How to Update Your CNS Directory Profile

Go to the CNS Directory Service portal and log in with your EID, if prompted.

Once authenticated, you will be redirected to your directory profile entry.

1. **Use the blue “Edit profile” button** to view the form where you may add, modify or delete information from your online directory entry. The “View on site” link allows you to see how your directory profile as it will appear on your department site.

2. **Add to your profile:** Profile additions are organized into four tabs. Required fields and tabs with required fields are marked with a red asterisk. You can switch between tabs with fields you've modified before saving without losing your changes.

Review and fill in:

**Names and Titles:** This section allows you to add a head shot photo (recommended photo size for web is no larger than about 1 MB, and no smaller than about 300 KB). A title assigned to you in Workday (e.g., Professor) is already populated; this is viewable when you click "View on site." If you have more than one title (e.g., Biodiversity Center Director, Smith Regents Chair, Distinguished Teaching Professor), you can fill that in to "Additional Titles."

There is also a blank field called "Additional Information.” Many tenured and tenure-track faculty use "Additional Information” to mention if they are currently recruiting graduate students or postdocs. Others typically leave this blank.

**Contact and Location:** In addition to contact fields, you may use this section to add office hours and to link to a professional website, such as a lab site, using the "link out button" section. Link text should be the website's name (e.g. "Zamudio Lab").

**Academics:** This section allows you to add a bio and degree/education information.

**Research and Professional:** Researchers can provide a brief (e.g., one-paragraph) description of their research here.

**Important:** You will only be able to use pre-defined areas of research, fields of interest and centers and institutes, not select your own terms.
“Areas of Research” are summarized on this list of layperson-friendly terms used across the College of Natural Sciences.

“Fields of Interest” are determined at the department level. Find the Department of Molecular Biosciences list of fields of interest here, for example.

3. **Click the "Save" button** to update your profile with your changes. The updated information will appear right away on department sites created on or after June 2022 (e.g., Department of Molecular Biosciences, etc). To view it there, you may need to reload your public-facing profile page while holding down shift key (in desktop browser); a fresh copy of your profile from the server should be viewable then, since this clears browser cache.

Don't see something or need help updating your profile? Submit a help desk ticket.