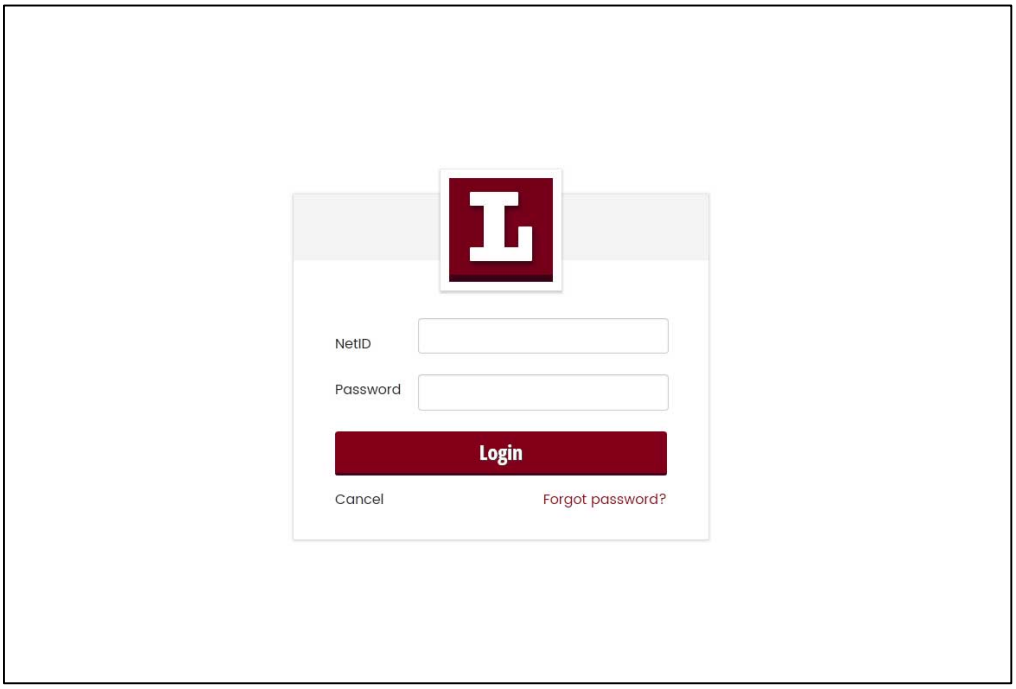
Setting up your new Departmental Profile

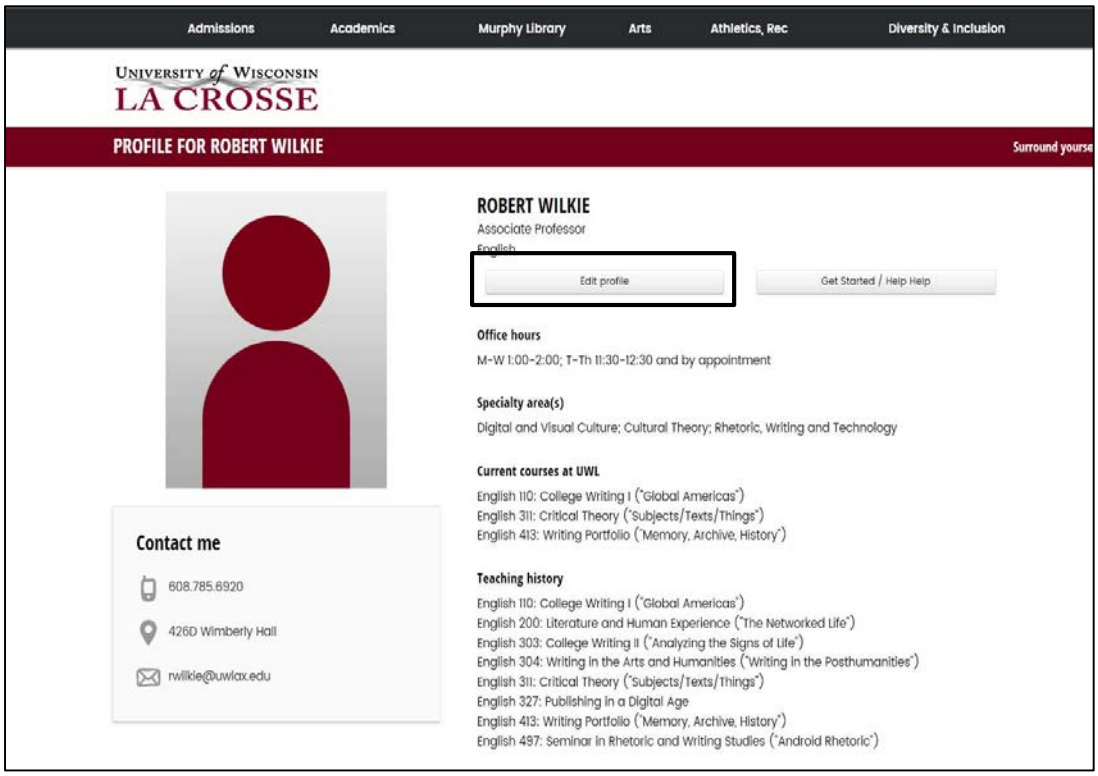
- One of the elements of the new software the University is using is that individual faculty and staff are responsible for maintaining their own Departmental profile.

- To access your listing, first go to https://stage.uwlax.edu/ and enter your user name and password (the same one you use for Gmail, WINGS, D2L, etc.)

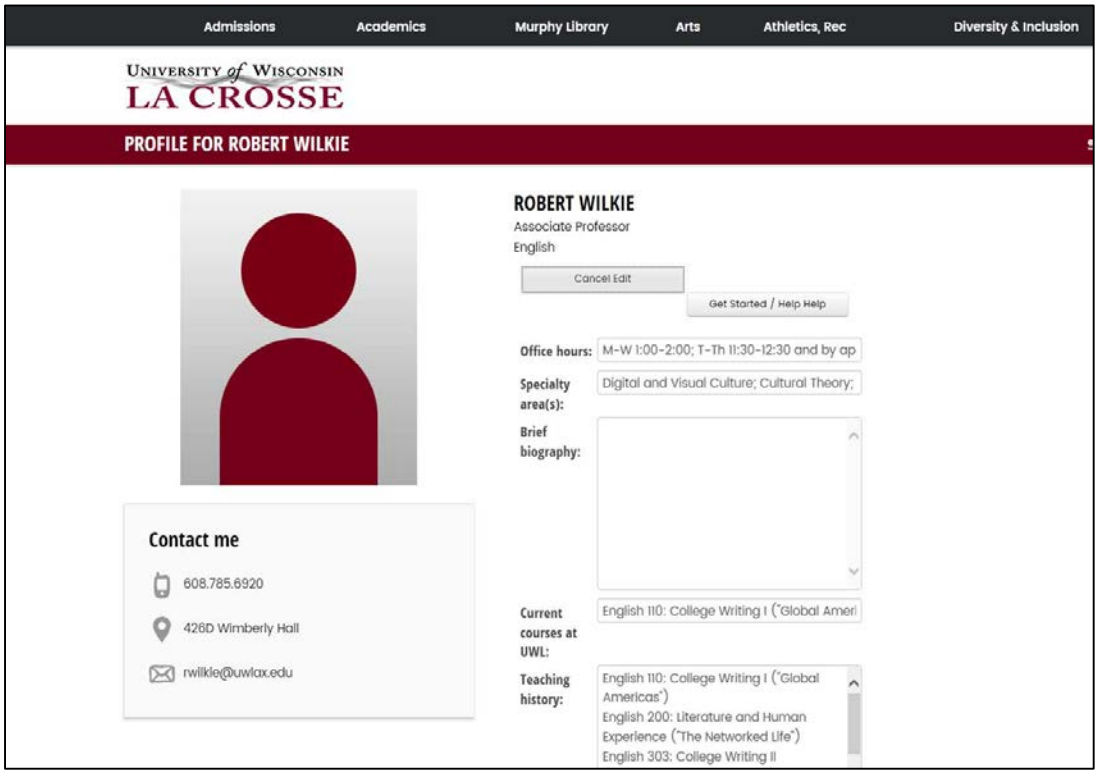


- Once you enter your information and login, you will be taken to the University's homepage. Click the small "person" icon in the top right corner:

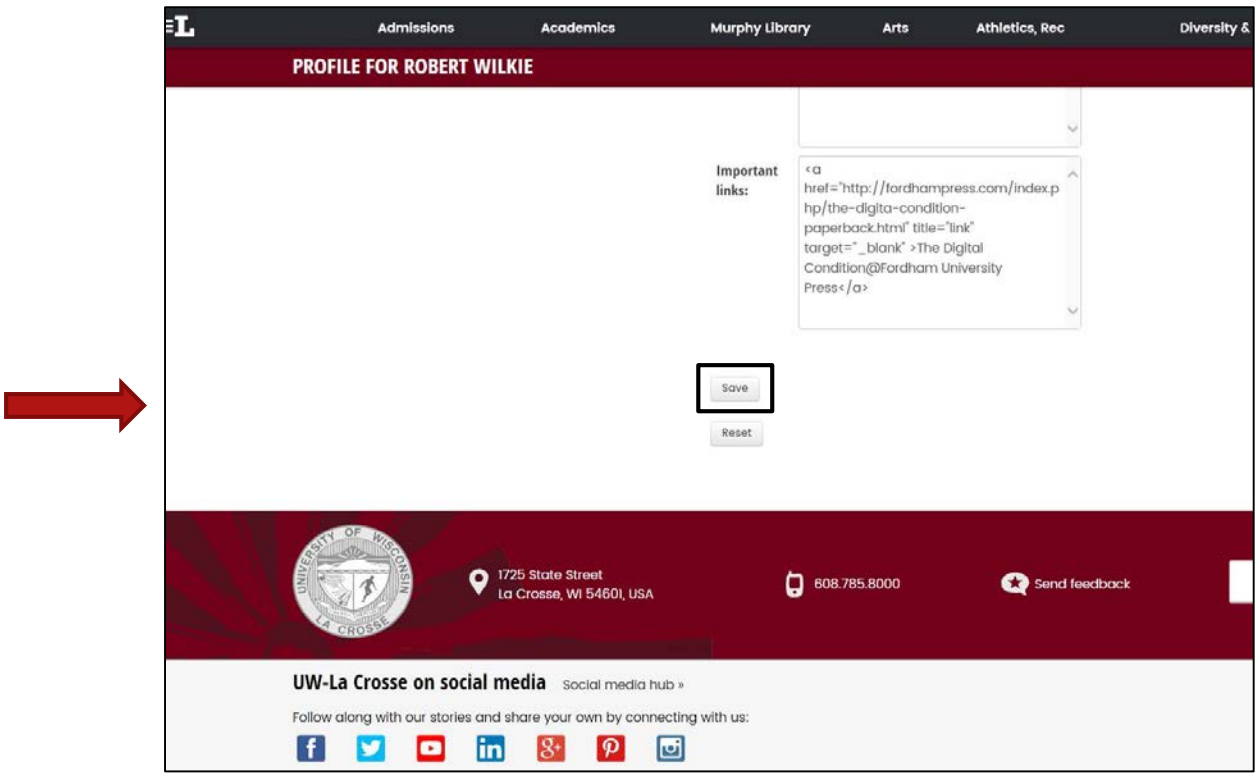
- This icon will take you to your new Departmental profile, and should look something like the next image. All of the information at the top—office, phone, email, image, etc.—is taken either from the University directory or from University Communications (the picture). If you would like them to change the image or to add a book or other image, you will need to contact them directly:



- Clicking the "Edit Profile" button will then allow you to make changes to your listing. Only the categories that you fill in will appear on the web, so you do not have to worry about filling every category:



- Once you have finished, make sure to click the "Save" button at the bottom of the page:



- Your listing will not appear immediately. There is a delay between when changes are made and when they are pushed out to the public level of the site. Your changes will appear with the updated information on the Department's "Our People" page when the server updates.