

How to Update Your Contact Information in iSITE

You have *complete control* of your contact information in iSITE. Use the following procedure to update your information whenever it changes.

Procedure

1. On the main iSITE home page, hover over the **My Profile** tab in the personal (white) menu bar (as shown at right).

- a. The *Edit profile* menu option will display.
 - b. Click *Edit profile* to open the Edit Profile page (as shown below).



2. The Edit Profile page has five tabs to organize your personal information.

- a. The **Name, Occupation** tab contains basic identity information:
 - i. Add nicknames and aliases to make it easier for others to find you.
 - ii. Update your job title when appropriate.
 - iii. Add a brief biography so others can learn what you do.

Edit Profile

Name, Occupation
Contact Info
Work Locations
Photographs
Personal and Emergency Contact

First: Middle: Last: Nickname:

Marc

Miyashiro

Aliases: Name is formatted as follows:

Last, First

Division / Unit: Job Title:

IS

Information Architect

Biography:

I am a design professional with a commitment to customer satisfaction. Whether the end product is software, toys, financial services, or knowledge transfer, its success depends upon meeting real needs for its consumers. This is a matter of design.

Save Cancel

- b. The **Contact Info** tab displays phone numbers and email addresses. If your phone number changes, you should update it promptly.
 - i. You may specify multiple phone numbers and email addresses.
 - ii. You may restrict visibility of selected items.

- c. **The Work Locations tab** presents information about the places you work. If your office moves, you should update your location information.
 - i. This information helps others locate you for face-to-face meetings.
 - ii. You may specify multiple work locations, if appropriate.
- d. **The Photographs tab** shows pictures of you that are associated with your profile.
 - i. The primary photo is typically your employee badge picture.
 - ii. You may upload additional or alternate photos at any time.
 - iii. You can specify which photo is used by default in iSITE.
 - iv. You may also decline to have your photo displayed on iSITE.
- e. **The Personal and Emergency Contact tab** shows information that may be used in emergencies.
 - i. Default information comes from Personnel records.
 - ii. You may add or edit personal contact information at any time.