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How to Manage Your Howard University Digital Profile

Created by the Chief Technology Officer

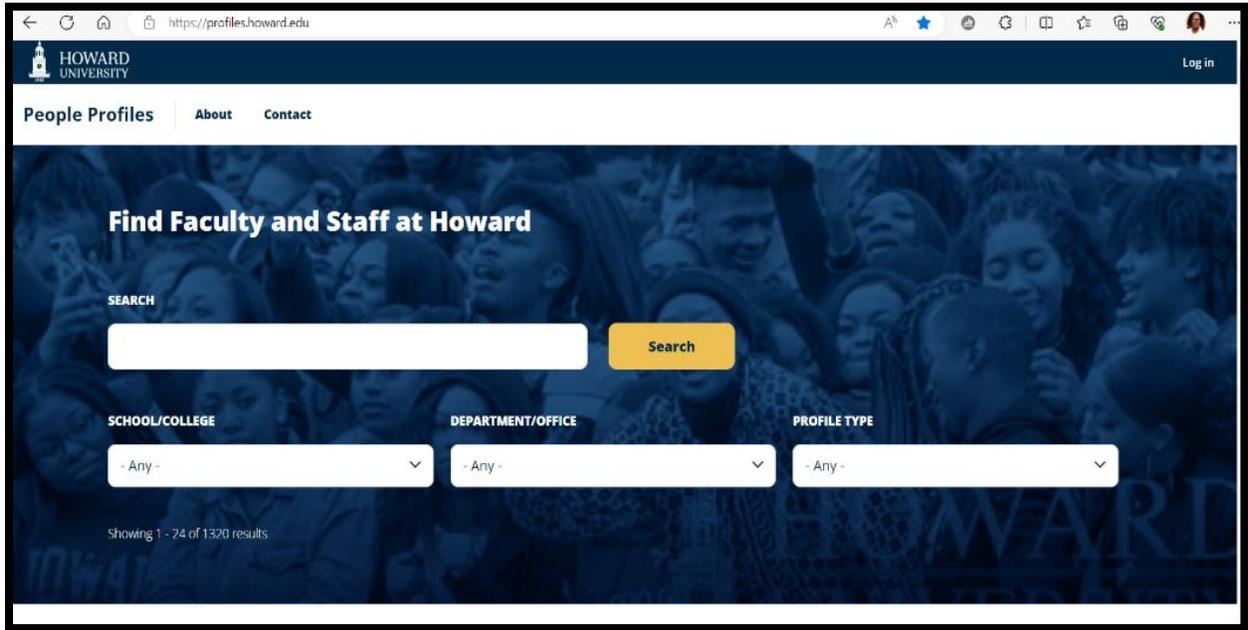
Date: August 29, 2024

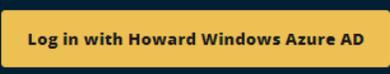
Purpose: This quick reference guide is designed to assist faculty and staff to locate, edit, and update their online [Howard University digital profile](#).

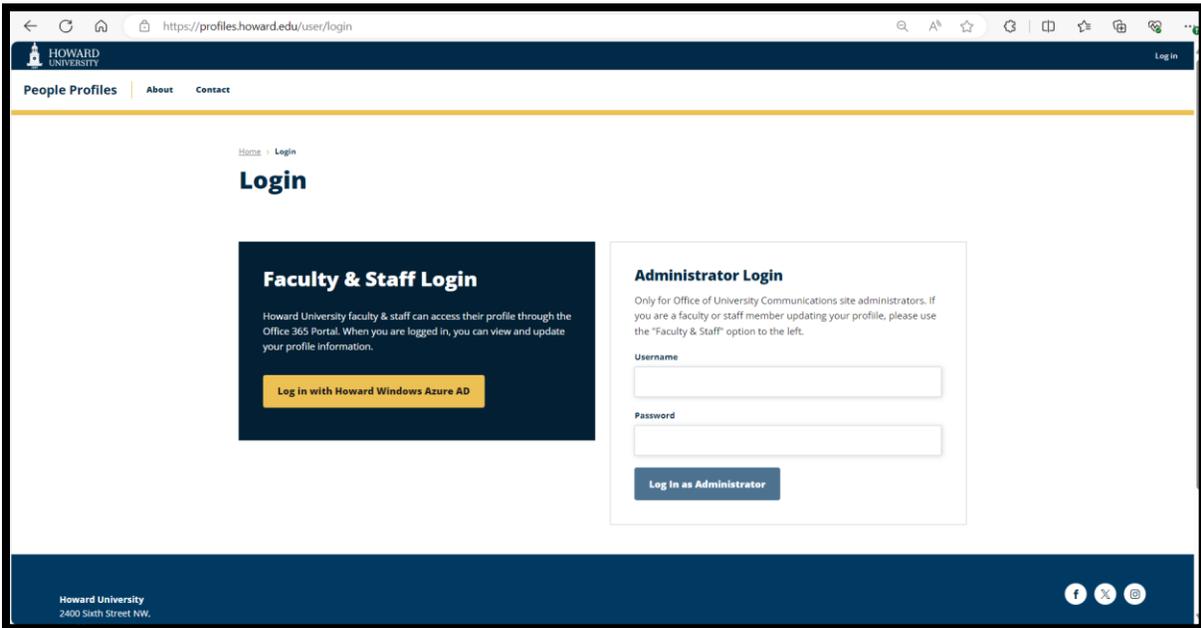
Instruction: In this quick reference guide, you will navigate through seven tabs to create your Howard University digital profile: 1. Basic, 2. Affiliations, 3. Contacts, 4. Education/Notable Achievements, 5. Expertise/Articles, 6. Courses, and 7. Research.

Managing your Howard University Profile

Step 1: Please go to "profiles.howard.edu" and click the  button.



Step 2: Click the  square to go to your profile.



Step 3: Click the **yellow box** to edit your profile.

Step 4: Your personal profile will open. Click the "Edit My Profile" to begin.

Step 5: Click “Basic Information” tab to begin editing your profile.

Edit Profile Farah Pope

View Edit

Basic Information

Affiliations

Contact

Education/Notable Achievements

Expertise/Articles

Courses

Research

Howard University ID

Profile Type
Staff

Display My Profile

Profile Image

03acab0820249 (1,11 MB) Remove

Alternative text*
Assistant Dean
Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

Recommended image size: 300x by 300px
Aspect Ratio: 1:1 (not a square image)

Full Name*
Farah Pope

First Name
Farah

Preferred First name

Step 6: Check the box “Display My Profile” to make it public and “Save”.

Published

Last saved: 05/16/2023 - 14:29

Author: farah.pope

Create new revision

Revision log message

Briefly describe the changes you have made.

Save

Step 7: Add "Affiliations" so your profile shows up with the proper School and "Save".

Step 8: Add Contact Information, especially an email address and “Save”.

Basic Information

Show email publicly

Affiliations

Contact

Education/Notable Achievements

Expertise/Articles

Courses

Research

Public Email Address

farah.pope@howard.edu

Your profile's email address is your Howard University account (@howard.edu).

Show Phone Publicly

Public Phone

2402059945

Public Website

- The URL must include an http or https prefix. E.g., <http://mysite.com>
- This must be an external URL such as <http://example.com>.

Published

Last saved: 05/16/2023 - 14:29

Author: farah.pope

Create new revision

Revision log message

Briefly describe the changes you have made.

Save

Step 9: Add “Educational/Notable Achievements” information and “Save”.

The screenshot shows a profile editing interface with a sidebar on the left and a main content area on the right. The sidebar contains the following sections: Basic Information, Affiliations, Contact, Education/Notable Achievements (highlighted in blue), Expertise/Articles, Courses, and Research. The main content area is divided into two sections: Education and Notable Achievements. The Education section has a header with "Education" and "Show row weights" (with a dropdown arrow), and an "Edit all" button with a vertical ellipsis menu. Below the header are two rows of education entries. Each row starts with a plus icon in a square, followed by the word "Education", a description, and an "Edit" button with a vertical ellipsis menu. The first entry is "MBA Information Technology Management, Graduate, University of Phoenix, 2006". The second entry is "BS Content Management, Undergraduate, University of Phoenix, 2003". Below the entries is a button labeled "Add Education" followed by "to Education". The Notable Achievements section has a header with "Notable Achievements" and "Order", and a button labeled "Add Achievement" followed by "to Notable Achievements". Below the main content area is a "Published" section with the following text: "Last saved: 05/16/2023 - 14:29", "Author: farah.pope", and a checked checkbox for "Create new revision". Below this is a "Revision log message" section with a large text input area and a small icon in the bottom right corner. Below the input area is the text "Briefly describe the changes you have made." At the bottom of the page is a blue "Save" button.

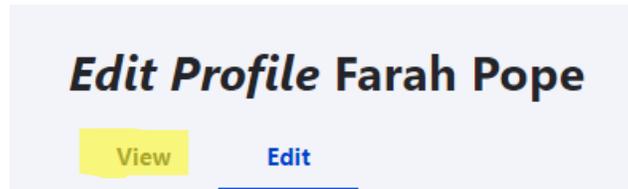
Step 10: Complete Expertise/Articles, Courses and Research sections as desired.

Step 11: Review the profile to ensure the content is correct.

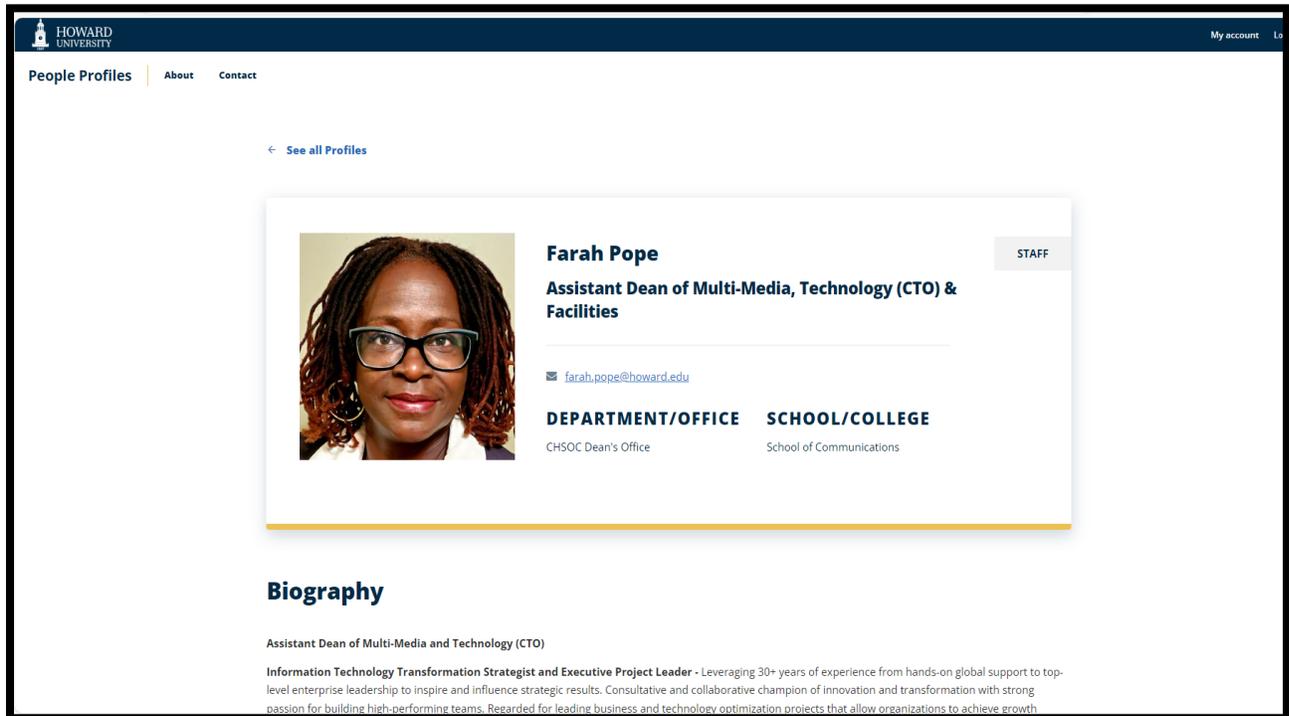
Step 12: Click “Save” one last time to publish your profile.

Step 13: Done.

Step 13: Click “View” in the top left corner to see your newly published profile.



Step 14: Your new profile appears on the page.



Step 15: Congratulations you are all done.

***For technical support, please open a support request to the Office of University Communications, owners of the profile's webpage, at the link below:

[Request OUC Services & Consultation | Howard University OUC](#)