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.

- 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 Cick 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.)



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