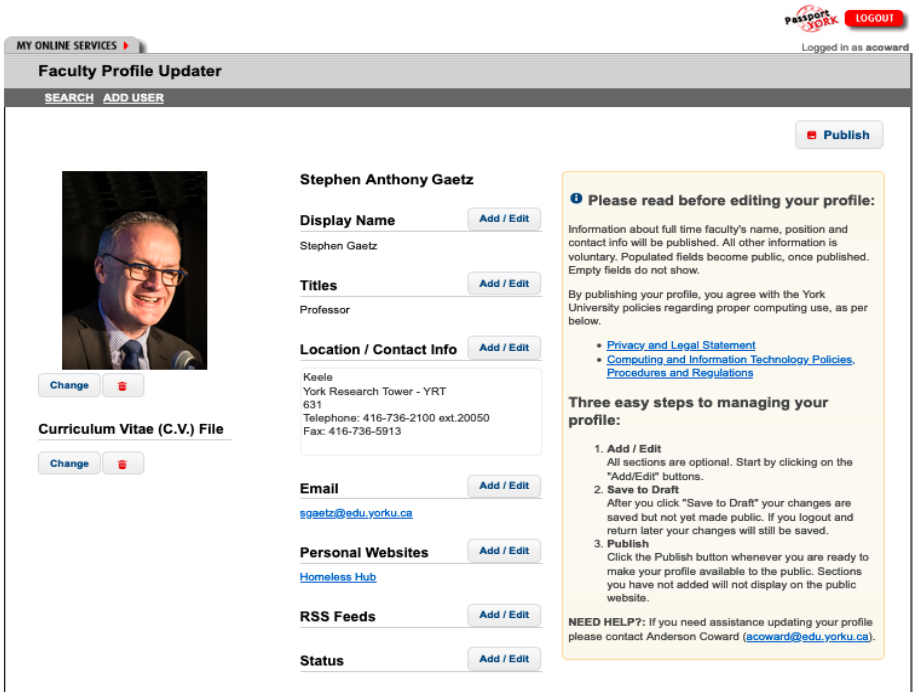
How to Edit your Faculty Profile

Your profile is set up with your name, position/title, contact information (office location, phone and email address) already published to the Faculty of Education website.
All other information is voluntary and you are responsible for deciding what to include on the Faculty of Education website.

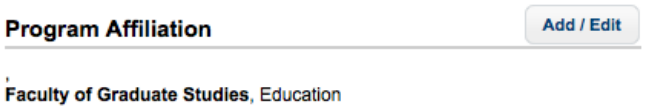
Logging in

1. Open your internet browser and navigate to http://yorku.ca/edu
2. Click on the 'About' link in the top navigation and go to 'Faculty Profiles' to edit your profile.
3. Click on your name in the directory list to open your profile.
4. Click on 'sign in to edit your existing profile' at the bottom of your profile page.
5. The faculty profiles are integrated with Passport York. Login using your Passport York username and password. If you do not know your username or password please contact accounts@yorku.ca
6. You will now be on the editing page for your profile.

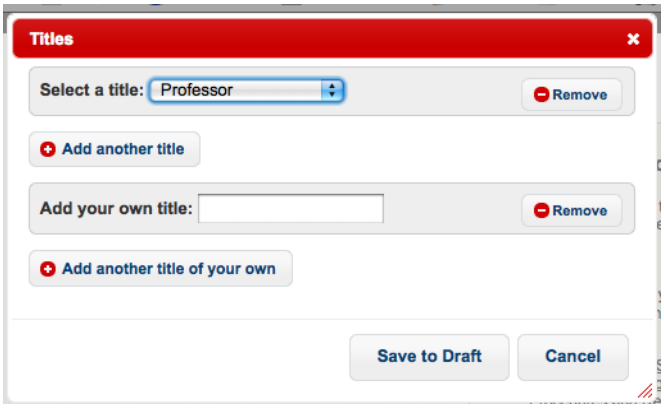


Three easy steps to managing your profile

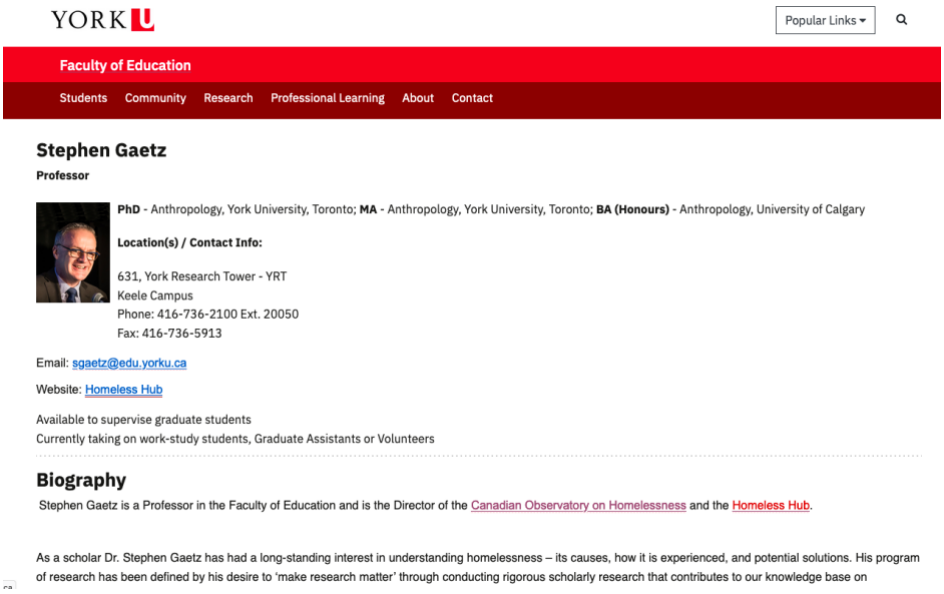
1. **Add / Edit**
   All sections are optional. Start by clicking on the "Add/Edit" buttons.



2. **Save to Draft**
   After you click "Save to Draft" your changes are saved but not yet made public. If you logout and return later your changes will still be saved.



3. **Publish**
   Click the Publish button whenever you are ready to make your profile available to the public. Sections you have not added will not display on the public website.



Button Legend

Change	Change your profile picture or CV
	Delete your profile picture or CV
Add / Edit	Add new or edit existing information
Remove	Delete information from field
Add another . . .	Add a second (or more) item to the field. This option is found in many fields and the text will be different depending on what field you are in (eg. Add another publication
Save to Draft	Save data to draft of profile. Data will not be made public until you click "publish"
Cancel	Cancel changes without saving.
Publish	Make all information entered visible to the public on the Faculty of Education website
Delete Published Data	Remove all information from the Faculty of Education website. Data will still be available in the editor. Clicking this will also remove you from the directory listing on the Faculty of Education website
Revert to Published Data	Replaces all date in the draft with what is currently published on the Faculty of Education site. If you have made changes that you have not published these will be lost by clicking this button.
View Published Data	Displays information currently published in a simplified view of the editor (MacMillan, year)
View Published Profile	View your profile as it appears on the Faculty of Education website

If you require assistance updating your profile, please contact Anderson Coward at acoward@edu.yorku.ca.