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Sample view of Profile
**Edit Profile on Front End**
When modifying your profile, any fields/properties that are not filled in will not display at all on your profile page.

**Login to front End**
Click on Login on the bottom of the page

Click under User Tools, Edit My Profile
Edit Profile Details

Profile Image:

Click to change your image, and upload a new Portfolio Image

Research Details

Enter Research Description
Enter Research Office Details
Mentees

We have included:
Undergraduate Mentees, Graduate Mentees, Faculty Mentees
Multiple classes can be selected in the Currently teaching, using <CTRL>.

Enter more class details here if needed.
Work with Editing Detailed Text Areas

Upload File

Type text for ‘name of document’. Highlight Text
Click on LINK Icon

Click on FILE Icon

Select Folder: Faculty_resources
Select Folder with FACULTY NAME

Click UPLOAD to upload the files (.pdf files suggested).
Upload Image into Editable Text Area

Place cursor where you want the image to go.

Click Insert/Edit Image button

Select Faculty_resources folder

Select Folder by Name

Click Upload to find image on your local computer.
Click browse to find file on local computer.

Click upload to upload file.

1. Click on image
2. see image n URL
3. Edit size as needed
4. Click Alignment = 'left' if you want it to be left align.
5. Click Insert to insert image
Update Profile

Logout from Front End

Quit out of your browser (do not just click on the ‘X’) be sure to exit out of your browser completely.

1. Click on UPDATE to save profile and edits.