

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 known 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)

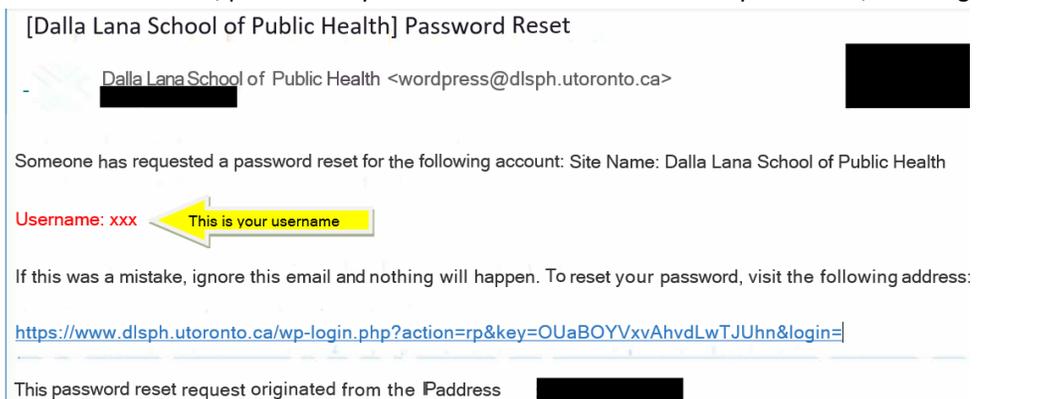
3. Click on "I forgot my password" (if you have not already requested a new password)

A screenshot of the Faculty Login page. At the top left, it says 'HOME / FACULTY LOGIN'. Below that are two input fields: 'Username:' and 'Password:'. There is a checkbox labeled 'Remember me'. A blue link 'I forgot my password.' is on the left, and a 'LOGIN' button is on the right.

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 helpdesk.dlsph@utoronto.ca)
5. Click on Get New Password.

A form with a text input field labeled 'Username or Email Address' and a blue button labeled 'Get New Password' below it.

6. You will receive an e-mail with a link to reset your password to a new password.
7. FOR FUTURE access, please note your USERNAME in the e-mail that you receive, see image below



8. Now use the faculty Login link again, on the DLSPH website
Login:



9. Click on “Faculty Profile” in the Grey Bar.

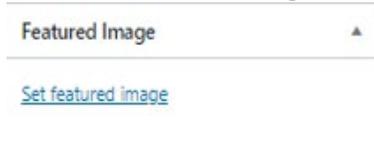


10. Add or Update Content (Education & Training History, Primary Teaching Responsibilities, Representative Publications) to the first box

11. Add or Update Content (Research Interests) to the second box

12. **Add/Upload your Picture** on your “Edit Faculty Profile page”

- i. Click on “Set featured image” on the right panel



- ii. Image file resolution: 1908x1908 pixels, Aspect ratio: 1:1

- iii. Then click on “Upload Files”



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



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