

# Create or update your profile: A step-by-step guide

OHSU encourages faculty or staff members to create an online profile that appears on the [www.ohsu.edu](http://www.ohsu.edu) website.

Your profile is an opportunity to maintain the story you want to share about yourself, your expertise and interests, with an eye toward improving your networking or other professional goals. It is a place to share your faculty appointment and/or other titles, your resume, publications and key accomplishments.

The profiles are extremely useful to colleagues, administrators, students, donors and other stakeholders both internally at OHSU and externally. **Remember to keep it updated, especially if you have a change in title or faculty rank.**

## To create a new profile

1. Make sure you are on the OHSU network or connected via VPN or Citrix.
2. Go to [www.ohsu.edu/cms](http://www.ohsu.edu/cms) and use your OHSU credentials to log in. This will take you inside the OHSU content management system, Drupal:



Username

Password

Login

> Need Help? (Internal Only)

3. Click on "Profile dashboard" under your name:



OHSU



Profile dashboard

User dashboard

4. Under "manage Record," click on "Create an OHSU record":

## Manage record

- [Create an OHSU record](#)

5. Fill in your information. Name and email are required and we encourage you to upload a current professional headshot (at least 1 MB). Each of the three tabs on that page has different types of information. You don't need to save changes until you have filled in information for all three tabs (general, institutional and delegated users).

Note: When creating a new profile, it can take up to 12 hours to appear live on the website.

## To update or edit your profile

Follow steps 1-3 above, then:

4. Search for your profile page where it says "All profiles" by entering your name or email address and clicking on "apply". Then, click on your hyperlinked name to get to your profile page:

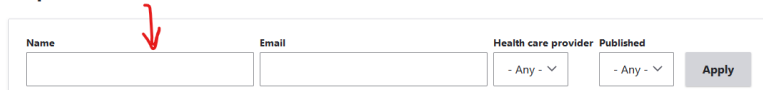
### Manage record

- [Create an OHSU record](#)

### Profile Dashboard Quicklinks

- [Profiles documentation](#)
- [Create a support ticket](#)

### All profiles



Name	Email	Health care provider	Published	
<input type="text"/>	<input type="text"/>	- Any -	- Any -	<input type="button" value="Apply"/>

5. On your profile page you will see two tabs in the upper right-hand corner. Click on the tab that says 'edit profile':



[View Profile](#) [Edit Profile](#)

6. Once there, you will see three tabs on the upper left side of the page, titled "General," "Institutional" and "Delegated Users":



**General** Institutional Delegated Users

- **General tab:** Click on this to make changes to your name or suffix, add or change out your profile picture, add or update your email address, and other basic information.

- **Institutional tab:** Here is where you can add or change appointments and titles, write or edit your biography, add other areas of interest, honors, awards, publications and more.
- **Delegated Users:** Here you can add or remove people who you'd like to be able to edit your profile on your behalf.

7. Select "Draft" or "Published" for the "Change to" button at the very end of the page, and click "Save."  
(Note: If you choose "Published," your profile edits will take effect right away.)

**Additional instructions on how to edit profiles:**

<https://wiki.ohsu.edu/display/DSHELP/Profiles+Editing+in+Drupal>

**To get support:** <https://o2.ohsu.edu/websupport>