

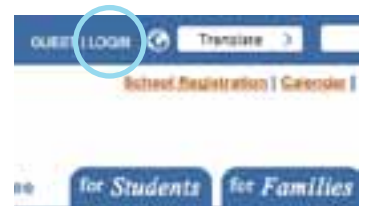
# HOW TO CREATE YOUR STAFF PROFILE

We have a nifty new feature on our websites: staff directories! Creating a profile is quick & easy – see steps below.  
**IT'S OPTIONAL FOR ALL STAFF TO CREATE A PROFILE.**

- #1 Go to the website for the school you're associated with. Go to cpsd.us; select school from drop-down at top left of page. Note: District staff use CPS website; HSEP staff use CRLS website; RSTA staff use RSTA website.



- #2 Click "LOGIN" button at top right of the page. Enter in your regular CPS username/password (the network username/password that you use for your computer log in).



- #3 After logging in, click on your name at top right of the page. Then click on "Edit User" tab.



- #4 Click on "User Profile" tab. Fill out these fields:

- Self Description (optional; keep it professional)
- Website (can ONLY be a CPS Google Site, if you have one)
- Work Address (optional; school address)
- Work Phone (optional)

Ignore all other fields.

>> Click "Update User" button at bottom.



- #5 Click on "User Photo" tab.

**Important:** Before uploading your headshot photo, make sure your photo is web ready; **crop your photo to a square; resize your photo to 175px wide by 175px tall; save as jpg, gif, or png file;** you can resize with various programs/applications, including Preview (standard on Macs) – there are also free online photo editing sites and apps, such as BeFunky and Pixlr.  
>> Browse to find your headshot photo file, then click "Upload" button.

