

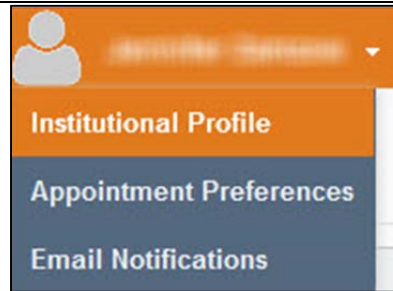
Online Faculty: Set up your uSucceed profile

Your uSucceed profile lets students know how to contact you and gives them a chance to get to know a little bit about you.

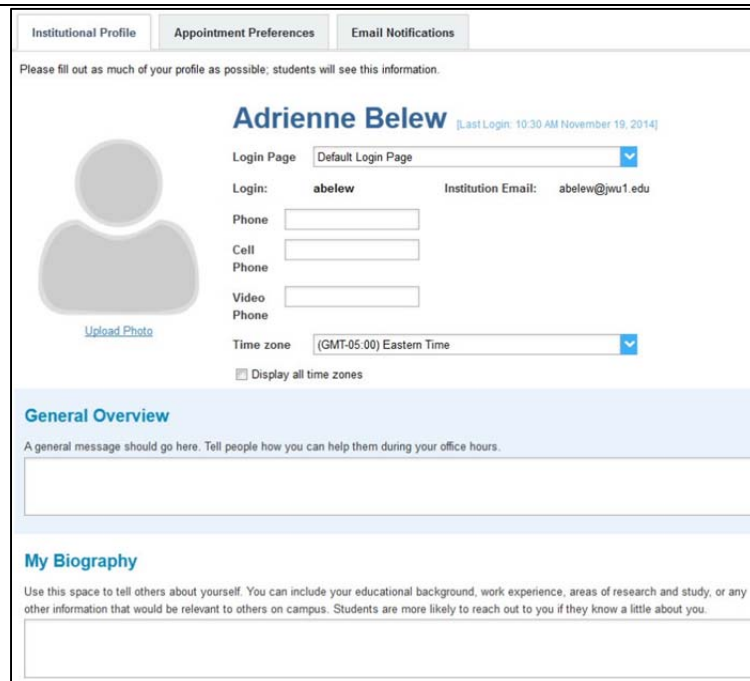
1. Access uSucceed by clicking on the uSucceed tab in the top right corner of your ulearn screen.



2. Click on your name in the upper right corner of the uSucceed tab and select **Institutional Profile**.



3. On your Institutional Profile please update:
 - Your phone number where students can contact you
 - Complete the **General Overview** section with information on your availability and how students should contact you.
 - Complete the **My Biography** section.



The screenshot shows the 'Institutional Profile' form for Adrienne Belew. It includes fields for Login Page (Default Login Page), Login (abelew), Institution Email (abelew@jwu1.edu), Phone, Cell Phone, Video Phone, and Time zone (GMT-05:00 Eastern Time). There are also checkboxes for 'Display all time zones'. Below the form are sections for 'General Overview' and 'My Biography'.

4. Click **Submit** in the top or bottom right corner of the screen to save the changes to your profile.



For additional help please contact Online Education at onlinehelp@jwu.edu or 401-598-4429.