

## Updating Your Faculty Profile

1. **Navigate to your faculty profile from the Kogod website.** If you can't find your profile, use this URL and insert your EagleNet ID in place of NAME:

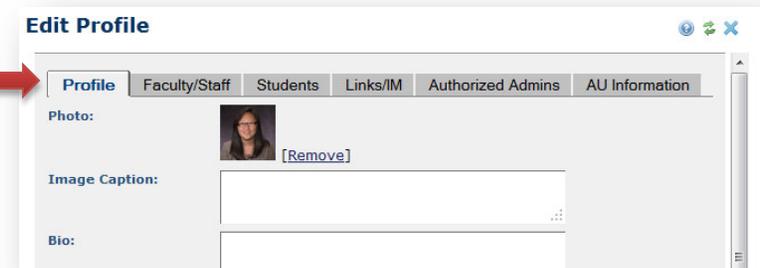
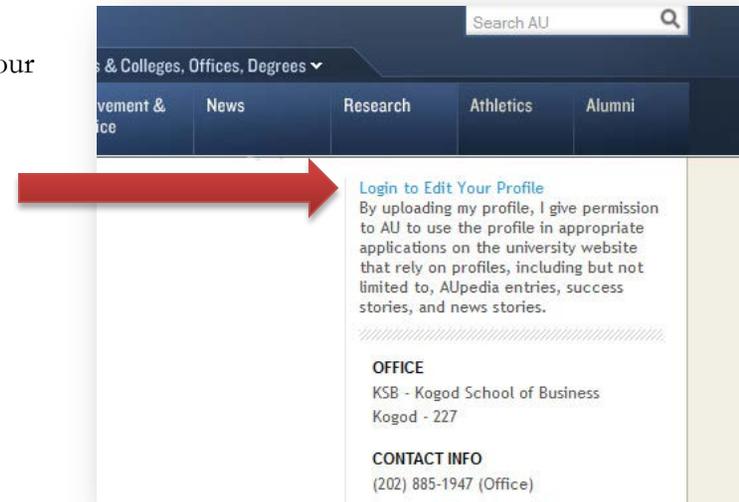
<http://www.american.edu/kogod/faculty/NAME.cfm>

2. **Click on “Login to Edit Your Profile”** and log in with your EagleNet ID and password. See image to the right.

3. Once you have logged in, **select “Edit Profile.”**

4. You are now able to edit sections of your profile. **Use the tabs at the top of the window to navigate between sections.** You can edit the following information under each tab:

Profile	Faculty/Staff	Links/IM
- Photo	- CV or Resume	- More Links
- Faculty Bio	- Office Hours	
- Degrees	- Phone Number	



*Note: Data under the “AU Information” tab is not editable by Kogod staff members. To make changes to this data, you must contact AU Human Resources.*

5. After editing your profile information, be sure to **scroll to the bottom and click “Submit.”**
6. Refresh your profile on the website to view changes.

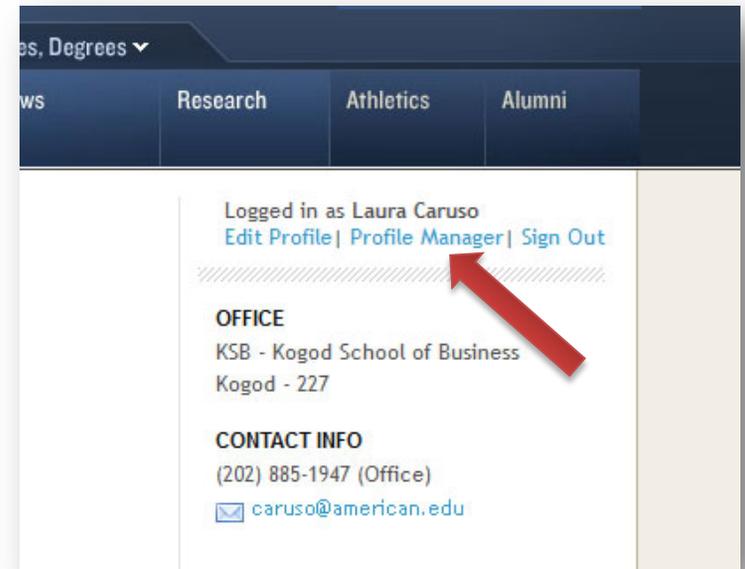
## Updating Your Extended Profile Information

The extended profile section includes the following information:

- Research Interests
- Selected Publications
- Honors, Awards, and Fellowships
- Grants and Sponsored Research
- Professional Presentations
- Media Appearances
- Multimedia
- Residencies
- Congressional Testimony
- Executive Experience
- Professional Certifications
- Professional Services
- Works In Progress

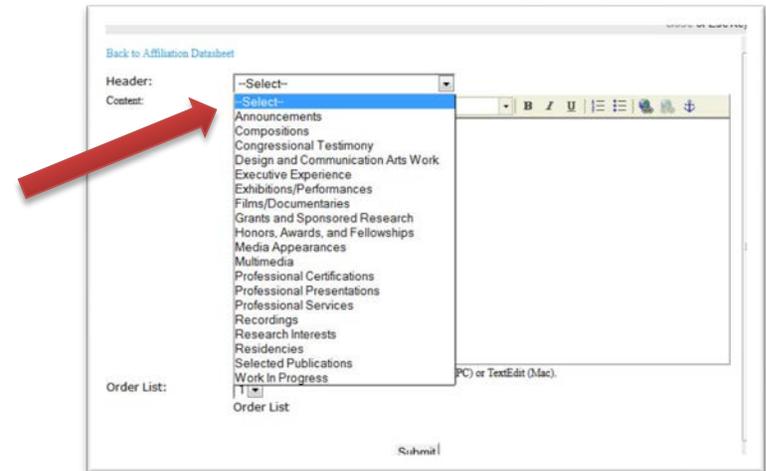
To update any of this information, follow Steps 1 and 2 on the first page of this document.

1. Once logged in, click **“Profile Manager.”** See image to the right.
2. After the new window opens, **select the section you would like to edit by clicking [Manage].** See image below.



## Editing Partnerships & Affiliations

1. Click the “[Manage]” link next to Partnerships and Affiliations.
2. Select “Add an Affiliation” in the upper-left corner.
3. Enter the **Organization Name**, **Website** (if desired), and your **Position**.
4. Click the “Submit” button to save the Affiliation.



## Editing Scholarly, Creative & Professional Activities

1. Click the “[Manage]” link next to Scholarly, Creative and Professional Activities.
  2. Select “Add an Activity” in the upper-left corner.
  3. In the “Header” field, use the drop down menu to choose the section you would like to populate (see image above).
  4. Type text directly into the box.
- Important Note: Do not paste text from Microsoft Word into the box as it will change the formatting style of the text and not display properly.*
5. Click the “Submit” button to save the text.

## General Guidelines for Profiles

- Please try to **at a minimum complete the Faculty Bio section of your profile and upload a photo**. Prospective students and external influencers often look at this information.
- Populate this section with a representative list of your scholarly activities and publications. It does not need to be an exhaustive list.
- If you need further assistance, please contact Jackie Sauter at [sauter@american.edu](mailto:sauter@american.edu) or Laura Caruso at [Caruso@american.edu](mailto:Caruso@american.edu).