

## 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 <u>Howard University digital profile</u>.

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

button.

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

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

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

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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".

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

Basic Information	Show email nublicly
Affiliations	Public Email Address
Contact	farah.pope@howard.edu
Education/Notable Achievements	Your profile's email address is your Howard University account (@howard.edu).
Expertise/Articles	Show Phone Publicly
	Public Phone
Courses	2402059945
Research	Public Website
	The URL must include an http or https prefix: Eg., http://mysite.com     This must be an external URL such as http://example.com.
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Step 8: Add Contact Information, especially an email address and "Save".

Basic Information		• Show r	ow weights
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## 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