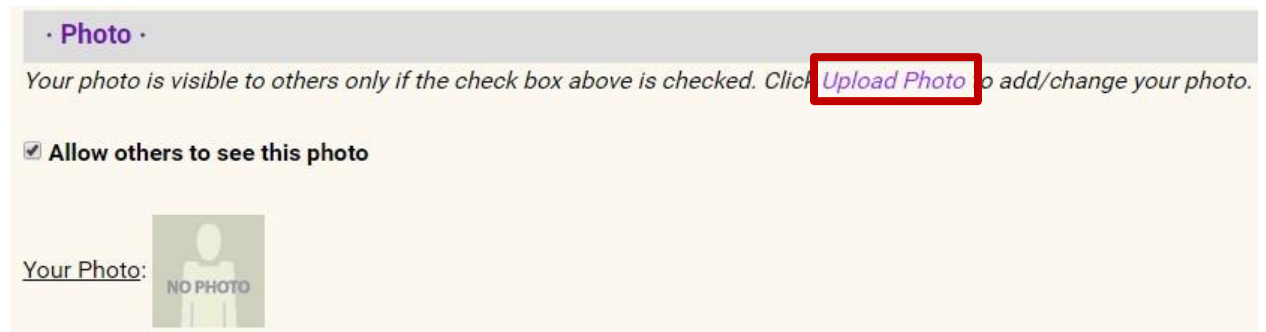


Figure 6 – Click on **Update Photo**

Clicking on this link will bring you to the upload image page. You can upload an image from your U: Drive or from your computer. (See Figure 7)

Editing Your Profile Image

Here you can change your profile photo. You can browse for a new image on your computer or your **U: Drive**, Flash Drive, 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.

Change Photo

Upload a profile photo:



No file chosen

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

Figure 7– Edit Your Profile image page

Step 2: Upload the image, read the Alfred University's Computing Use Policy, and check the checkbox.

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

Figure 8– Check the checkbox to agree to the Alfred University's Computing Use Policy

Step 3: Click on the Save Changes button to save, or click on the go Back button to go back. (See Figure 9)

Save Changes

Go Back

Figure 9 – Click Save Changes to save or go back

Allowing others to see your profile photo

Step 1: Check/uncheck the **Allow others to see this photo checkbox**. (See Figure 10)

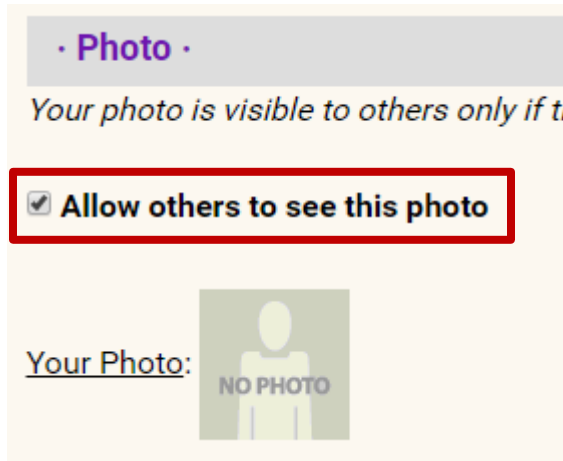


Figure 10 – Check allow others to see this photo

Home Info

Edit Home Information

Step 1: Scroll down to the Home Info section. You will see a form of your current home information.

Home Phone:

Home Address:

Street Address Line 2 (Optional)

City:

State, Zip Code:

14802

Country:

Figure 11 – Home Info section

Step 2: Edit your information, and check/uncheck the **Make my home information visible/searchable** checkbox.

· Home Info ·

 Make my home information visible/searchable

Figure 12 – Click Make my home information visible/searchable

Final Step: Go to the top or the bottom of the form. Click the Save Changes button to save the changes, or Undo Changes to undo, or Go Back to go back to the previous page.

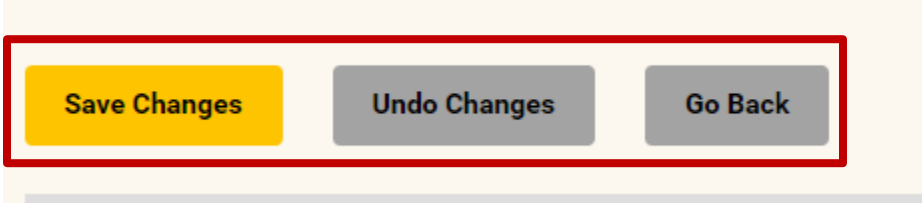


Figure 13 – Save Changes