Profile Update Instructions

- **Log in** –
  - Go all the way to the bottom of the website (on the red footer) to find the link “UA NetID Login” and click on it
  - The link will take you to the UA Central Authentication system where you can use your NetID and password to log in to the website. Enter those credentials and click on “LOGIN”

- **Edit your profile** –
  - Once you login, you will be taken back to the home page of the website but now you will be able to see a back menu at the top.
  - To the right of the black menu you will find “Hello –Your Name”, click on it to go directly to your profile
  - In your profile page, you will see your name and right below the tabs for “View”, “Edit” and “File browser” – Click on the tab “Edit”
  - Please ignore the “Current password” field and scroll down to the “Contact section”
  - Edit these fields as needed. The “Email” on this section is the only one that will be visible to the public and it can be different than the one under “E-mail address”
  - Upload your picture
    - The preferred size of the picture is 250px by 300
    - Click on the button to “Choose file”. A window showing your computer or external drives will pop up. Go to the location where you have you picture and double click on it. The picture will upload but it will not be visible until you are done updating your profile and click save at the end of this page
  - Enter your bio or description on the provided box
  - Enter any other relevant information you would like to display in your profile
  - You can also upload a CV
    - Click on the “Choose File” button under CV and upload a file similar to how you uploaded your profile picture

- **SAVE! And you are done!**
- If you have any problems or don’t see a field that you filled once you save your profile, please let us know at ticketdog.ariozna.edu