UCO Technology Resource Center

OFFICE OF INFORMATION TECHNOLOGY

Central Directory Profiles

User Guide

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Central Directory Profile Guide

Central Directory profiles are a resource created to house faculty and staff information in a central location at www.uco.edu/centraldirectory.

By creating a profile, prospective and current students, along with their parents, can know more about the faculty and staff they will engage with at Central. A complete bio helps them get to know you and our university.

Within their profile, faculty and staff can customize information, such as professional experience, class offerings, research projects, office hours and more. With one centralized location, any link throughout the website referring back to the profile page will always be up-to-date, removing the need to update information in multiple locations across the UCO website. Profiles can be updated, according to need, at any time, increasing the reliability and timeliness of each faculty and staff member's information.
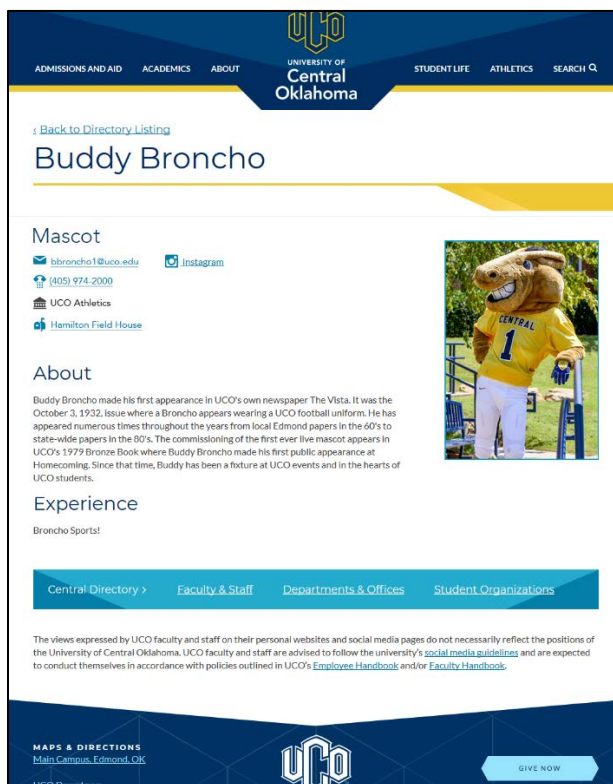

Getting Started

To begin working on your UCO Central Directory Profile visit the Central Directory profiles page.

Logging In

1. Visit
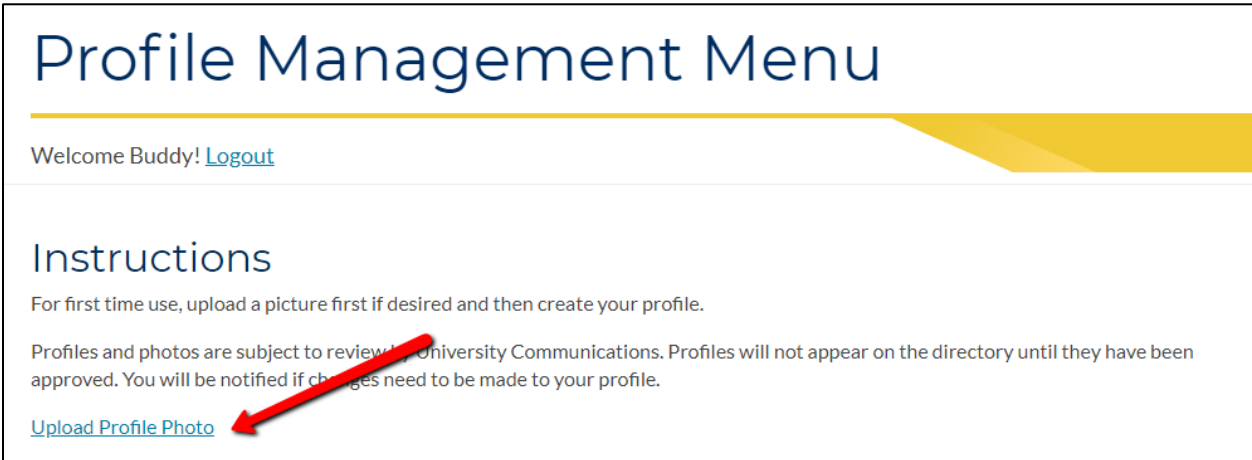   ## https://www.uco.edu/centraldirectory/profiles
2. Login with your **UCO username** and **password**.
3. Once logged in, the **Profile Management Menu** will be available.
4. This is the starting point for creating and updating a UCO Central Directory Profile.
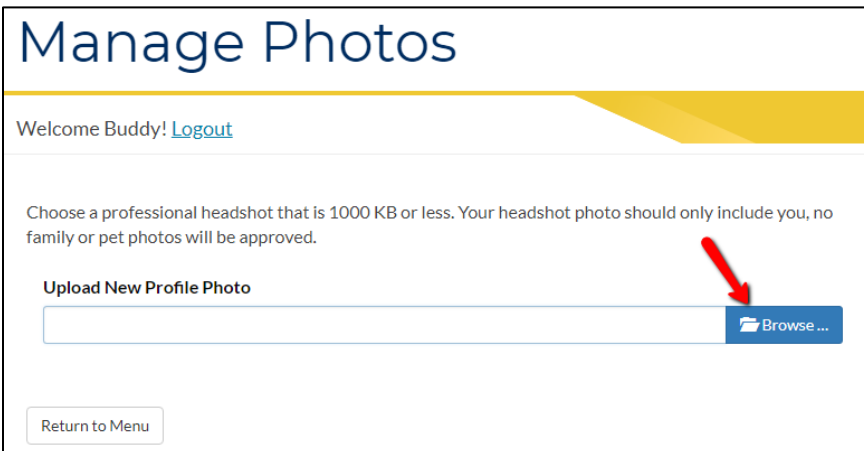
Upload & Manage Profile Photos

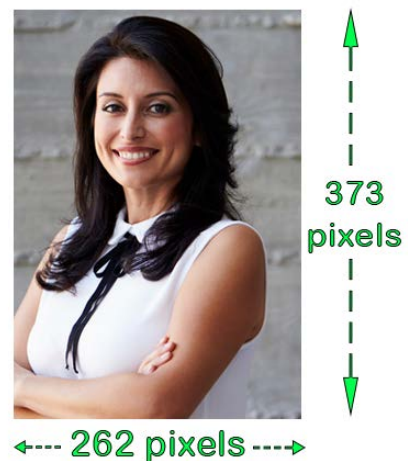1. For first time creation of a profile begin by selecting **Upload Profile Photo**. (optional)

Profile Management Menu

Welcome Buddy! Logout

Instructions

For first time use, upload a picture first if desired and then create your profile.

Profiles and photos are subject to review by University Communications. Profiles will not appear on the directory until they have been approved. You will be notified if changes need to be made to your profile.

Upload Profile Photo

2. Once on Manage Photos, choose **Browse** to select an image from your computer or device.

Manage Photos

Welcome Buddy! Logout

Choose a professional headshot that is 1000 KB or less. Your headshot photo should only include you, no family or pet photos will be approved.

Upload New Profile Photo

[   ] 📂 Browse ...
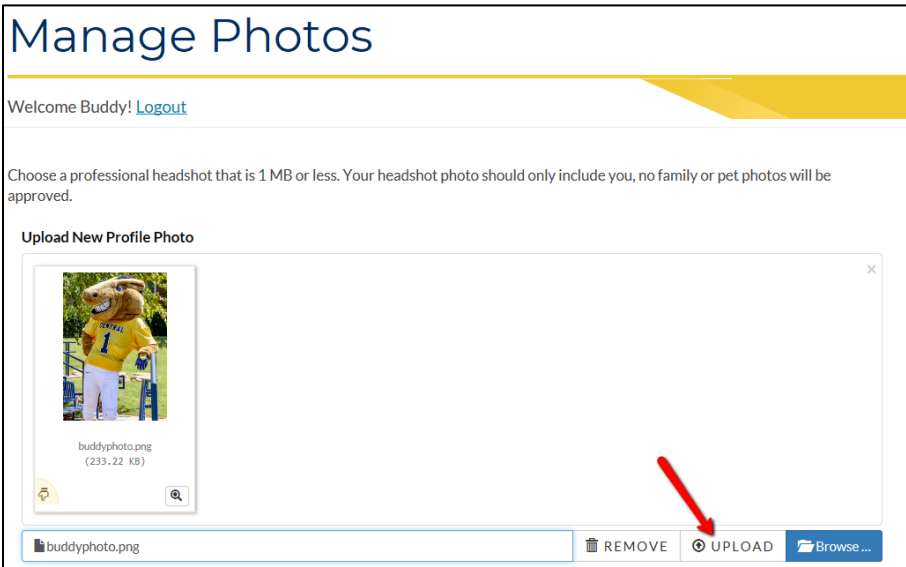
Return to Menu

Note:
- Photos should be of only you (no family members or pets).
- All photos are subject to review and approval.
- Photos should be in either JPG or PNG file formats.
- Profile Management page does not have rotate and crop options; please make adjustments before uploading a photo.
- If you do not have a professional photograph of yourself, please contact UCO Photographic Services at 405-974-2305.
- Photo file size may be no more than 1MB.
- Recommended diemsions for photos is 262 pixels wide by 373 pixels high.

373 pixels

←---- 262 pixels ----→

3. If the image's file size is over 1 MB, an error screen will display. Should this happen, desktop image editing software may be used to create a photo with a smaller file size.
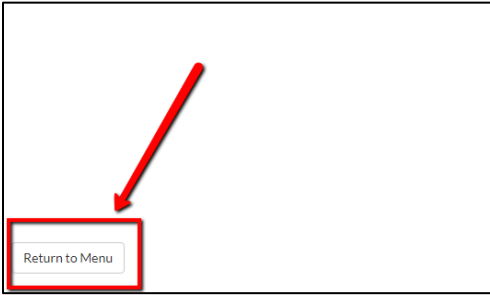

4. Once a photo meeting the requirements has been added, a preview of the image will be presented. Select **Upload** to complete the process or **Remove** to start over.

5. Once uploaded, the photo will display within the Manage Photos page.

6. Once finished adding photos, select the "Return to Menu" button.
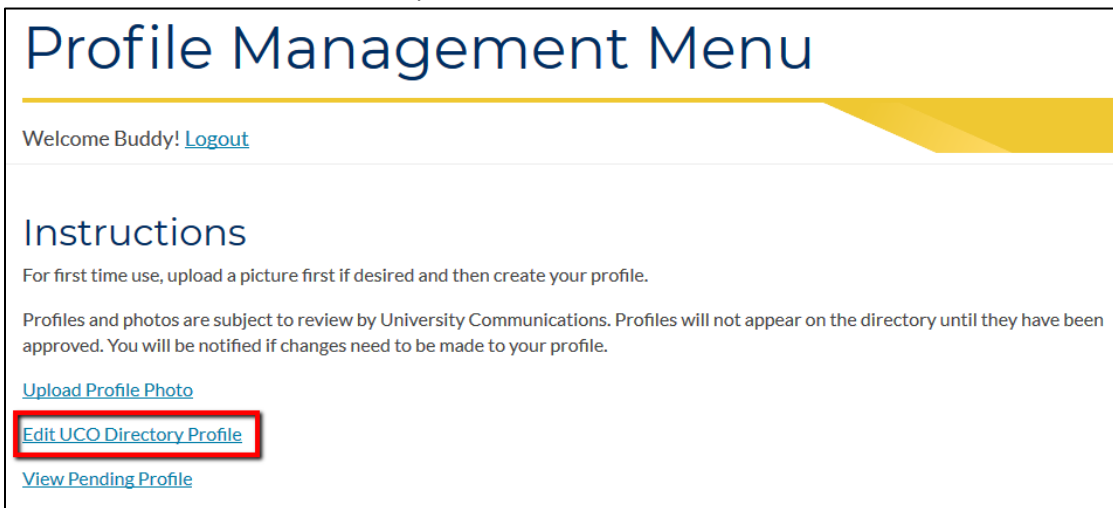

Note:

- All photos are subject to approval by University Communications.
- Newly added images will have **Approved: No** as the default.
- All new uploads will display **Currently in Use: No.**
- Once a photo is selected from the Create Profile page, it will be indicated in the Manage Photos section with **Currently in Use: Yes**.
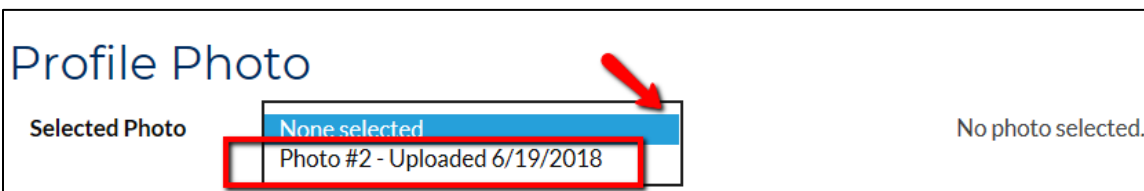
Creating/Editing A UCO Directory Profile

Select **Create/Edit UCO Directory** from the Profile Management menu to choose a profile photo, list social media links or to add sections to a profile.

Selecting A Profile Photo

All photos uploaded in the Upload Profile Photo menu will be available for selection. Follow these steps to select a photo for your profile.

1. Under **Profile Photo**, choose a previously uploaded photo in the **Selected Photo** menu (you may only choose one photo for your profile). A photo is optional, leave as **None Selected** if a photo is not desired.

2. Once selected, a Profile Photo preview will be presented.

Adding Social Media Links

Including optional links to social media websites only takes a few moments. Follow these steps to connect up to 4 sites to a UCO Directory Profile.

1. In the **Social Media Links** section, begin by location **Social Type 1**.

2. Select the down arrow under **Social Type** and choose a social media platform.

Note:
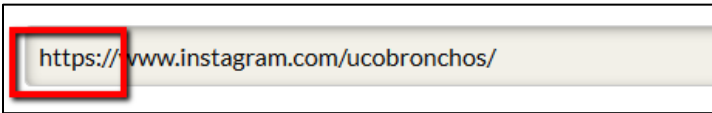- If a desired social media platform is not listed, select **Website** to add the link.

3. Once the Social Type has been selected, add the appropriate link (URL) in the **Social Link 1** box.

4. The link can be typed or pasted into the field and should include https:// at the beginning of the link.

5. Continue on to Social Type 2 to add more links and repeat the process for each additional item.

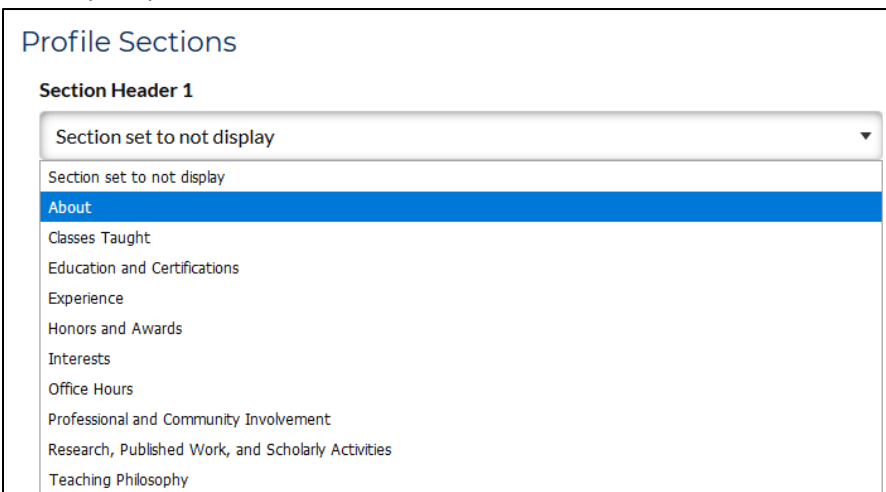**Note:** To stay Cyber Secure, please review the following resources:

- UCO Cyber Security: Identity Theft
  https://www.uco.edu/technology/cyber-security/indentity-theft
- UCO Social Media: Best Practices
  http://sites.uco.edu/central/social/central-sm-best-practices.asp
- UCO Social Media: Guidelines
  http://sites.uco.edu/central/social/central-guidelines.asp

Adding Sections to the Profile

By including Profile Sections faculty and staff may explain their current position and what it implies as well as any university-appropriate information. See the end of this guide for examples of completed sections.

Note: Sections can't be rearranged or moved up or down. If a section needs to be above or below a different section, it will need to be re-created in the new location.

1. After entering the social media links, **Profile Sections** may be added.
2. Select the drop-down arrow under **Section Header 1** to choose a subject for the new section you would like on your profile.

3. Once a Header has been selected, add the information in the **Section Text** box.

Note:
   a. University Communications recommends typing information in Microsoft Word first, then using copy/paste to place it the Section Text box.

4. Continue filling out as many headers as you desire. Up to 10 Sections may be added however, you do not have to use every header option.
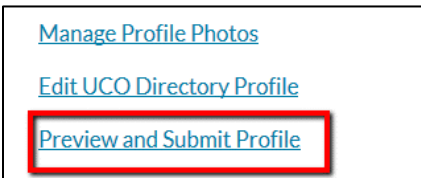5. Select the **Save** button when finished.

6. The profile will be saved and the screen will return to the main Profile Management menu.

Previewing and Revising Your Profile

Once your new profile has been created a preview will be available so you can see exactly how it will look, once approved added to the UCO directory.

Previewing A UCO Directory Profile

1. On the Profile Management Menu, select **Preview and Submit Profile** to preview your finished profile.

2. A preview of the profile will be displayed.
3. To send for review, select **Preview and Submit Profile**.

   a. If changes are needed, select **Back**.
   b. Once on the main menu, select **Edit UCO Directory Profile**.

4. The profile has now been submitted for review.

   NOTE: All profiles and photos will be reviewed by University Communications before being published to the Central Directory.

5. Once a profile has been approved a notification will be sent via email, and the profile will be visible when searching the UCO Central Directory: https://www.uco.edu/directory

6. Should changes be needed, an email will be send with the modifications requested. See Profile Notifications for more information.

Updating A UCO Directory Profile

Once a profile has been approved and is visible in the UCO Central Directory, changes may be made and submitted again be submitted review and approval.

- To make updates, return to the visit https://www.uco.edu/centraldirectory/profiles and select the Profile Management menu
- Select **Edit UCO Directory Profile** to make any changes and then **Preview and Submit Profile** to send for review.

Profile Management Options

Once a profile has been approved, a few new options that appear on the Profile Management Menu. These features allow

Titles of each option may change depending on the status of the profile.

View Profile / Preview and Submit Profile
View the approved profile live on the UCO Directory Page.

View Pending Profile
View the modified profile currently awaiting approval.

Compare & Revert Changes to Submitted Profile
View the pending modification side-by-side with the approved profile and if desired, revert (discard) all changes.
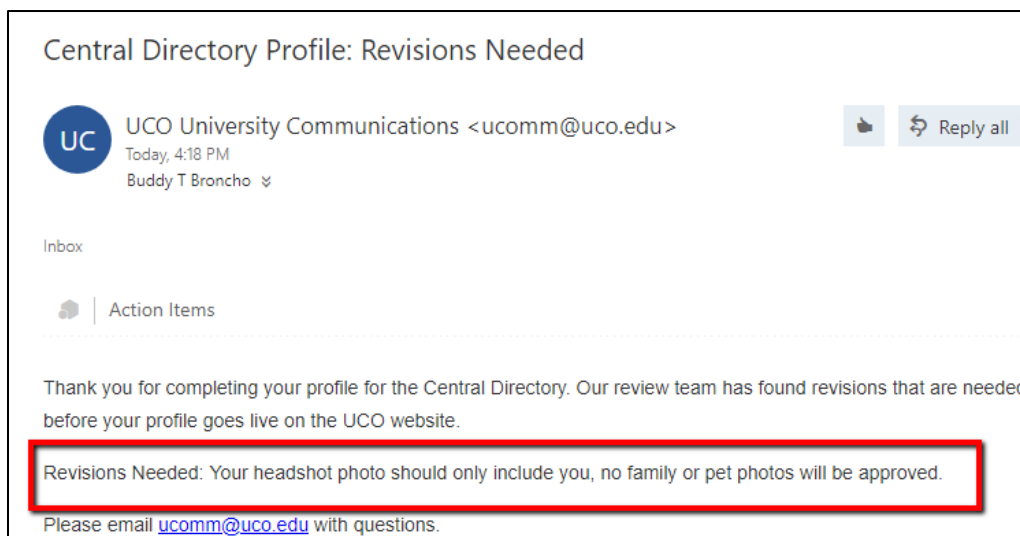

Note:

- Any updates made following approval of a Profile will be sent through the review process again.

Profile Notifications

Following the review of a submitted profile an email notification will be sent either stating the profile has been approved or revisions are needed.
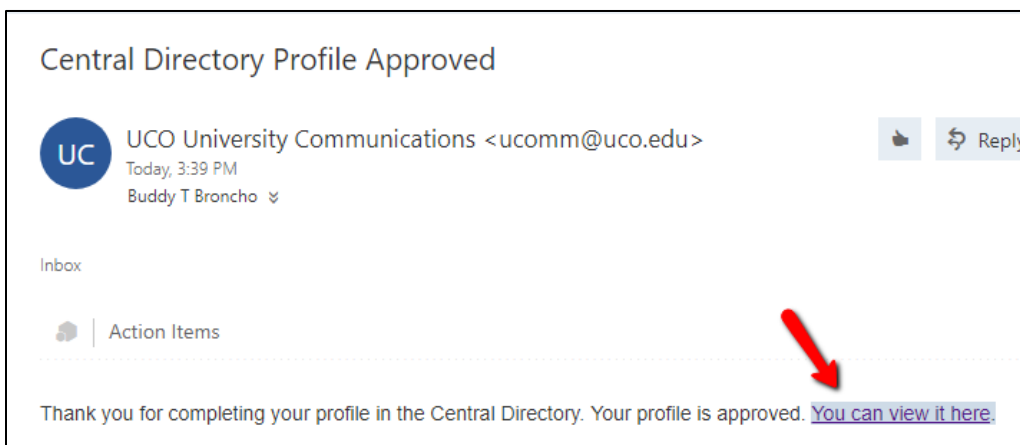
Revisions Needed

Should revisions be needed a notification will be sent via email. A note about the requested changes will be included. Once the revisions are in place, the profile may be resubmitted for review.

Profile Approved

Once a profile has been approved by UCO University Communications, an email will be send which includes a link to the approved profile.

Viewing The Approved UCO Central Directory Profile

In addition to the direct link found in the approval email, a profile may also be viewed as a result of searching the UCO Central Directory at https://www.uco.edu/directory.

On the search results page, select the **View Profile** to open.
Note: View Profile link is only available on completed, approved profiles.

Example Profile Sections

About

John Doe currently serves as an Assistant Professor in the Kinesiology Department. Through his role, he teaches, advises and mentors students and evaluates student performances. John graduated from Central in 1999 with a Bachelor of Science in Kinesiology. He earned his doctorate in Kinesiology in 2003.

John grew up in Denver and moved to Edmond in 1999 to attend Central.

Classes Taught:

- Health and Aging: HLTH 4523
- Fitness Development and Assessment: PHED 1402
- Management Principles: KINS 4433

Education and Certifications:

University of Central Oklahoma
Bachelor of Science in Kinesiology
Magna Cum Laude

University of Central Oklahoma
Doctor of Education in Kinesiology

Experience:

- University of Central Oklahoma
  Assistant Professor – Kinesiology
  August 2006 – present

- University of Oklahoma
  Lecturer – Kinesiology
  July 2004 – August 2006

Honors and Awards:

• Oklahoma Association for Health, Physical Education, Recreation and Dance (OAHPERD) Honor Award 2017

Interests:

In his free time, John enjoys reading, writing, skiing, hiking, and spending time with his dog, Chuck.

Professional and Community Involvement:

- Edmond Kinesiology Club
  Member since 2001

Research and Published Work:

<mark>List your research and published work in bullet form.</mark>

- John Doe, Ph.D., "How Kinesiology Effects the World", Journal of Math and Sciences, 10, 225-235, 2007.

Teaching Philosophy:

<mark>Share your condensed teaching philosophy.</mark>

In short, my background as a high school athlete stemmed my interest in kinesiology. I grew up in a family of athletes who later became educators. During my own undergraduate studies, I encountered educators passionately dedicated to kinesiology. These professors confirmed that I had made the right decision. The same educators helped shape my philosophy of teaching.

I focus on teaching students to transfer what they've learned in my classes to other aspects of their lives. I strive to push students to think critically and analytically while keeping content relevant.

Assistance & Support

Technology Support

Phone: 974.2255 (CALL)
Email: support@uco.edu
Location: MCS 172

http://support.uco.edu

Technology Resource Center

Phone: 974.5595
Location: ADM 101
http://trc.uco.edu

Office of Information Technology

Phone: 974.2688
Location: ADM 102

http://technology.uco.edu