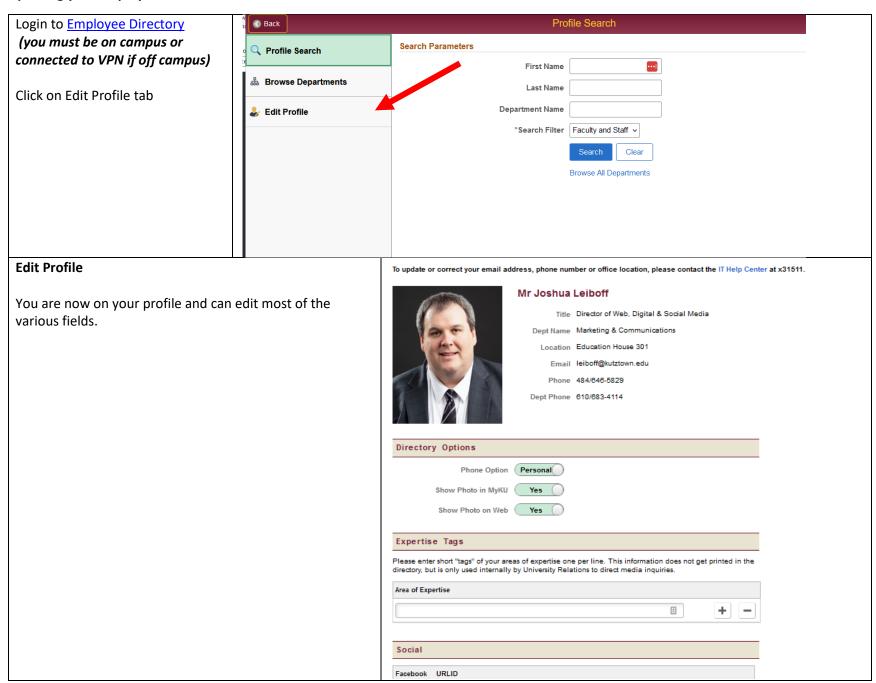
Updating your Employee Profile



Directory Info

This information is not able to be edited.

To update or correct your email address, phone number or office location, please contact the <u>IT</u> <u>Help Center</u> at x31511.

To update or correct your email address, phone number or office location, please contact the IT Help Center at x31511.



Mr Joshua Leiboff

Title Director of Web, Digital & Social Media

Dept Name Marketing & Communications

Location Education House 301

Email leiboff@kutztown.edu

Phone 484/646-5829

Dept Phone 610/683-4114

Password Reset Setup

You must enter an alternate email and cell phone for password recovery. These are required fields, so please fill these out to assist with any future password reset/recovery.

Pass	eword	Reset	Setun

Below, please enter an alternate email address (should not be your KU email) and phone number. This will help to quickly retrieve your information to reset your password.

À

Alternate Email

Cell Phone

Set PIN

Directory Options

There are three toggle switches that can be used to customize your profile.

Phone Option: when you appear in a search in the Profile Search and on the Web, *Personal* will display your direct phone number, *Dept* will display your department's phone number.

Show Photo in MyKU: *Yes* shows a KU ID or professional photo (if taken by KU photographer*) to other users when they see your profile in the Profile Search. *No* shows no photo.

Show Photo on Web: *Yes* displays professional photo (if taken by KU photographer*) on bio and directory pages. *No* shows no photo. Your KU ID photo will **NOT** be used on the website, even if that is what is shown in the Profile Search.

*contact Josh Leiboff (leiboff@kutztown.edu) in University Relations for information

Directory Options

Phone Option

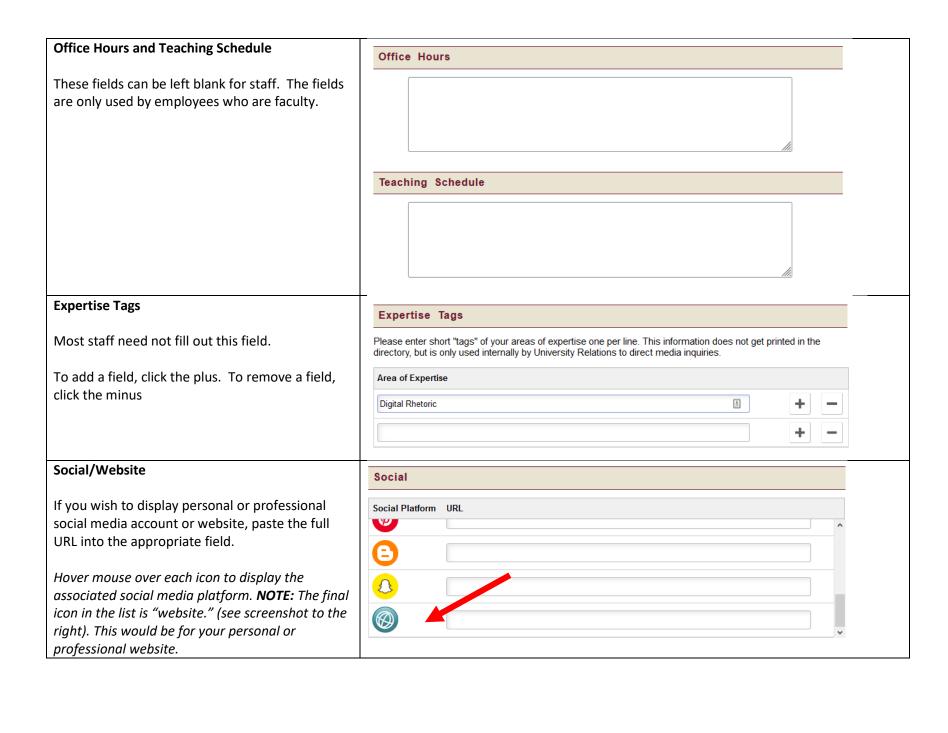
Show Photo in MyKU

Show Photo on Web

Yes

Personal

Yes



Background / Biography

Enter in your information in the following categories

- Background Information
- Biography
- Courses Regularly Taught
- Degrees
- Publications
- Research Interests

This sample shows several already completed fields. The default view shows one blank field.

Complete a field by selecting the topic then typing or pasting the information into the large blank field.

Delete a field by clicking the delete button.

Add another field by clicking the Add New Topic button.

Change the order of the fields by clicking the up or down arrows.

