

# EMCC Directory – Update Personal Page

## Directory Info

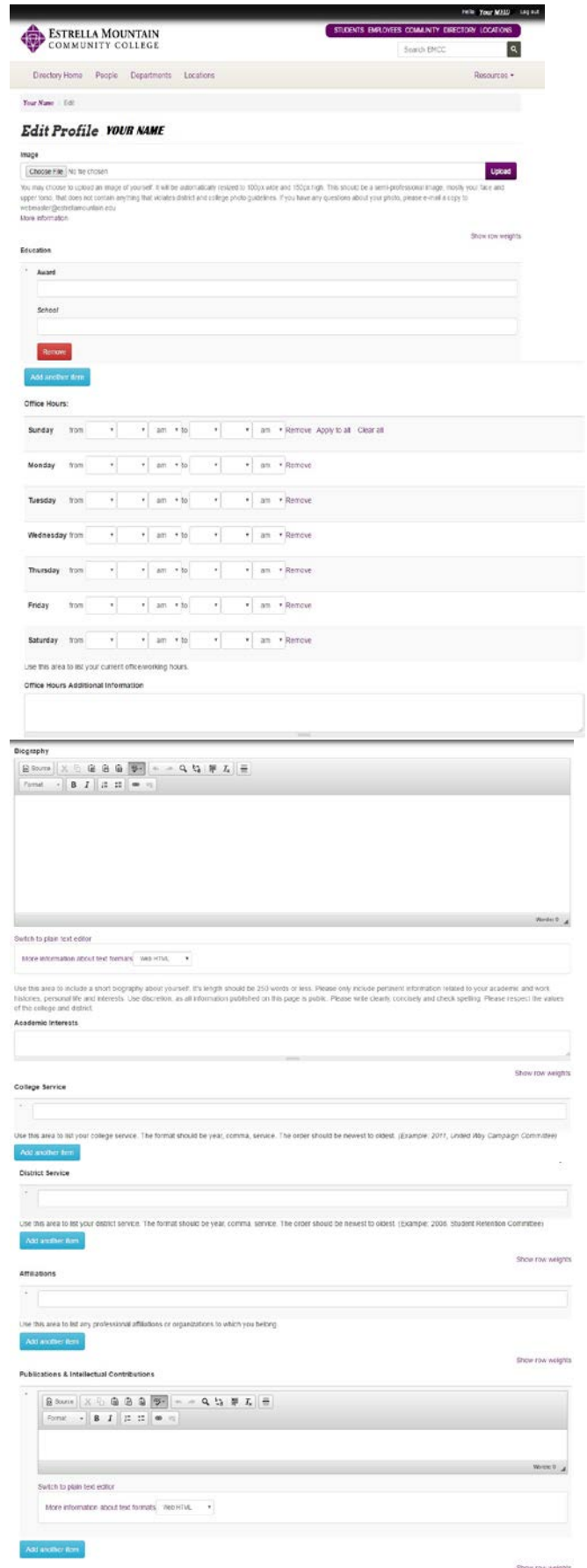
All EMC employees have directory information available on the EMC website. Individuals may update some directory information independently.



The personal profile can be edited to include:

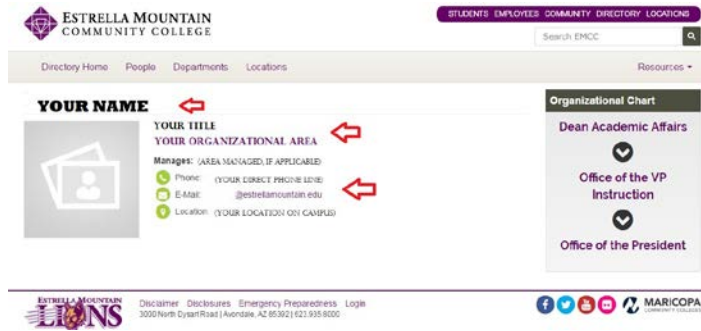
- Picture
- Education - Awards/School
- Office Hours
- Biography
- Academic Interests
- College Service
- District Service
- Affiliations
- Publications / Intellectual Contributions
- Links of Interest
- Quote

**Note:** After making changes, be sure to "SAVE".



# Edit Directory Profile

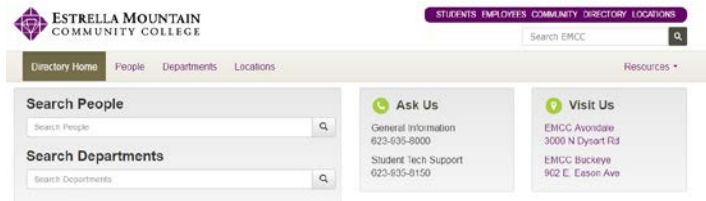
Your profile information is available to individuals through the EMC directory. The directory info uses HR info, so some info cannot be changed unless HR changes the information (e.g. red arrows).



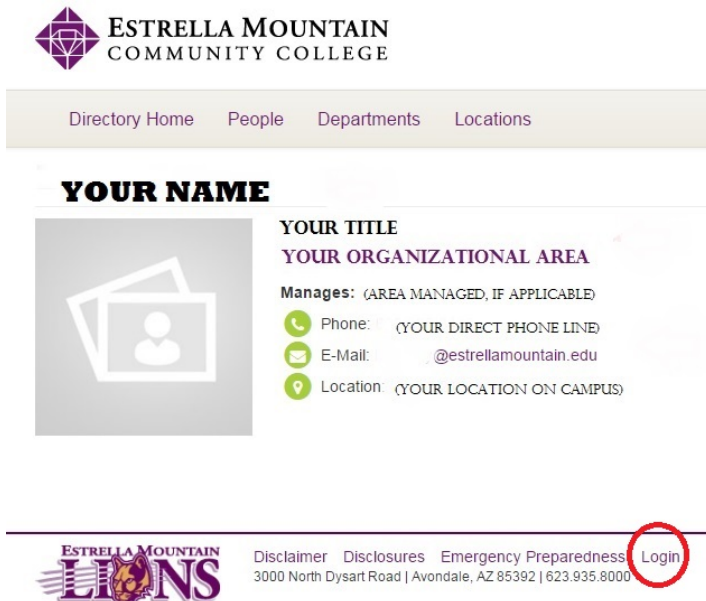
<https://directory.estrellamountain.edu>

You may add additional information to your profile by updating your personal page:

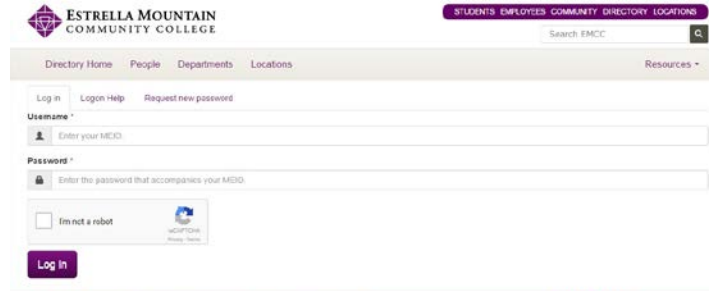
1. Find your page through the "search people" option.



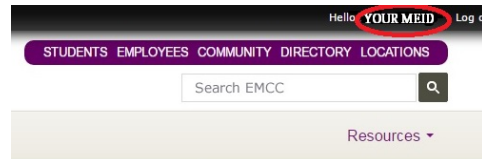
2. Once you have selected your name, click the "login" button at bottom of the page.



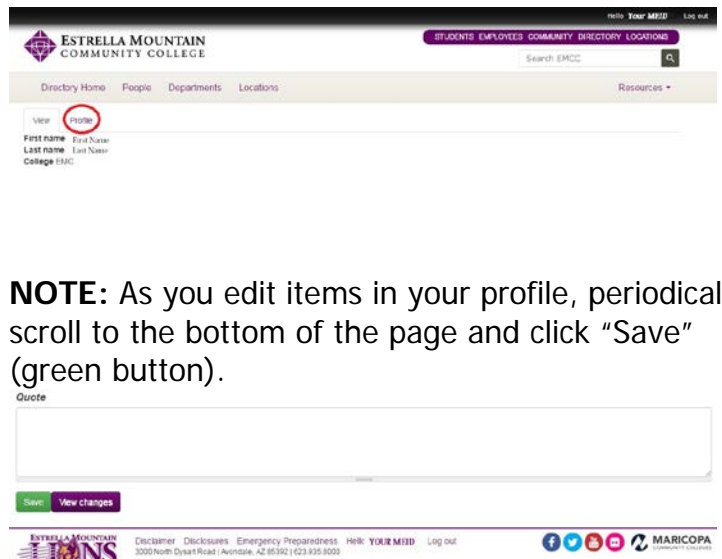
3. Enter your MEID (for the username) and your MEID password. Click "Log in".



4. Click on your MEID (upper right side of screen) to access your profile.

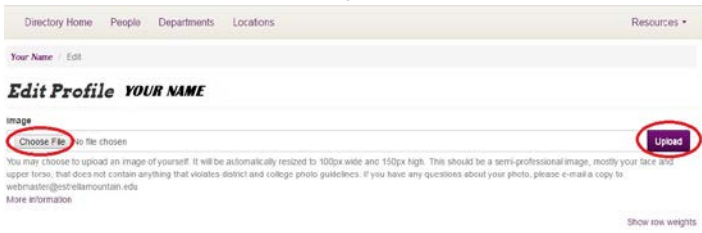


5. You should now see two tabs – View and Profile. Click "Profile".



**NOTE:** As you edit items in your profile, periodically scroll to the bottom of the page and click "Save" (green button).

- To change your **profile picture**, click the “Choose File”, select one image from your files, and click “Upload”.

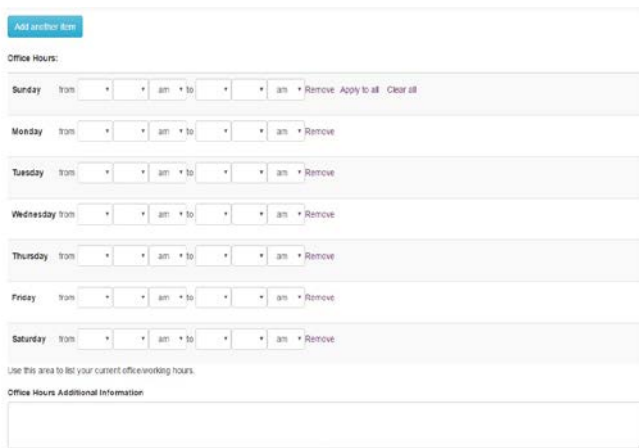


- Update your **education**, including the degrees awarded and the schools attended:



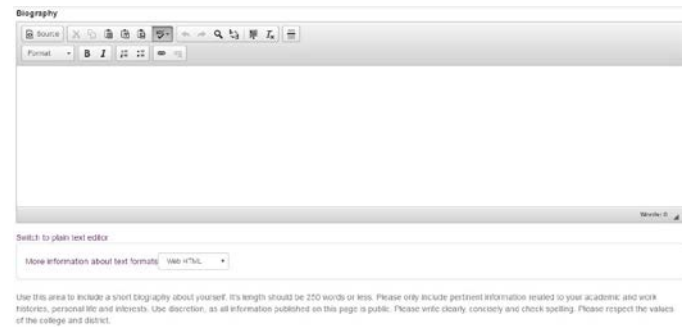
- **Remove (red button)** – removes the item you are working on.
- **Add another item (blue button)** – adds another line (award + school) for your education.

- Edit your **office hours**. You can include additional information (e.g., where you will hold office hours) in the text box :



- **Remove (purple hyperlink to the right of each line)** - removes the item from your profile page.
- **Apply to all** – autopopulates all lines with schedule created for Sunday

- Include information for your **biography**, adding text (e.g., additional information you would like students to know) in the text box :



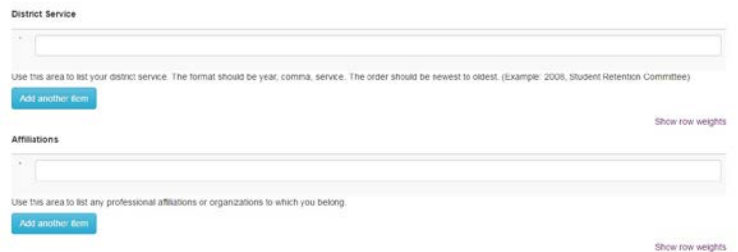
- **Rich text editor** – default settings, shows standard editor buttons (bold, italicize, hyperlink capabilities).
- **Plain text editor** – shows no editor buttons.

- Include **academic interests** and **college service** in the profile areas:



- **Add another item (blue button)** – adds another line for your college service.
- **Show row weights (purple hyperlink) right side of page** – enables ordering of items if multiple items are added.

- Update **district service** and **affiliations** in the profile areas:



12. Include **Publications and Intellectual Contributions** using the textbox.



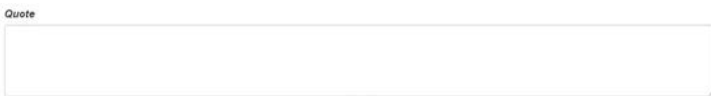
- **Rich text editor** – default settings, shows standard editor buttons (bold, italicize, hyperlink capabilities).
- **Plain text editor** – shows no editor buttons.
- **Add another item (blue button)** – adds another line for your publications.
- **Show row weights (purple hyperlink) right side of page** – enables ordering of items if multiple items are added.

13. Include hyperlinks to items **of interest** on the web by including a Title for the item and the url.



- **Add another item (blue button)** – adds another line for your interest links.

14. Include a **quote**.



- **Quote will be italicized.** If attributing the quote, the attribution can be offset with a hyphen.

15. **Save** changes by clicking the green "Save" button.



- **View Changes** – Use purple button to quickly preview changes.

16. **Logout** when finished.

