

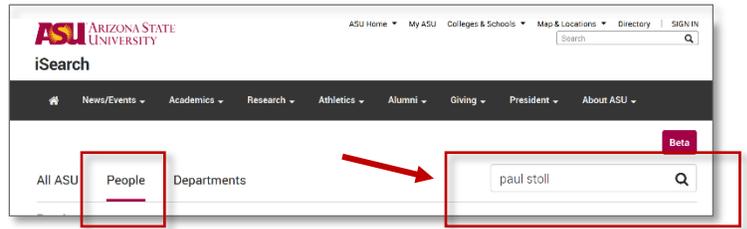
How to create/update an ASU and SGSUP web directory profile

A personal profile on the university's web site is an excellent way to give yourself a professional presence on the web. ASU has a system where information you add to the ASU directory (<http://asu.edu/directory>) automatically migrates to our School web site (<http://geoplan.asu.edu>).

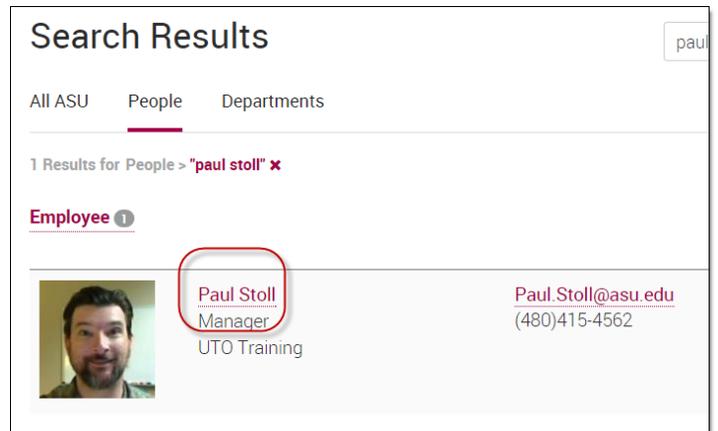
1. Go to <https://asu.edu/directory>. Log in with your ASURITE ID, using the SIGN IN link in the upper-right corner of the web page:



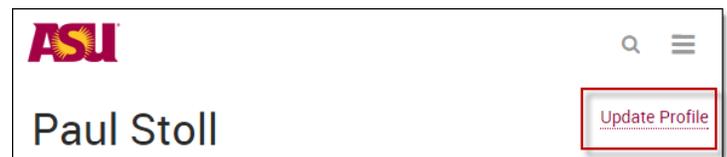
2. Confirm that the **People** tab is selected (as shown below), then search for your name.



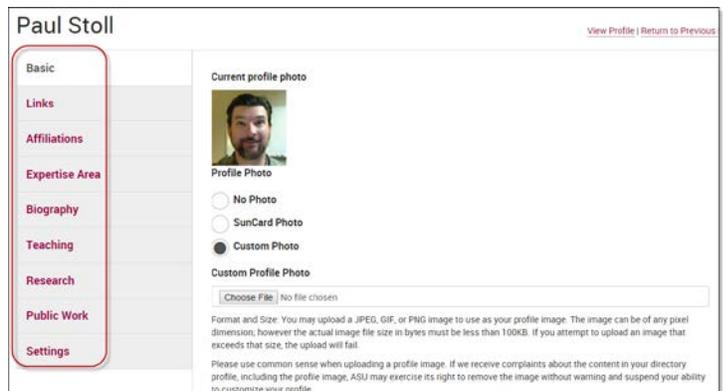
3. The search results will list the matches. Click on your name to see your profile.



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 WYSIWYG editor from a Word document**, some punctuation marks – for example apostrophes and dashes -- will appear as question marks on our geoplan.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.
5. **Faculty:** Feel free to choose up to 10 ‘Expertise Areas’. Some have already been selected for you -- ‘Planning’ and ‘Geography’ allow you to appear in our school web site’s faculty listings for the [geography and planning graduate programs](#), and the other pre-selected items include you in the [research area teams](#) on our school site.

When you’re ready for your profile to appear on our geoplan.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://geoplan.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 you can’t change on your own. These include:
 - Your ASURITE ID
 - Your legal name
 - Job title

For guidance on editing these fields, get in touch with Barbara Trapido-Lurie – btl@asu.edu.