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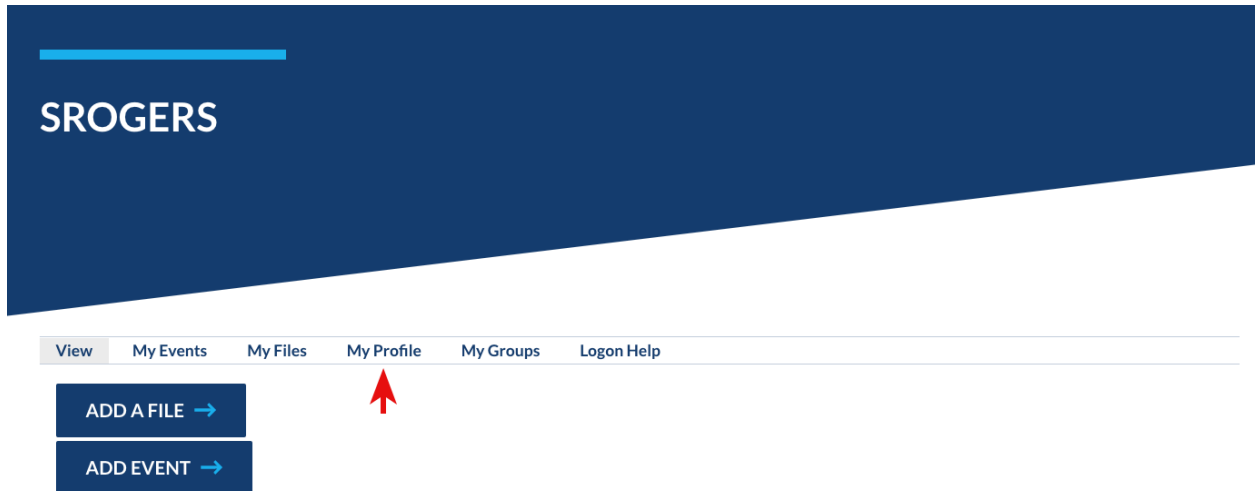
Navigating to Your Profile

These instructions only apply if you have access to your profile.

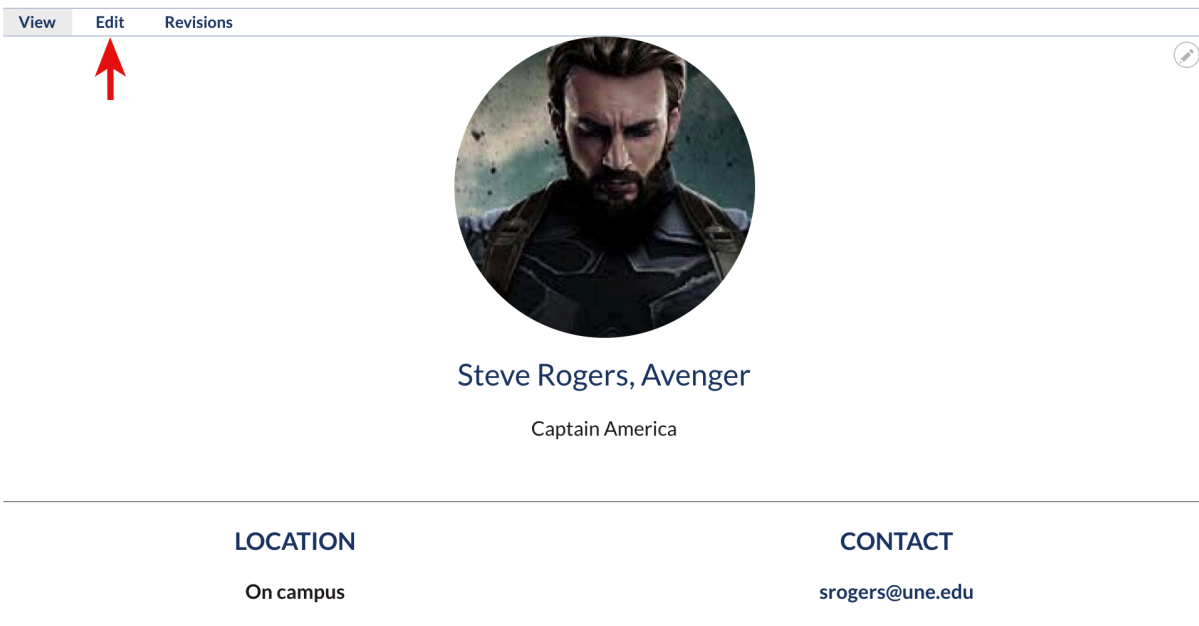
1. From the Okta homepage, click on the une.edu tile



2. Click on My Profile



3. Once you have clicked on the name of the profile you want to edit, click on Edit. Then follow the instructions in this document to fill out the fields.



Name and Bio

First Name

Enter your first name, this is a required field.

Middle Name

You have the option to enter a middle name, this is not a required field.

Last Name

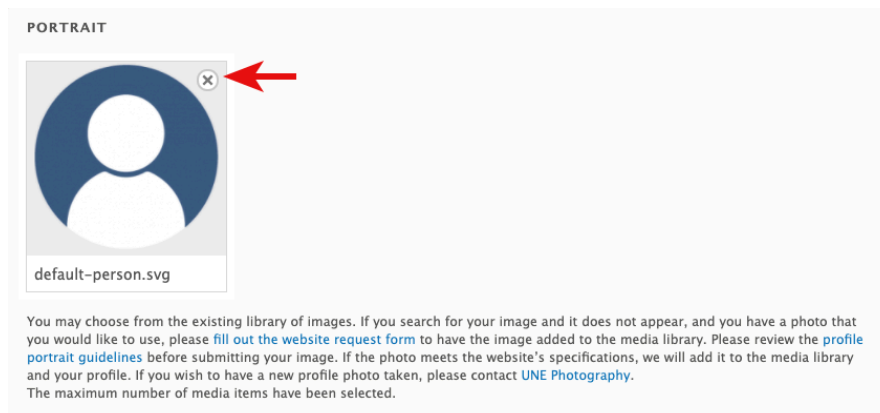
Enter your last name, this is a required field.

Credentials

Enter the suffix(es) to appear after your name, separating each with a comma. Use AP notation: Academic degrees get periods, licensure and other certificates do not get periods, e.g. Ph.D., D.O., LCSW.

Portrait

This will autofill with the default avatar. If you have an approved image in the media library, you will need to remove the default before you can use your image. To remove the default image, hover over the right-hand corner of the default image until you see an "X." Click on the X.



Once the default image has been removed you will see an "Add Media" button. Click on that to go to the media library.

PORTRAIT

No media items are selected.

Add media ←

You may choose from the existing library of images. If you search for your image and it does not appear, and you have a photo that you would like to use, please [fill out the website request form](#) to have the image added to the media library. Please review the [profile portrait guidelines](#) before submitting your image. If the photo meets the website's specifications, we will add it to the media library and your profile. If you wish to have a new profile photo taken, please contact [UNE Photography](#).
One media item remaining.

Enter your name into the Name field and click the “Apply Filters” button to search for your image. Click on the image once, then click the “Insert Selected” button.

The screenshot shows a media library interface. At the top, there is a search bar with the text 'cap' and a 'Sort by' dropdown set to 'Newest first'. To the right of the search bar is an 'Apply filters' button with a red arrow pointing to it and the text 'Image Search'. Below the search bar is a grid of 12 image thumbnails. The thumbnail in the second row, second column, is selected with a blue border and a checkmark in the top-left corner. A red arrow points to this thumbnail with the text 'Selected Image'. Below the grid is a bar with an 'Insert selected' button and a red arrow pointing to it with the text 'Insert Selected Image'. On the far right of this bar, it says '1 of 1 item selected'.

If nothing comes up, you do not have an approved image in the media library and will need to submit an image for approval. If you remove the default image to search for your portrait and you do not find your portrait, replace the default image by searching for "default-person" and selecting default-person.svg as your portrait image.

To submit an image for approval, [fill out the website request form](#).

[Review the profile portrait guidelines](#) before submitting your image. If the photo meets the website's specifications, we will add it to the media library and your profile. If you wish to have a new profile photo taken, please [contact UNE Photography](#).

Titles

Enter University-approved official titles only. Do not enter titles for non-UNE-affiliated endeavors.

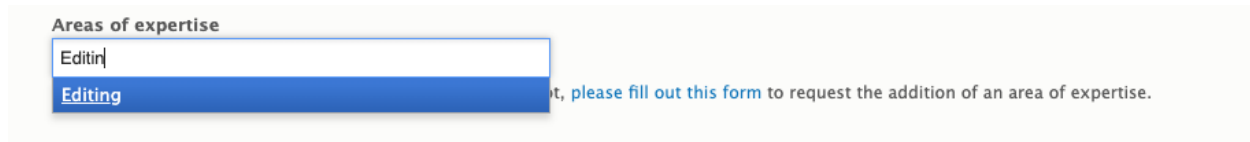
Click "Add another item" to add each separate title. Do not add more than one title per field.

Biography

Enter your biography.

Areas of Expertise

Begin typing the desired area of expertise, if there is a matching option, it will display as you type.



The screenshot shows a search input field with the text "Editin|". Below the input field, a dropdown menu is open, displaying the suggestion "Editing". To the right of the dropdown, there is a small text link that reads "t, please fill out this form to request the addition of an area of expertise."

If there is no matching option, you can [request it to be added by filling out the Area of Expertise Addition Request Form](#).

Contact

Office

Enter the building and room number. This is not a required field.

Campus

Begin typing the campus where your office is located. The system will display the matching options for you to select from. This is not a required field.

CAMPUS

+ Bidd

Biddeford Campus

Add another item

Email

Enter your UNE email address. This is a required field.

Phone

Enter your UNE office phone number. This is not a required field.

Websites

Use this for your department, center, another une.edu website, your sites.une.edu website, or another external website. Do not use this to link to your UNE profile (this page).

Teaching Status

Teaching Status

Choose one or two options from On campus, On leave, On sabbatical, and Teaching online. This is a required field.

Departments

This field is important. If you don't associate yourself with a department, your profile will not appear on that page.

Add as many department relationships as you have. If your department does not appear in the list, consider that it may start with "Department of..." or something similar. If you still cannot locate it, please [contact Joel Soloway](#).

If you leave a department but still work at UNE, you will need to update this field by clicking "Remove" next to the department you are no longer associated with.

Contract Type

For each Department you list yourself under, you must also select the appropriate corresponding contract type. This will put you under the appropriate header wherever your profile appears on une.edu.

On leave from

If you chose “On sabbatical” or “On leave” in the Teaching Status field, use this section to let students and other employees know what days you will be gone.

This is only for sabbatical and extended leaves (disability leave, maternity leave, etc.) do not use the field to indicate vacation time.

Research & Scholarship

There are no required fields on this tab.

Student Opportunities

Check this box if you have research opportunities that students can participate in.

Selected Publications

Enter any publications you have contributed to.

Other scholarly activity

Enter any other scholarly activity you have.

Funded grants

Enter any grants you have received.

Invited plenary presentations

Enter any plenary presentations you have been invited to give.

Research interests

Enter your research interests separated by commas.

Current Research

Enter any current research you are conducting or participating in.

Research topics

Select as many research topics as applicable from the list provided.

Education & Credentials

There are no required fields on this tab.

Degrees

Click “Add education” to add Degree, Class Year, and School or Institution information.

Board certifications and licenses

Enter any board certifications and licenses you have earned.

Post-grad training

Enter any post-graduate training you have completed.

Clinical Affiliations

Enter any clinical affiliations you have.

When to Contact Communications For Help

Read this document and [check the FAQ](#) before contacting Communications with questions about editing and maintaining your profile.

If the answer to your question is not covered in those resources, [fill out the website request form](#) to get assistance from someone on the web team.

If you receive an error message when trying to fill out a field, [fill out the website request form](#) and tell us what the error message is and what field you are trying to fill out when you receive it.

When filling out the website request form with a request or question about your profile, use the URL for your profile. It will look like <https://www.une.edu/people/firstname-lastname>.