

## Managing your New Faculty Profile

To manage your New Faculty Profile please follow the order of the steps below. You will first need to set a password for your faculty profile account. If you have already know your new password, proceed to step 8.

You will also be able to upload your Picture.

1. Start on the Front Page of the Schools Website: <http://www.dlsph.utoronto.ca>
2. Click on the link Faculty Login



(Bottom of Page)

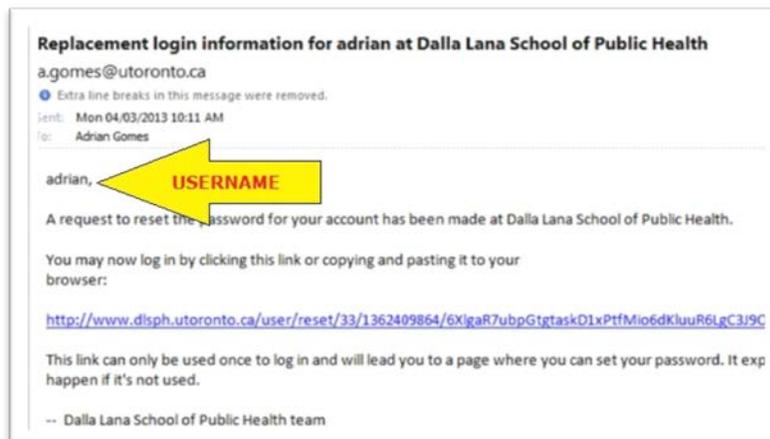
3. Click on "Request New Password" (if you have not already requested a new password)

A screenshot of a web form. At the top, there are two tabs: 'Log in' and 'Request new password', with the second tab selected. Below the tabs is the heading 'User account'. Underneath is a text input field labeled 'Username or e-mail address \*'. Below the input field is a blue button with white text that says 'E-mail new password'.

4. Enter your Faculty e-mail address ( if you have several e-mail addresses and are unsure of which email address was used for your account please contact [Adrian Gomes a.gomes@utoronto.ca](mailto:a.gomes@utoronto.ca))
5. Click on E-mail new password.

A screenshot of the 'User account' form. The heading 'User account' is in blue. Below it is the label 'Username or e-mail address \*' in black. There is an empty text input field. Below the input field is a blue button with white text that says 'E-mail new password'. A large yellow arrow with a black outline points from the right towards the button.

6. You will receive an e-mail with a link to reset your password to a new password. (CHECK YOUR SPAM/ JUNK FOLDER – Just in case)
7. FOR FUTURE access, please note your USERNAME in the e-mail that you receive, see image below. It is generally your first initial and last name (as one word):



8. Now using the (same) link on the DLSPH website front page, Login to manage your profile.



9. Login:

A screenshot of the University of Toronto Dalla Lana School of Public Health website. The page has a blue header with the university's name and logo. Below the header is a navigation menu with buttons for "Home", "About", "Programs", "Research", and "Faculty". Underneath the menu, there are links for "Log in" and "Request new password". The main content area is titled "User account" and contains two input fields: "Username \*" and "Password \*". Below the password field is a "Log in" button.

10. Click on "Edit Your Faculty Profile" VERY TOP left in the Grey Bar.



11. Next, click on "Edit" under Operations

A screenshot of the "Edit Faculty Profile" page. It features a table with four columns: "Faculty Profile", "Author's Username", "Updated On", and "Operations". A yellow arrow points to the "Edit" link in the "Operations" column of the first row.

Faculty Profile	Author's Username	Updated On	Operations
test3	Test3	Tuesday, June 12, 2012 - 15:37	Edit

12. **Uploading your Picture** on your “Edit Faculty Profile “USERNAME” →
- i. Click on “Browse”, select your picture
  - ii. Then click on “Upload”

The screenshot shows a form with several sections: 'Family Name' (a text input field), 'Degrees' (a text input field), and 'Division/Discipline' (a list of checkboxes for Biostatistics, Epidemiology, Global Health, and Interdisciplinary). To the right of these fields is the 'Profile Picture' section, which includes an 'Upload' button, a 'Browse...' button, and a note: 'Files must be less than 8 MB. Allowed file types: png gif jpg jpeg.' A yellow arrow points from the 'Browse...' button to the right, and another yellow arrow points from the 'Upload' button down to the right.

13. After you’ve finished making changes / updates Click on “Save” at the bottom of the page –.

The screenshot shows the bottom of the form. It includes a 'Text format' dropdown menu set to 'Full HTML', a 'More information about' link, and a list of bullet points: 'Web page addresses and e-mail addresses turn into links automatically.' and 'Lines and paragraphs break automatically.' At the bottom, there are two buttons: 'Save' and 'Preview'. A yellow arrow points from the left side of the page down to the 'Save' button.

**END**