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 **Log in** button.
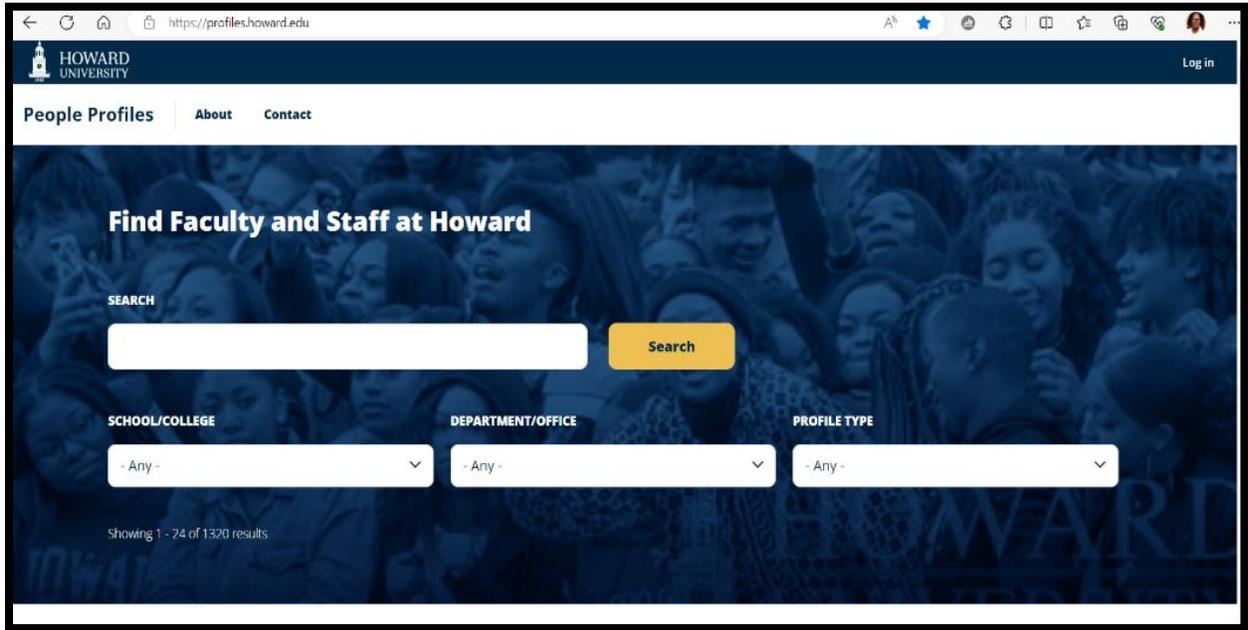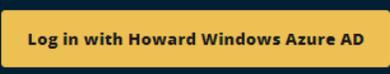
Step 2: Click the **Log in with Howard Windows Azure AD** square to go to your profile.
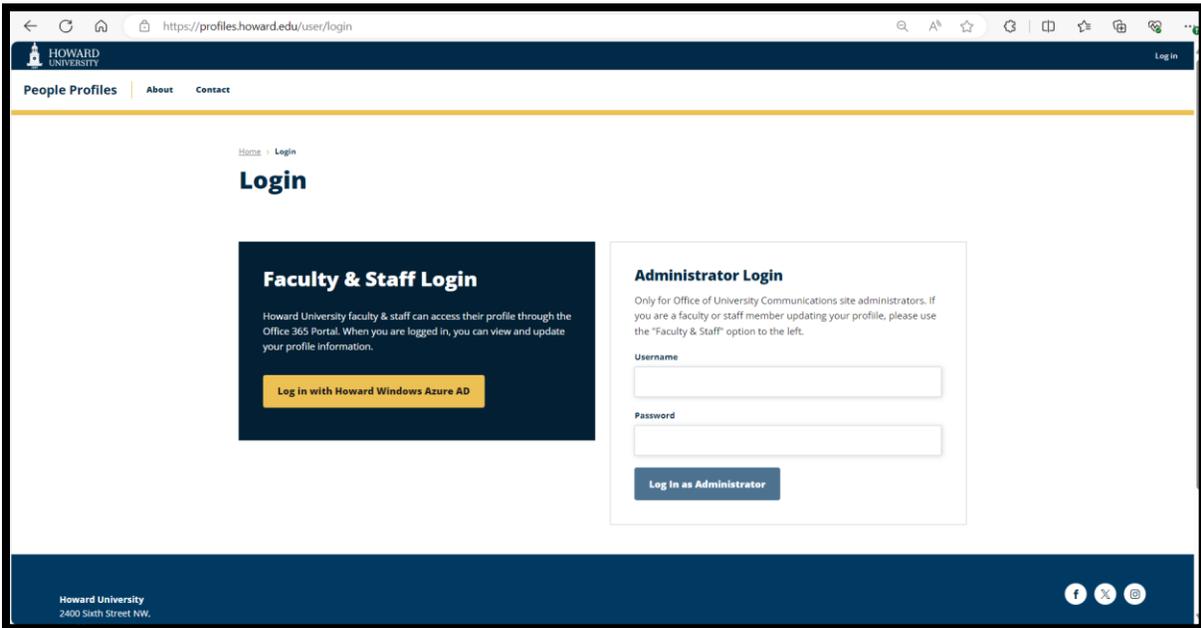
Step 3: Click the **yellow box** to edit your profile.

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.

Step 6: Check the box "Display My Profile" to make it public and "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".

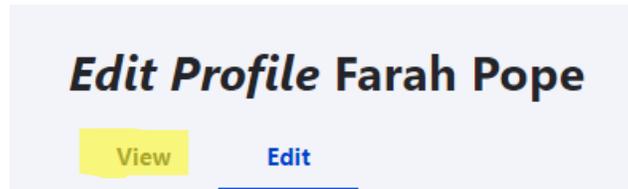Step 9: Add "Educational/Notable Achievements" information and "Save".

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

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

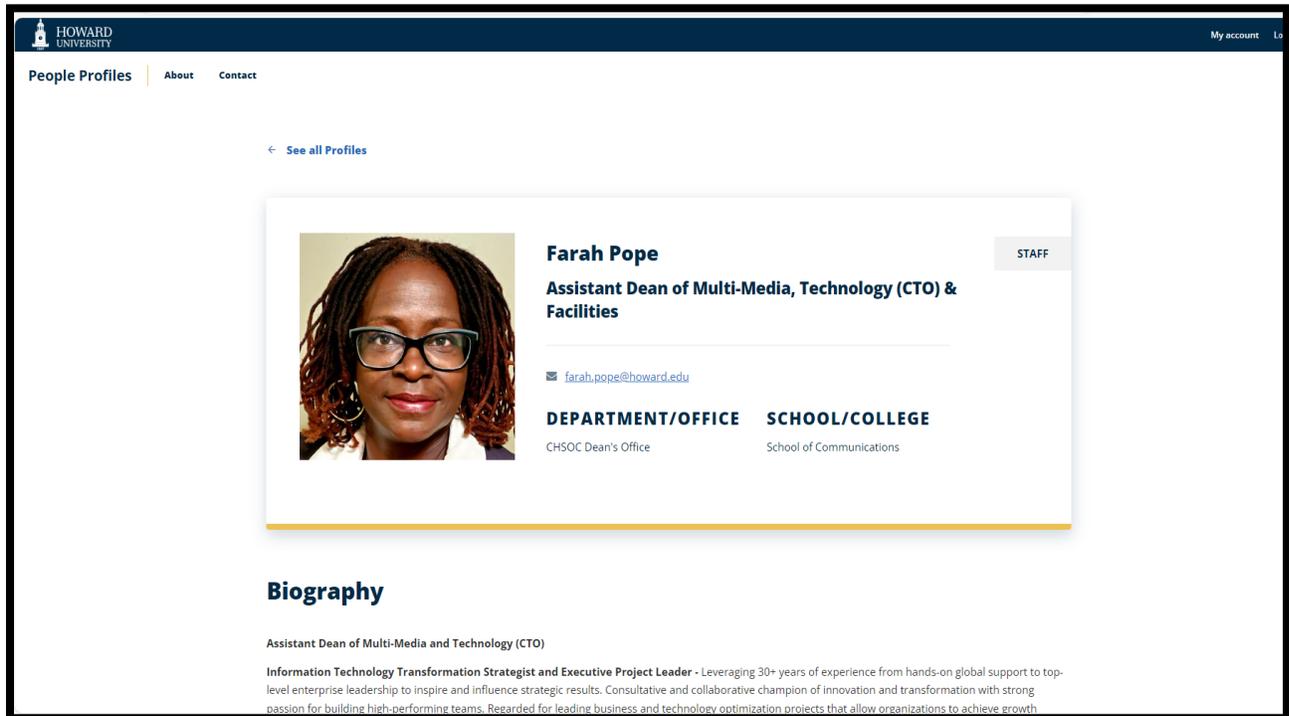Step 12: Click "Save" one last time to publish your profile.

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