

How to update your profile page

Adding a profile photo

1. [Using Firefox](#), log into the [Personnel Management System](#).
 - a. If this is your first time logging into the system, then put your University email (@unr.edu) into the Username box and click RESET Password. Follow the instructions that are emailed to you, then log in with your new password.
2. Click Profile Photos.
3. Scroll down to see bad profile photo examples and good profile photo examples. Choose a profile photo that follows the good examples.
 - a. If you need help getting a photo that follows the good examples, contact the Communications Team and we will help put you in touch with someone to take the photo.
4. Photos should be:
 - a. 600x600px (1:1 ratio).
 - b. Jpeg.
 - c. Less than 1Mb.
5. Click Choose File and upload your properly-sized photo.
6. Add alt text (you can just put your name here).
7. Click Upload Image.

Adding and updating profile information

We encourage you to fill in as much information as possible, as more information is better; however, you can keep it simple to get started.

Tip: Pull up your LinkedIn profile. Many of the fields are the same, so you can just copy-paste.

1. Before logging into the Personnel Management System, create a Word document that includes:
 - a. A short description – this is a couple of sentences about your specialties and areas of expertise. This shows up within the [Extension directory list](#). Limit 670 characters including spaces (approximately 100 words).
 - i. The website’s search engine looks at this box, **so include keywords related to your specializations and areas of expertise.**
 - b. A longer, general description – more details about your current efforts. What cool things are you doing in research, teaching and outreach?
 - c. A list of keywords
 - i. List your keywords **left-to-right** in order of priority and importance.
 - ii. Include **words that a general audience might Google.**
 - iii. Include **common misspellings** of keywords.
 - iv. Include **words that might be used in-house**, such as jargon and acronyms.
 - v. Include **your first and last name**, including common misspellings.
 - d. Optional:
 - i. A list of earned honors and awards.
 - ii. A list of non-job-related volunteer activities (called “Community Service” in the form).
 - iii. A list of accomplishments.

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 - a. If this is your first time logging into the system, then put your University email ([@unr.edu](#)) into the Username box and click RESET Password. Follow the instructions that are emailed to you, then log in with your new password.
3. Click Profile Information.
4. Check your general information. Pay special attention to your name, department, position and title. Otherwise, you may be listed as a classified accountant 1, as it sometimes defaults to alphabetical order.
 - a. Most people have a working title they want seen instead of the classified or faculty title. To update it, you must have "Yes" selected from the Alternate Title dropdown.
WARNING: the alternate title will display instead of the classified or faculty title, so if you want both the working title and the other title displayed, type both in the Alternate title space (e.g. Professor and Extension Educator).
5. **CLICK SAVE INFORMATION AT LEAST ONCE PER HOUR** – the system will kick you out if you appear “inactive” for an hour, and it doesn’t recognize typing in the description boxes as being active. Saving will remove you from the page – simply click Return Main Menu at the top left of the button ribbon, then click Profile Information.
6. Input relevant education information.
7. Select all relevant program areas – this lets people find you when they find stuff related to you.
8. In the short description box, copy-paste your pre-written short description **with no formatting**.
 - a. Keyboard shortcuts:
 - i. Windows: Ctrl + Shift + v
 - ii. Mac: Command + Shift + v
9. Copy-paste your pre-written list of keywords.
10. Copy-paste your pre-written long, general description **with no formatting**.
11. List college courses you teach in the "Detailed Description of your teaching efforts" box. **If you don't teach a college course, leave this box blank.**
12. Copy-paste your optional sections **with no formatting**.
13. Click Save Changes.