

HOW TO CREATE YOUR STAFF PROFILE

Creating a profile is quick & easy – see steps below.
IT'S OPTIONAL FOR ALL STAFF TO CREATE A PROFILE.

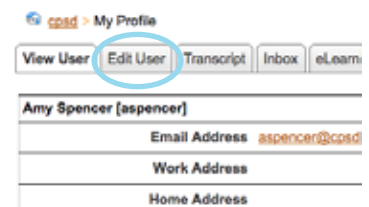
#1 Go to the website for the school you're associated with.
Note: District staff use CPS website; HSEP staff use CRLS website; RSTA staff use RSTA website.



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



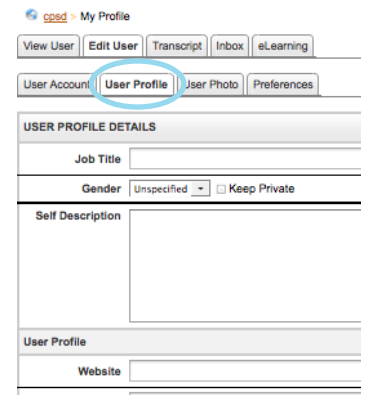
#3 Click on your name at top right of the page. Then click on "Edit User" tab.



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

- Self Description (School/Department, subject area, certifications/licenses colleges/universities, degrees obtained)
- Website (only CPS-supported sites)
- Work Address (if your office is located outside your department or school)
- Work Phone
- Ignore all other fields.

>> Click "Update User" button at bottom.



#5 Click on "User Photo" tab.
Browse to find your headshot photo file, then click "Upload" button.
(You may also insert an icon provided by CPS.)

