

# **New Profiles Launch**

**User Experience & Web Strategy Team**

**Howard University**

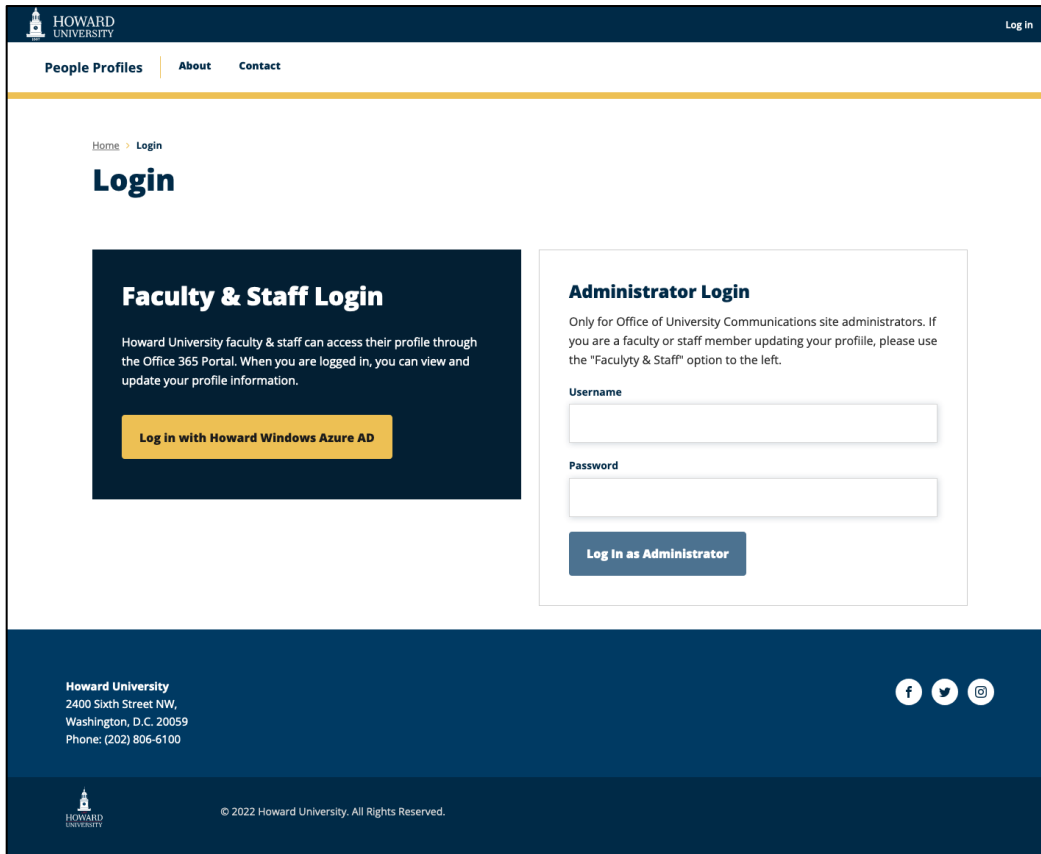
**Updated 7/6/222**

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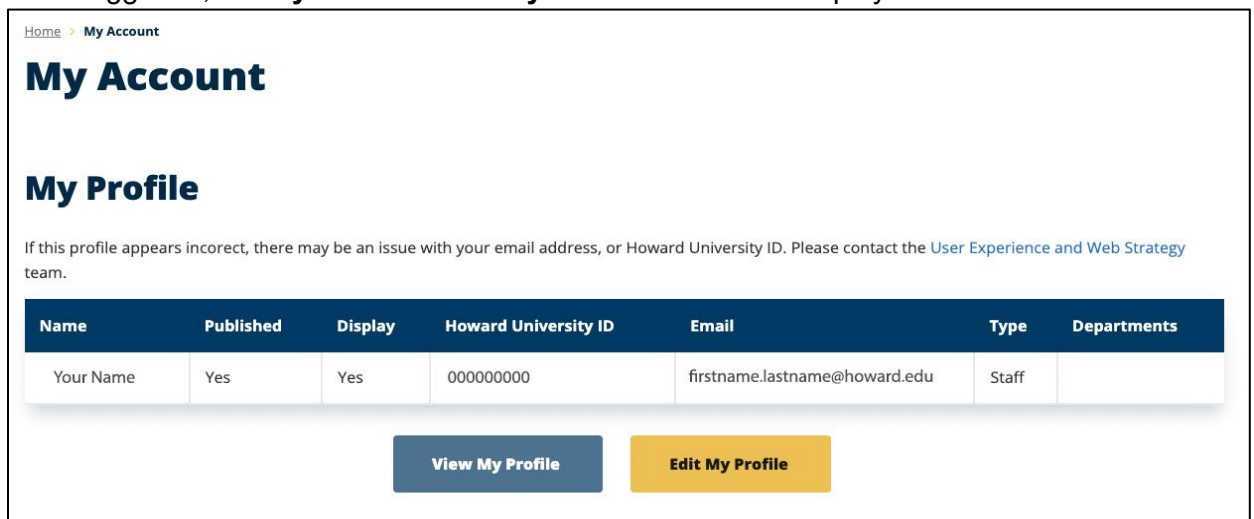
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# How to Access Profiles

1. Visit <https://profiles.howard.edu/user/login>.
2. The **People Profiles log in** screen will appear.



3. Click the **Log In with Howard Windows Azure AD** button.
4. Once logged in, the **My Account and My Profile** screen will display.



5. Click the **Edit My Profile** button and the **Edit Profile** page will display.  
**Note:** If you click the **View My Profile** button and your profile displays or receive a message that says "Sorry, this profile is not public," click the **Edit** button, located in the black menu bar at the top, to edit your profile.
6. Use the tab on the left to navigate to the various sections of the profile form.
7. Follow the instructions located next to, or below each field.
8. Click the **Save** button at any time to save your edits and updates. However, fields that contain a red asterisk \* must be completed before clicking the **Save** button.

## Public Profiles

You have the option to make your profile public or keep it hidden while working on it. It is not a requirement to make your profile public. However, if your profile is private, you cannot share the link to your profile will not appear in Department Feeds on Howard University websites.

1. To make your profile public, check the box next to **Display My Profile** on the **Basic Information** tab. To share a link to your profile, your profile *must be public*.
2. To hide your profile, uncheck the check box next to **Display My Profile**. While the profile is hidden, edits can still be made.
3. Click the **Save** button.
4. To share your profile link, copy the URL in the address bar in your browser.

# Content Review

## IMPORTANT:

- **If you made edits to your profile after March 23, 2022**, you need to re-enter those edits in your new profile.
- If you had a profile in our previous Profiles system, please double-check the fields listed below to ensure the information is correct.
- If you *didn't* have a profile in our previous Profiles system, we recommend completing the fields listed below.
- After making edits, remember to click the **Save** button to save your edits.

Fields to review and update:

- **Preferred First Name:**  
Enter your first name in the **Preferred First Name** field. This field will display your preferred first name instead of the name in the First Name field.
- **Suffix:**  
Enter the Degree Credentials to be displayed after your Last Name.
- **Leadership Designation:**
  - 1) Click the **Affiliations** tab.
  - 2) Click the **Add Affiliation** button.
  - 3) Choose a Department from the **Department** dropdown list.
  - 4) Enter a title in the **Title** text box.
  - 5) Check the checkbox next to **Leadership**.
- **Second and Third Departments & Titles:**  
If a person is affiliated with multiple departments, add additional departments and titles.
  - 1) Click the **Affiliations** tab.
  - 2) Click the **Add Affiliation** button.
  - 3) Choose a Department from the **Department** dropdown list.
  - 4) Enter a title in the **Title** text box.
  - 5) Click the **Add Affiliation** button to add additional departments and titles.
- **Expertise and Notable Achievements:**
  - 1) Click the **Expertise/Notable Achievements** tab to review.
  - 2) Click the **Add Education** button.
  - 3) Enter the Degree, Degree Type, Institution Name and Year in the corresponding text boxes.
  - 4) Click the **Add Education** button to add additional achievements.
  - 5) Click the **Add Achievement** button.
  - 6) Enter the Title and Summary in the corresponding text boxes.
  - 7) Click the **Add Achievement** button to add additional achievements.
- **Articles:**
  - 1) Click the **Expertise/Articles** tab to review.
  - 2) Click the **Add Expertise** button.
  - 3) Enter the Title and Summary in the corresponding text boxes.
  - 4) Click the **Add Expertise** button to add additional achievements.
  - 5) Click the **Add Articles** button.

- 6) Enter the Title and Summary in the corresponding text boxes.
  - 7) Click the **Add Articles** button to add additional achievements.
- **Courses:**
    - 1) Click the **Courses** tab to review and update.
    - 2) Click the **Add Course** button.
    - 3) Enter the Title and Summary in the corresponding text boxes.
    - 4) Click the **Add Course** button to add additional courses.
  - **Research:**
    - 1) Click the **Research** tab to review.
    - 2) Enter the Research Specialty, Research Funding, and Research Group Information in the in the corresponding text boxes.

## Technical Issues or Feedback

Having issues getting access to Profiles? Want to leave feedback? Use the link below to submit your technical issues or feedback.

[Technical Issues/Feedback](#)