

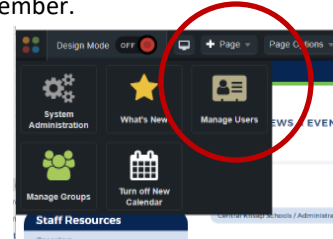
UPDATING ALL SITE USER PROFILES

ACCESSING USER PROFILES

Each staff member can update their own information. A tip sheet on updating your persona profile are available on our website under Administration > Staff Resources. Look for "[Updating your profile picture and info on our websites.](#)"

However, website administrators can also update this information for any staff member.

1. Log into the website and hover your cursor on the four-colored dots in the left-hand corner. Click on **Manage Users**.
2. Find the staff member you need to update and click the **Profile** link next to their name.



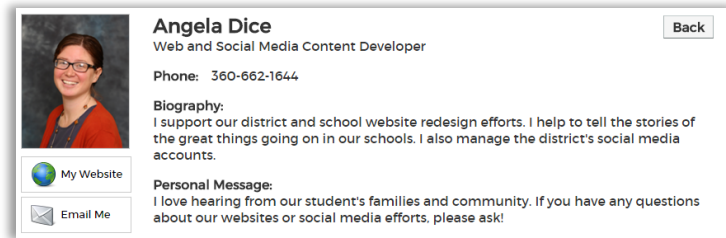
Screen Name	First Name	Last Name	Actions
AaronC	Aaron	Guay	Login Profile Delete
AbeD	Abe	Daquiz	Login Profile Delete
AbigailS	Abigail	Schuette	Login Profile Delete

3. Click on the **Edit User** tab. You'll see a box with your name, etc. **DO NOT change** the username, password or email address. We synchronize this information with our district Active Directory system. That means that your changes will disappear after 24 hours. To make changes permanent, contact the HelpDesk and ask them to update the information in the Active Directory. Please note that a staff member's legal name is what appears.
4. Click the User Profile tab or the User Photo tab. Please read the [Profile Information](#) and [Photo](#) sections of this document for guidelines on updating this information.

A screenshot of the 'My Profile' page. The page header shows the Central Kitsap School District logo and the text 'cksd > My Profile'. Below the header are several tabs: 'View User', 'Edit User', and 'Transcript'. The 'Edit User' tab is circled in red. Below the tabs are sections for 'User Account', 'User Profile', 'User Photo', and 'Preferences'. The 'USER DETAILS' section contains a list of fields: 'Username' (AngelaD), 'First Name' (Angela), 'Last Name' (Dice), and 'Email Address' (AngelaD@ckschools.org). A note indicates that fields marked with an asterisk (*) are mandatory. At the bottom right of the form are 'Update User' and 'Cancel' buttons.

PROFILE INFORMATION

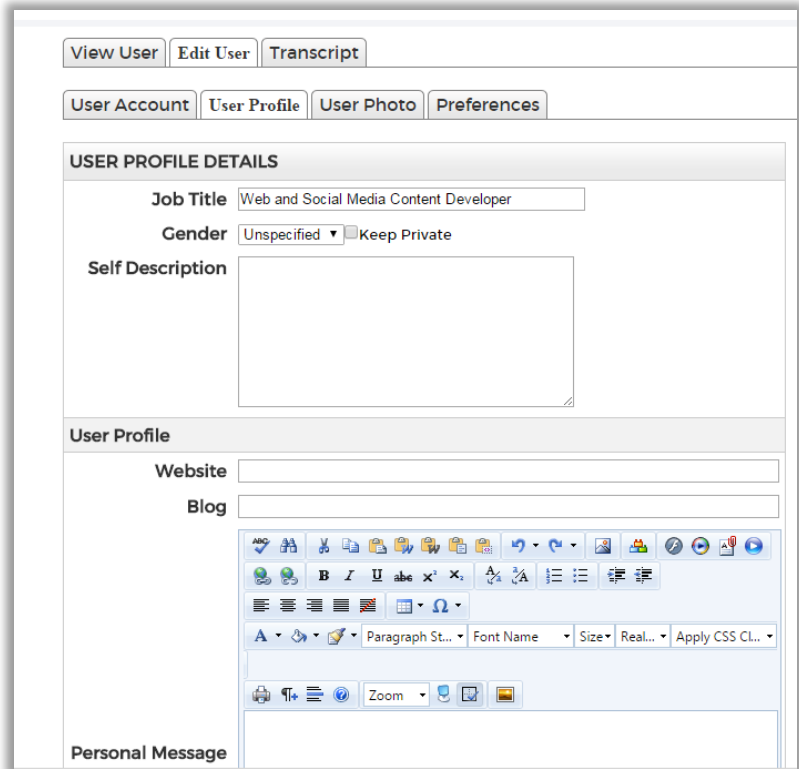
Most profile information is **optional**. Job titles, which are public information, and work phone number are the exceptions. We strongly encourage teachers to provide links to their district-approved classroom websites.



Angela Dice
Web and Social Media Content Developer
Phone: 360-662-1644
Biography: I support our district and school website redesign efforts. I help to tell the stories of the great things going on in our schools. I also manage the district's social media accounts.
Personal Message: I love hearing from our student's families and community. If you have any questions about our websites or social media efforts, please ask!

To update profile information, access your profile, then click the **User Profile** tab. Use the following guidelines for updating other parts of your profile:

- **Job Title:** Keep job titles professional and descriptive. Capitalize nouns (don't capitalize and, of, etc.). If you have multiple roles, separate them with a comma. Your job title and name appear when users first see our staff directories.
- **Self Description:** A brief biography of who you are and what you do. When people click on your profile in the staff directory, this shows up under the heading "Biography."
- **Website:** Include the URL of a teacher's Google Site, Google Classroom or other district-approved website. Do not include a link to a personal website. A link will appear on your profile page.
- **Blog:** If you have a district/school-approved blog, include the link here.
- **Personal Message:** This can be conversational in tone to reflect your personality, but must be professional.
- **Social Media:** Include URLs only of registered, approved and professional social media accounts. For more information about approvals, registering and social media policy, visit ckschools.org. Go to the Career & Staff > Staff Resources > [Staff Social Media Use](#) page.
- **Work Address:** Do not include this information
- **Home Address:** Do not include this information
- **Telephone numbers:** Do not include this information. Your work number is determined by the district Active Directory system.



View User Edit User Transcript

User Account User Profile User Photo Preferences

USER PROFILE DETAILS

Job Title: Web and Social Media Content Developer

Gender: Unspecified Keep Private

Self Description: [Empty text area]

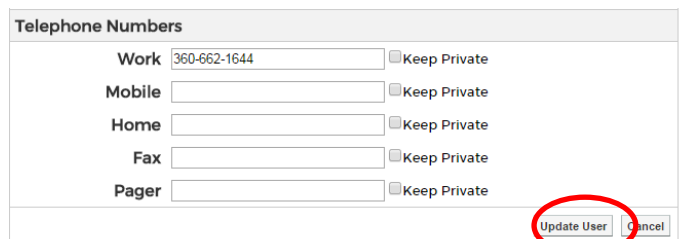
User Profile

Website: [Empty text field]

Blog: [Empty text field]

[Rich text editor toolbar with icons for bold, italic, underline, font color, background color, text color, text size, font name, font size, real-time preview, apply CSS class, zoom, print, etc.]

Personal Message: [Empty text area]



Telephone Numbers

Work: 360-662-1644 Keep Private

Mobile: [Empty text field] Keep Private

Home: [Empty text field] Keep Private

Fax: [Empty text field] Keep Private

Pager: [Empty text field] Keep Private

Update User Cancel

Click **Update User** to save your changes.

PHOTOS

Ideally, the photos on our site will should be the same as on your badges or in your yearbooks. Photos of people must be:

- **Professional** representations (no cartoon images, pets, flowers, etc.)
- Taken within the past two years
- Clearly show your face in the directory (cropped in the same way your badge photo is cropped)

If you are unable to use your photo online, you can replace it with the district or school logo. You can go to Google Drive and [download logos here](#). To download a logo, click on the image, then click the download button (seen at right).

To remove a photo:

1. Download a school or district logo
2. Log into the website to [access your profile](#).
3. Click on the **User Photo** tab.
4. Click the **Choose File** button and select the district or school logo that will replace your photo.
5. Click **Upload**.

