Steps to update profile and upload picture

1. Login to the Languages website http://languages.uconn.edu/
2. Click on the webmaster login at the bottom of the page as shown below

   Or, you can use the link http://languages.uconn.edu/wp-login.php to directly go to the login page.

3. Login to the website using **UConn NetID** and **Password.**

4. Once logged in, click on the 'Profile' link on the left menu, as highlighted in the below snapshot.
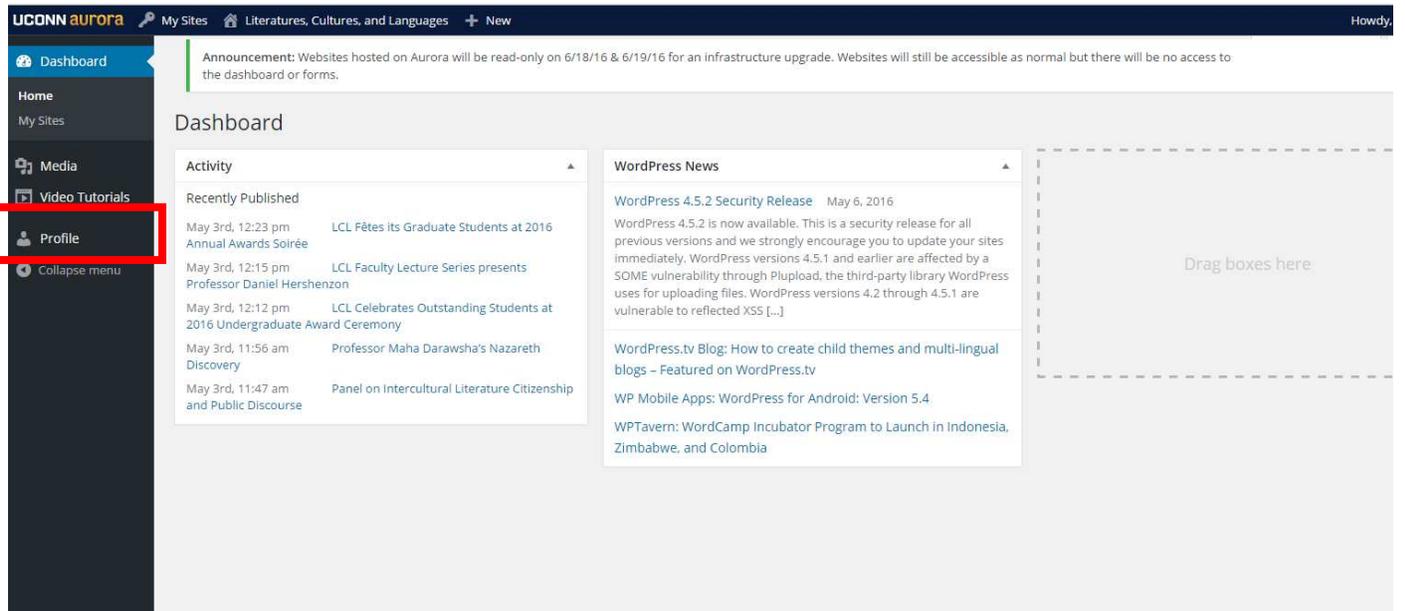
5. This takes to the page (as shown below) where you can add your personal details. The same details will be displayed on the website in people directory.

6. To upload image, click on 'Set default image'
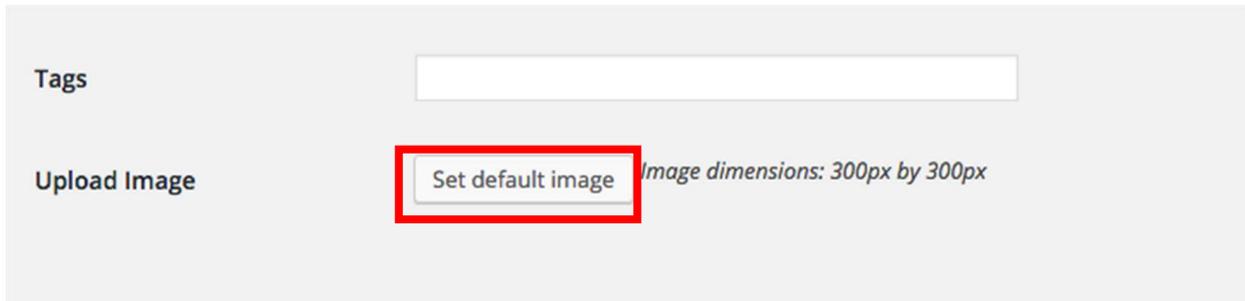
7. Click on 'Upload Files' and upload your profile picture to the website. If the website already has your profile picture, it can be selected from the Media Library.
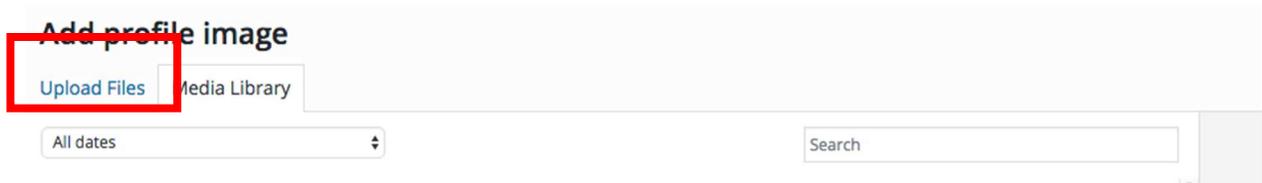
8. A blue colored tick mark appears on the image that you have uploaded.
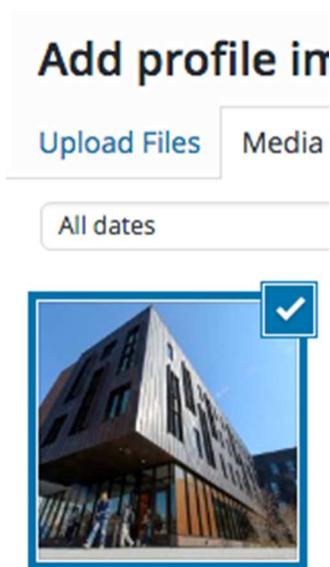
9. If you want to edit/resize the image, click on Edit Image that comes on the right side.
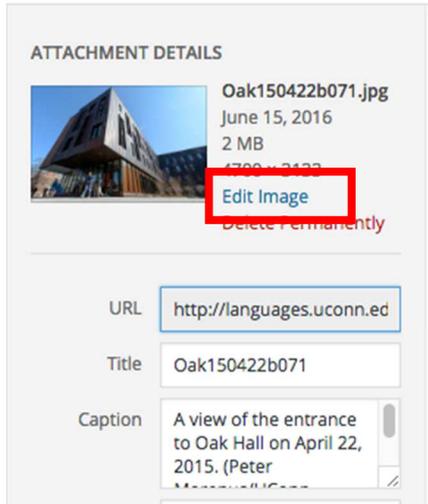
10. Click on Select Profile Image on right bottom of the page to upload the image.
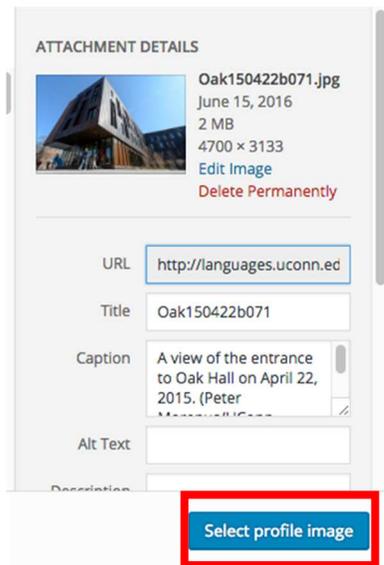
11. Once selected, the picture shows on the profile page.
12. After completion, please notify through mail to the webmaster so that he/she can update in the backend. You can also send the following details as they have to be added only from backend.
    - Curriculum Vitae (CV)
    - Education
    - Areas of Expertise.
13. Once updated, we will notify you through email.

14. To view your complete profile post updation.
- Go to the website languages.uconn.edu
- Click on the 'People' link from top menu and select the corresponding category.

- Click on your name to display the complete profile.