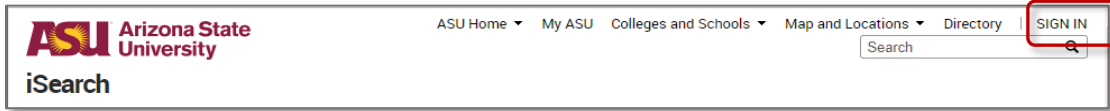


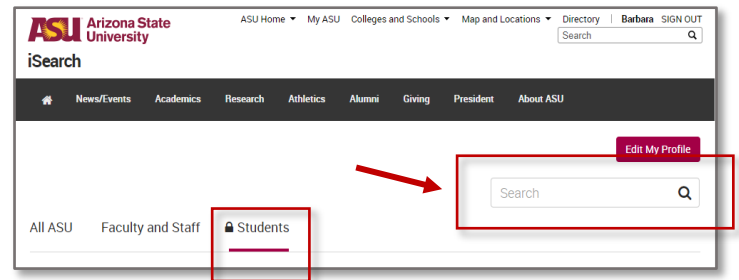
How to create/update ASU and SGSUP web directory profiles

ASU has a system where information you add to the ASU directory (<http://asu.edu/directory>) automatically migrates to our School web site (<http://sgsup.asu.edu>). Below are directions on how to add content to the ASU Directory. **Note: To protect student privacy, as of January 2019, student profiles in the ASU directory are only visible after logging in as an ASU affiliate. The profiles on our site are still publicly available as of now.**

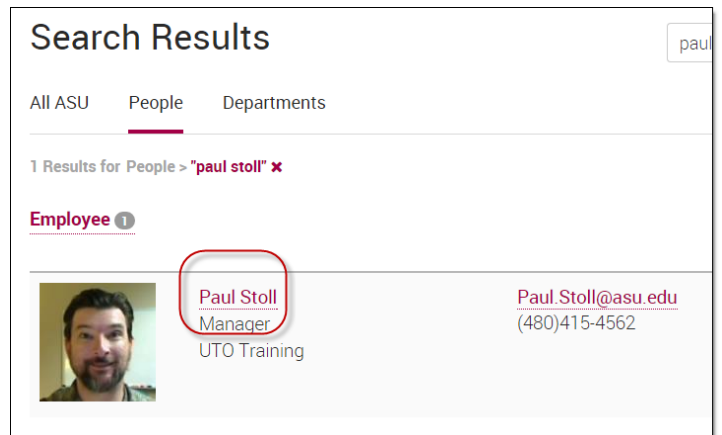
1. Go to <https://asu.edu/directory>, or <https://isearch.asu.edu>. Log in with your ASURITE ID, using the SIGN IN link in the upper-right corner of the web page:



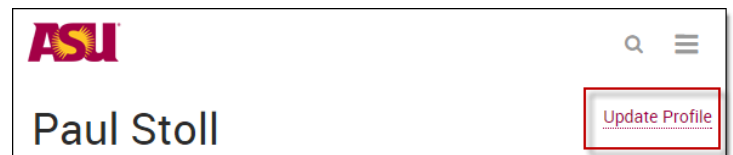
2. Select the **Students** tab. Then search for your name.



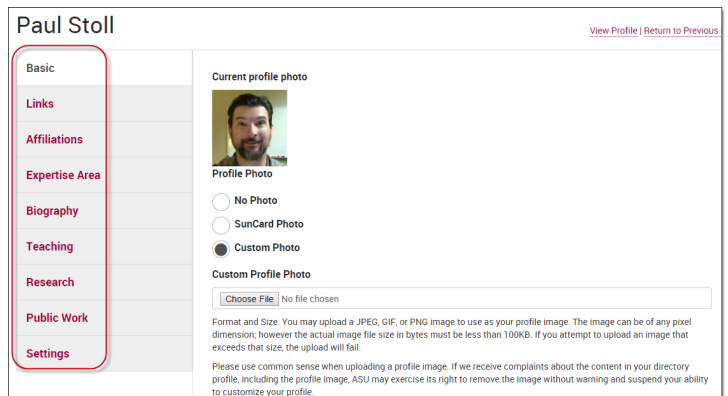
3. The search results will list the matches. Click on your name to see your profile.



4. Once logged in, you should see an "Update Profile" link to the right of your name, below the Search field – Click on this link:



5. You'll now see the edit view, with tabs down the left side of the screen, where you can edit your information. Click on a tab to see its fields, and enter your information. You can choose a WYSIWIG or HTML interface. **Be sure to click "Save" at the bottom of the page when you're done editing.**



Here are some guidelines and tips:

1. **Photo** should focus on your face, and should be square, ideally about 400 pixels wide X 400 pixels high. If you have problems uploading an image, send it to Barbara – btl@asu.edu.
2. **If you paste text into the WISIWYG editor from a Word document**, some punctuation marks – for example apostrophes and dashes -- will appear as question marks on our sgsup.asu.edu web site – please re-type these marks in the iSearch interface to prevent this problem.
3. The biography usually uses third person (not “I”), and it’s recommended to be 100-300 words long.
4. The “Research” tab provides an opportunity to list projects, publications, etc.

When you’re ready for your profile to appear on our sgsup.asu.edu web site:

- **Send Barbara Trapido-Lurie a note** – btl@asu.edu.
- Within a day or at two, you’ll appear in the directories under <http://sgsup.asu.edu/about/people>, and your name will link to the profile you created.
- **In the future, any updates you make in the ASU directory should migrate to our web site within a couple of days** – but if you don’t see the updates in two days, please email Barbara.

Here’s how to edit fields that can’t be edited in the directory:

There are some fields that you can’t change from the iSearch profile, but you CAN change them from the My ASU profile page. These include:

- Home address
- Local address
- Mail address
- Phone Numbers
- Emergency Contact
- ASU Alert Preferences

To edit these items, go to <http://my.asu.edu>. Sign in, and click the **Profile menu**, then **Update profile**: Changes made here should show in the ASU directory by the next day

Questions or problems? Email Barbara Trapido-Lurie, btl@asu.edu