

USUCCEED: SETUP FACULTY PROFILE

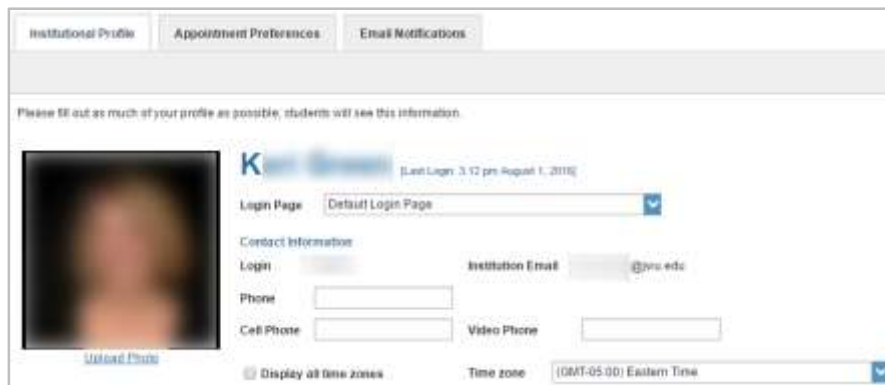
Steps for setting up a faculty profile in uSucceed

Instructions

1. Click on the down arrow next to your name in the top right corner of the menu and select **Institutional Profile**



2. Your name and campus email will already be listed on your profile. Enter your campus phone number in the **Phone** box. An alternate email, cell phone number, and video phone number may also be added, but is not required. Adjust your time zone if necessary.

A screenshot of the 'Institutional Profile' form. The form has three tabs: 'Institutional Profile', 'Appointment Preferences', and 'Email Notifications'. Below the tabs, there is a message: 'Please fill out as much of your profile as possible, students will see this information.' The form includes a profile picture placeholder with an 'Upload Photo' link. To the right of the photo, the user's name 'K [Name]' and 'Last Login: 3:12 pm August 1, 2010' are displayed. Below this, there is a 'Login Page' dropdown menu set to 'Default Login Page'. The 'Contact Information' section includes fields for 'Login', 'Institution Email' (pre-filled with '@jwu.edu'), 'Phone', 'Cell Phone', and 'Video Phone'. At the bottom, there is a 'Display all time zones' checkbox and a 'Time zone' dropdown menu set to '(GMT-05:00) Eastern Time'.

3. Optional: Complete the **General Overview** and **My Biography** sections of the profile. This information will appear to students who can make appointments with you through uSucceed.
4. Click the **Submit** button to save your changes
5. After your profile has been updated, click **OK** in the Operation status window to continue.

