## Steps to update profile and upload picture

- 1. Login to the Languages website <a href="http://languages.uconn.edu/">http://languages.uconn.edu/</a>
- 2. Click on the webmaster login at the bottom of the page as shown below

Or, you can use the link <u>http://languages.uconn.edu/wp-login.php</u> 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.

Home								
My Sites	Dashboard							
91 Media	Activity	*	WordPress News	× !				
📕 Video Tutorials	Recently Published		WordPress 4.5.2 Security Release May 6, 2010	6				
👗 Profile	May 3rd, 12:23 pm LCL I Annual Awards Soirée	Fêtes its Graduate Students at 2016	WordPress 4.5.2 is now available. This is a security release for all previous versions and we strongly encourage you to update your site immediately. WordPress versions 4.5.1 and earlier are affected by a SOME vulnerability through Plupload, the third-party library WordPre versific excluded and Read Reservations 4.5.1 areas.	ty release for all	s Drag boxes here			
Collapse menu	May 3rd, 12:15 pm LCL Professor Daniel Hershenzon	Faculty Lecture Series presents		arty library WordPress				
	May 3rd, 12:12 pm LCL Celebrates Outstanding Students at 2016 Undergraduate Award Ceremony		vulnerable to reflected XSS []	inone 1				
	May 3rd, 11:56 am Profi Discovery	essor Maha Darawsha's Nazareth	WordPress.tv Blog: How to create child themes and multi-lingual blogs – Featured on WordPress.tv I   WP Mobile Apps: WordPress for Android: Version 5.4 I   WPTavern: WordCamp Incubator Program to Launch in Indonesia, Zimbabwe, and Colombia I	es and multi-lingual				
	May 3rd, 11:47 am Pane and Public Discourse	el on Intercultural Literature Citizenship		sion 5.4				
				Launch in Indonesia,				

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.

Website	
AIM	
Yahoo IM	
Jabber / Google Talk	
About Yourself	
Biographical Info	
	Share a little biographical information to fill out your profile. This may be shown publicly.
Sessions	Log Out Everywhere Else
	You are only logged in at this location.

6. To upload image, click on 'Set default image'

Tags			
Upload Image	Set default image	Image dimensions: 300px by 300px	
		-	

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.

	Oak150422b071.jpg June 15, 2016 2 MB 4700 × 3133 Edit Image Delete Permanently
URL	http://languages.uconn.ed
Title	Oak150422b071
Caption	A view of the entrance to Oak Hall on April 22, 2015. (Peter
Alt Text	
Description	
	Select profile imag

- 11. Once selected, the picture shows on the profile page.
- 12. After completion, please notify through mail to the <u>webmaster</u> 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.

college of liberal arts and sciences Literatures, Cultures, and Languages							
Home	Programs -	People -	Resources -	News-	Giving	About Us	
Sec.		Administrat	ion				
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		Teaching As	ssistants				

• Click on your name to display the complete profile.