Activating and Editing your Directory Entry

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### Obtaining a Directory Entry

*This must be done first!

Welcome to UT CNS if you are new! A common misconception with our CNS directory system is that when you join CNS you are automatically added to our directory. This is not the case—upon your appointment starting you should be automatically added to the UT level directory (https://directory.utexas.edu/). Our directory system is connected, but separate from the UT level directory. Once you show up on the UT level directory, please contact your department administrator to be added to the CNS public directory.

If all fails and you cannot find who to contact in your department, please fill out a help request and we will assist you with setting up your new profile.

NOTE: You cannot perform directory profile activation until your directory entry has been created by a directory editor. If you are a directory editor, please see this page for more information: Directory Editor (Administration)

### Activation

Once the designated directory editor for your department has added you to the CNS Directory, you will then be able to update your own photos and directory information.

To begin, you will first need to register to use the system. Please be sure you have requested your access by following these steps:

1. Visit your department’s website to login.
2. Log-in using the "login" link at the bottom of the site at the right hand of the footer.
3. When logged in Click on “My Profile” in the upper left of the site in the green editor bar.
4. Click "Activate my Directory Entry" in the menu.

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### Finding your Profile

1. Navigate to the directory (https://[your department's domain].utexas.edu/directory/search).
2. Search for your last name
3. On your name, click “Full Profile” to see all the information listed in your profile.

### Editing Your Profile
To edit your profile follow the three-step process listed in the image below: 1) Login at [your department's domain].utexas.edu (login button is at the bottom right of the homepage) and search your name in the directory 2) Once you've found your profile in the directory, select view "full profile" 3) Click the grey gear at the top right of the "full profile" page to edit and upload a photo.

- Please note that the information presented in the CNS directory (E-mail, position title, department, office location, phone number) are all pulled from the UT Directory. You can lookup yourself in the UT directory here: https://directory.utexas.edu/
- Information on how to update/restrict your information on the UT-level directory can be found here: https://directory.utexas.edu/faq.php#modify
- If you need to change some of the information in your UT-Level directory entry, you can contact Human Resources (https://directory.utexas.edu)
- Please keep your First and Last Name restricted to your official first and last name. If you use a nickname and/or go by your middle name you can select "Yes" on the "Use Nickname?" field under the Main tab of your profile and place your nickname.
- You are free to upload any photo you wish to your directory entry, but please note that photo uploads for the directory must be ≤ 8 Mb.
- The other tabs for your profile will only show up if there is information populated into them. (i.e. "Publications" will display no information unless you have put in publications into your profile.

Common Issues

1. I cannot edit my directory entry after I clicked "Activate my Directory Entry"

Please contact the web team for support via helpdesk ticket and we will look into fixing the issue associated with your profile or your account.
2. Text is Formatted Strangely in Profile

Some of the most common issues with directory profiles comes from the text-editor based tabs (Bio, Research, Publications, Awards, Presentations, Courses, Personnel, Student Opps, and Research Areas). Typically issues happen when users copy and paste in text from a Word Document into the editor (particularly problematic with publications). Our most recommended option is to remove all editing from Microsoft Word (or other word processing software) and perform the formatting within the editor in the web browser.

To do this:

1. Highlight all text in the Editor
2. Click the “Eraser Button”

You can now format your text in the editor however you desire.

If you have a specific formatting request, please fill out a help request form.