## **UPDATING YOUR DIRECTORY PROFILE** (Hines College Faculty + Staff Directory)

**STEP 1:** Visit the Gerald D. Hines College of Architecture and Design website: <u>https://uh.edu/architecture/</u>

## **STEP 2:** Under the *About* dropdown menu, click on the *Faculty & Staff Directory* tab.



STEP 3: Within the directory search field, type in your name and click Search.

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Gerald D. Hines	College of Architecture and	Design			
About - Academic Programs -	Future Students - Current Students - Special Program	ns - Student Resources - Apply Now -	Alumni 👻 News & Ev	rents - Giving - Contac	t Us -
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Leadership Council		Developer		4200 Elgin St Rm 122	
Faculty Information		jjdoe@uh.edu	Email 🔛	Houston, TX 77204	
Faculty Opportunities		713-743-7965	Call 📞		>
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**STEP 4:** After finding your name, click on the red arrow located on the right side of your profile box.

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**STEP 5:** On your profile page, click *Are you NAME? You can edit your profile* at the bottom of the profile box.

UH Home > Gerald D. Hines College of J	Architecture and Design > About > Faculty & Staff Directory	Student Resources - Ap	<del>Diy Now</del> + Alumni	• News & Events • Giving • Contact Us •
ABOUT	Faculty & Staff Directory			
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Faculty & Staff Directory		lides@ub.edu	Email S	4200 Elgin St Rm 122 Houston, TX 77204
Leadership Council		jjuoe@an.euu		
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STEP 6: You will be redirected to a screen requiring you to enter your CougarNet ID and password.

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**STEP 7:** Once logged into the profile section, you should be able to upload your CV/ Resume, profile picture, portfolio images, biography, and areas of interest. **When adding information, be sure to click the green** *Save* **button in order to save your work before leaving the page.** 

Please note, your auto-populated title, email, phone number, and address come from UH Human Resources and cannot be edited within this system. If you believe any of this information should be listed differently, contact your supervisor. If you have an appointed title, you can enter this in the *Job Role* field.

John Doe Developer		<b>UH</b> H4000	
Job Role (If applicable)		4200 Elgin St Rm 122 Houston, TX 77204	
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jjdoe@uh.edu	Email 🔀		
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