

Indiana State University
College of Health and Human Services

Editing Online Directory Information

Online directory entries can be located by searching for [oneself](#) to determine the need to add / update information.


To edit one's information:

- Open a web browser (the web program works best in the Chrome browser)
- Open the [user login url](#)
- Login with University Username and password

→ ↻ 🏠 <https://www.indstate.edu/user>

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Login

Username

 Enter your Indiana State University username.

Password

 Enter the password that accompanies your username.

LOG IN

- Click on the **Update Employee Directory** link at the top of the page

The screenshot shows a web browser window with the URL <https://www.indstate.edu/users/rreed>. The browser's address bar and tabs are visible. The page header includes navigation links: "Update Employee Directory" (with a white arrow pointing to it), "Help", "A-Z", "Maps", "Directory", "Blackboard", "MyISU", and "Email". Below the header is the Indiana State University logo and navigation links for "ABOUT" and "ACADEMICS". The main content area shows the user's profile for "rreed", with a "View" button and a disabled "Edit" button. Below the profile information, there is a "History" section and a "Member for" section showing "1 year 10 months". The "LDAP Link ID" field is visible but its content is grayed out.

- Banner information will appear grayed out
 - Updates to BANNER information must be completed via the [MyISU portal](#).

Photo Information

- The photo listed as Banner Image is NOT the one that will show in the Directory IF a photo from Photography Services (or submitted separately by distance education faculty) has been identified (though it will not show in this view)
- If the visible photo is not acceptable or a photo is not visible
 - [Schedule an appointment with Photography Services](#) to have a photo taken.

Directory Information

As one scrolls down the page, text boxes for **Bio, Courses Taught, Education, Research and Publications, Community Involvement** are available for editing.

- It may be necessary to click on the **Switch to plain text editor link** to see the text box in which one's information is to be typed.
- Make sure the text format box below has Simple HTML selected

Text format

- Be sure to click on **SAVE** when finished adding / editing and at intervals if adding a large quantity of information.