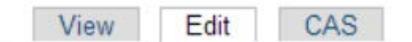


## Editing Your CSE Profile

The CSE Faculty/Staff Profiles site is located at <http://engineering.case.edu/profiles/>. This guide will help you edit your profile.

- 1) **Login:** Go to <http://engineering.case.edu/profiles/user> and click the *Log in* button at the bottom to login using your Case ID. If you do not have access, please contact an administrator to give you access.
- 2) **Edit Tab:** Click on the edit tab located at the top, pictured below.



- 3) **Upload a Picture:** Scroll down to the bottom of the page to find the *Picture* section, where you can upload a small photo of yourself from your Computer.

A screenshot of a web form titled 'Picture'. It contains the text 'Upload picture:' followed by a 'Choose File' button and the text 'No file chosen'. Below this is a note: 'Your virtual face or picture. Maximum dimensions are 200x300 and the maximum size is 800 kB.'

- 4) **Save:** Click the *Save* button to save your change.
- 5) **Personal Information:** Click on *Personal Information*, located towards the top, to access and edit your profile information.



- 6) **Update Your Profile:** You are then given access to many fields, dropdowns, and text boxes where you can add in information as you like. Note that some text boxes allow various formatting options similar to *Microsoft Word* and that *Website URL* at the bottom should include the "http://" prefix.
- 7) **Add a CV Part 1:** You can also add a CV if you like. Type some text that will link to the CV, such as "My CV". Then, highlight the text. Next, click on the *Link* button (  ) and in the window that pops up, click on the *Browse Server* button (this may not work on Internet Explorer, in which case please try Google Chrome instead). 
- 8) **Add a CV Part 2:** Next, click on the *Upload* button at the top-left, then click *Choose File* or *Browse...* to select the file you want to upload from your computer. Click on *Upload* below, wait for the file to upload, and then click on *Insert File* at the top to upload the file. Now hit the green *Okay* button and the text you highlighted will link to the CV you uploaded.
- 9) **Save and Review:** Click *Save* at the bottom to save your changes, and *View* at the top to view your profile. If you wish to make further changes, simply hit *Edit* and *Personal Information* again to go back to where you were.

If your name is not listed in the list of users (<http://engineering.case.edu/profiles/list>), please contact [help@case.edu](mailto:help@case.edu) and request that the problem be assigned to **Engineering Web Support**. Thank you.