

## Instructions for updating your contact information and adding your professional profile to the ISU staff directory

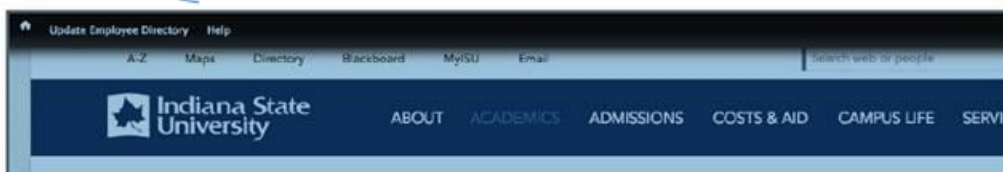
The online ISU directory for faculty and staff is now self-service and must be updated by individual faculty and staff. Contact information is updated through your ISU Portal. Your professional profile is added through the Drupal. Following are instructions for revising or adding information:

- Personal information including your name, Banner department, email, office, telephone, spouse is pulled directly from Banner and you must go through your ISU Portal, Employee Services, Personal Information to make changes. Here's how:
  - Login to MyISU with portal ID and password
  - Click "Employee Self Service" badge
  - Click "Personal Information" on right hand column
  - Click "Update addresses and phones"
  - Under "Campus addresses — employees", click "Current"
  - Under "Address Line 1", type the full building name and room number – example "Myers Technology Building, Room 404"
  - Under "Primary Phone Number for This Address", update the campus phone number you would like listed in the online directory
  - Click "Submit" at the bottom of the page
  - The changes submitted will take 24 hours to appear in the online directory. BANNER updates each business night with the online directory.
- Your photo is automatically pulled from your staff ID unless you have requested a professional photo replace it. You may provide an appropriate photo or have one taken in the ISU studio (no charge) by contacting [Tony.Campbell@indstate.edu](mailto:Tony.Campbell@indstate.edu)
- Those of you who had profiles on our old web system may copy and paste information from your former page. Download your former page from GoogleDrive:
  1. Click on this [\[LINK\]](#)
  2. Locate your file named by your last name and first initial and click to open
  3. Click on the download arrow, upper center, and save to your desktop
  4. Open in any web browser, then copy and paste content into your new directory following instructions below.

**Instructions below are to update your profile in the Faculty/Staff Directory found on the Indiana State University website: <http://cms.indstate.edu/search/faculty-staff>**

**Please note: updating your profile works best in either Chrome or Firefox web browsers.**

1. Login to: <https://cms.indstate.edu/user> with Sycamore ID and password.
2. Click on "Update Employee Directory" on the black menu bar at the top of the page.



3. This populates a form. Areas shaded in gray are updated in MyISU Portal ([go to instructions above](#)). If an area in the form is left blank for any of the items below, that topic area will **not** display in the published profile. Items to update include:
  - a. Bio
  - b. Courses Taught
  - c. Education
  - d. Research and Publications
  - e. Community Involvement
  - f. Expertise
  - g. Research Interests
  
4. Click "Save" to complete and publish the profile.

Let me know if you have any questions or problems.

**Bev Bitzegaio**

Phone: 812-237-3575

Office: Myers Technology Center Room 215