

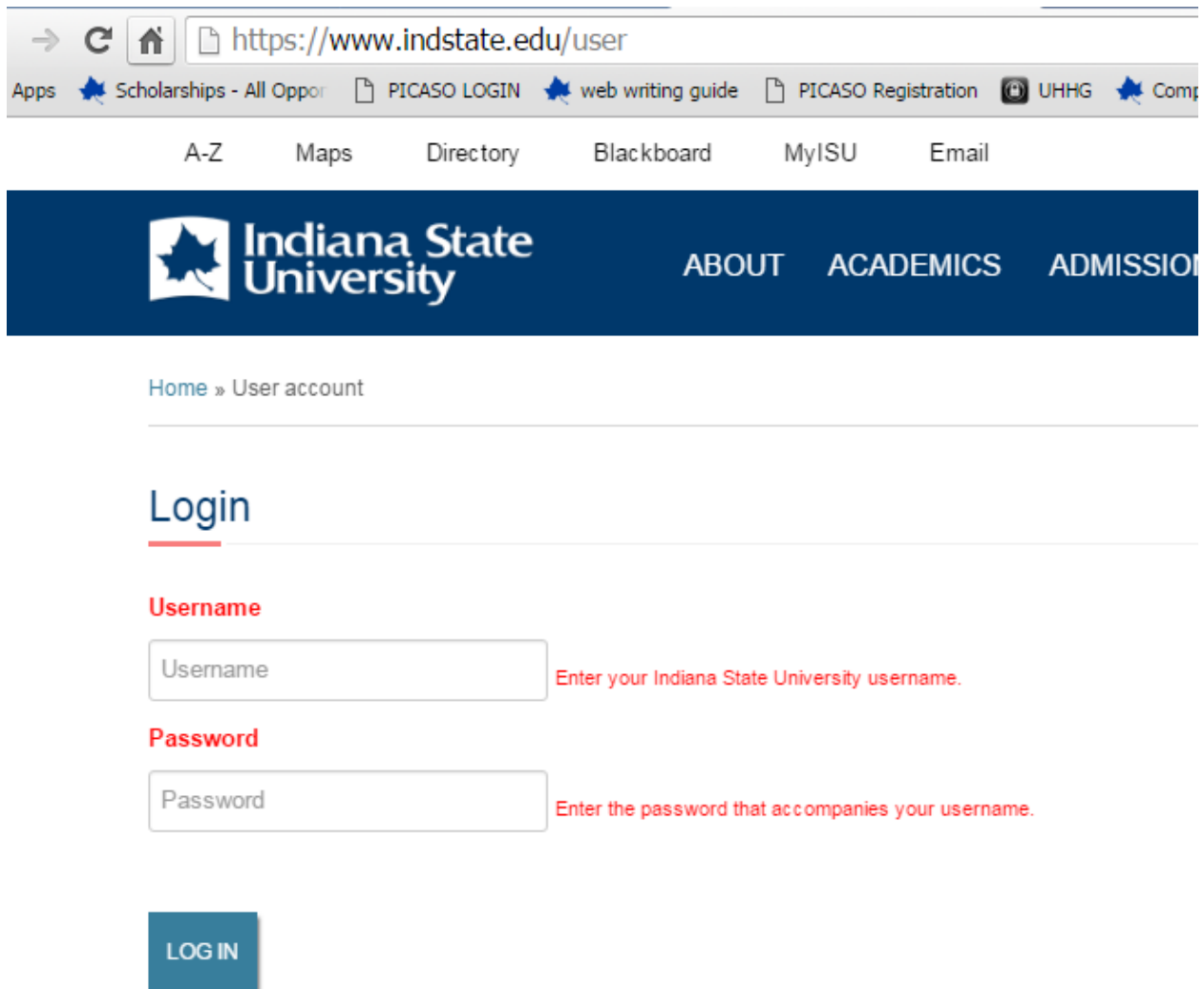
Indiana State University
College of Health and Human Services

Adding to or Editing Online Directory Information

Online directory entries can be located via searching for oneself at <http://www.indstate.edu/search/faculty-staff> to determine the need to add / update information.

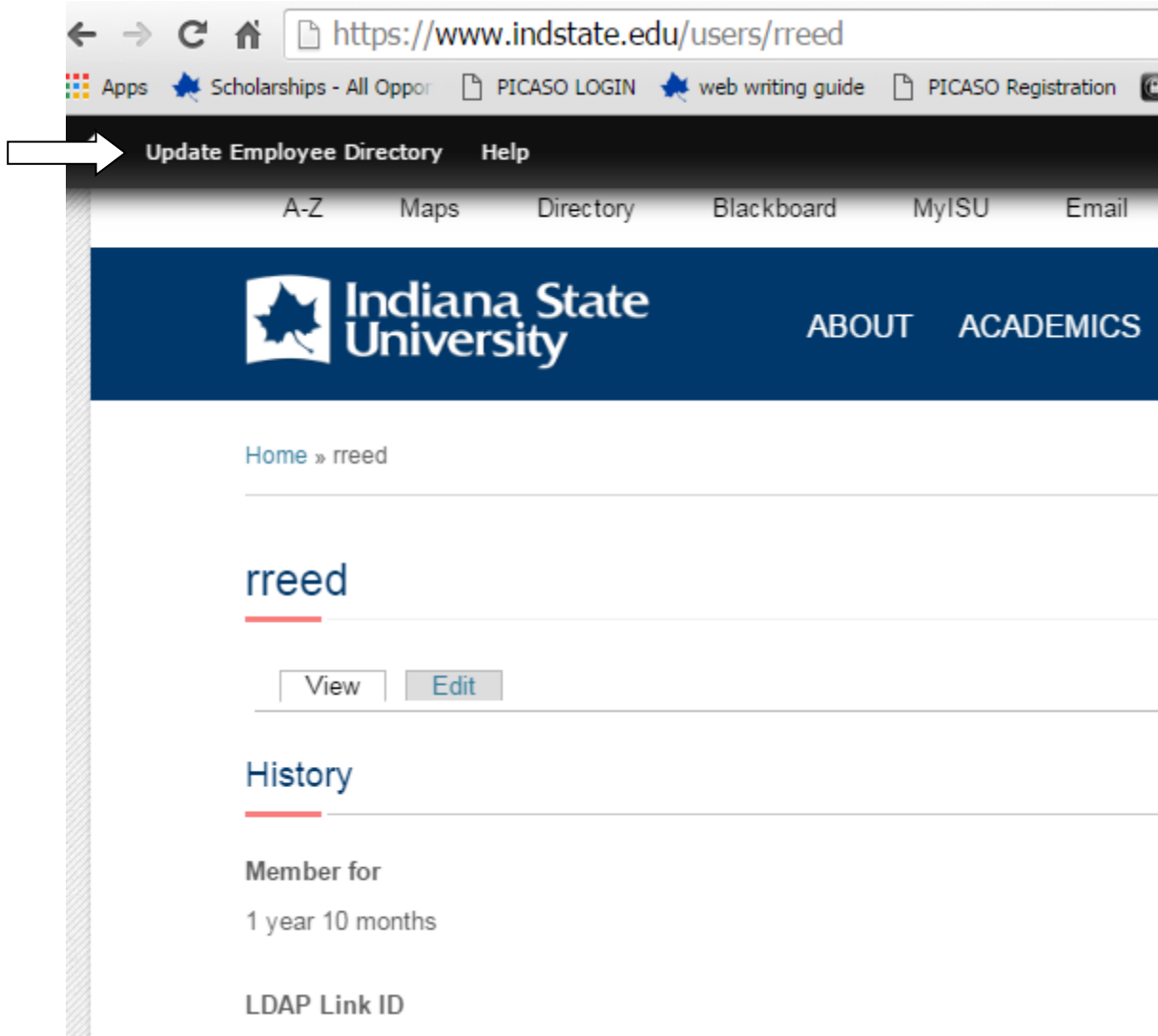
To edit one's information:

- Open a web browser (the web program works best in the Chrome browser)
- Go to <https://www.indstate.edu/user>
- Login with University Username and password



The screenshot shows a web browser window with the address bar displaying <https://www.indstate.edu/user>. The browser's address bar includes navigation icons (back, forward, home, refresh) and a search icon. Below the address bar, there are several tabs: 'Apps', 'Scholarships - All Oppor...', 'PICASO LOGIN', 'web writing guide', 'PICASO Registration', 'UHHG', and 'Comp...'. A navigation menu below the tabs contains links for 'A-Z', 'Maps', 'Directory', 'Blackboard', 'MyISU', and 'Email'. The main content area features the Indiana State University logo and navigation links for 'ABOUT', 'ACADEMICS', and 'ADMISSIONS'. Below the logo, there is a breadcrumb trail: 'Home » User account'. The page title is 'Login'. There are two input fields: 'Username' and 'Password'. The 'Username' field has a red error message: 'Enter your Indiana State University username.' The 'Password' field has a red error message: 'Enter the password that accompanies your username.' Below the input fields is a blue 'LOG IN' button.

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



- Banner information will appear grayed out
 - Updates to BANNER information must be completed via MyISU (see <http://www.indstate.edu/health/sites/health.indstate.edu/files/hhs-instructions-portal-info-update.pdf>)

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 one taken...
<http://www.indstate.edu/photog/schedule.htm>

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.