



People and Money system

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Employee Guide- How to View and Edit your Public Info (Including Photo)

Employee


Public information that other members of staff at the university can view is listed below. You can edit this at any time during your employment.

This guide covers how add and view your:


- Public Message
- About Me
- Areas of Expertise
- Favourite Links
- Managers and Directs (view only)
- Representatives (view only)
- Photo

In Brief...

Viewing and Editing your Public Info


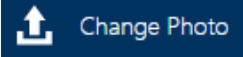
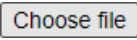
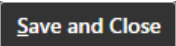
1. From the **Home** page, click on **Me** 
2. Click on **Show More** under Quick Actions and click **My Public Info**



3. In the **My Public Info** page click on **Add** or **pencil icon**  in the section that you want to update:
 - Public Message
 - Contact Info
 - About Me
 - Favourite Links
4. Click **Save** in each section you update

For detailed guidance, see the [Viewing and Editing Your Public Info section](#).


Uploading a Photo to your Profile

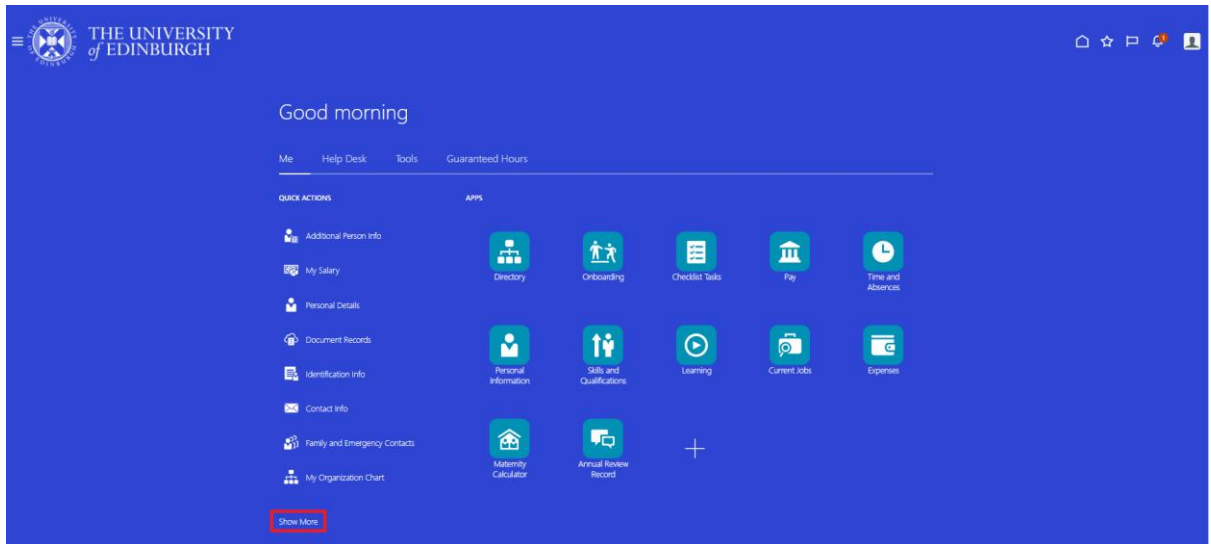
1. From the **Home** page, click on **Me** 
2. Click on Show More under Quick Actions
3. Click on **Change Photo** 
4. Click **Choose file** 
5. Navigate to the location where the photograph is stored and select it.
6. If necessary, adjust the framing by checking the preview
7. Click **Save and Close** 

For detailed guidance, see the [Uploading a Photo Section](#).

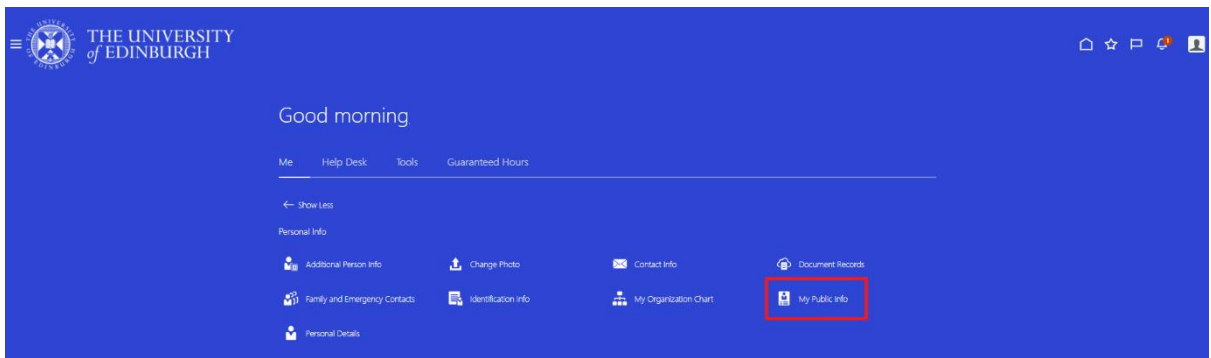
In Detail...

Viewing and Editing your Public Info

1. From the **Home** page, click on **Me** 
2. Click on **Show More** under Quick Actions

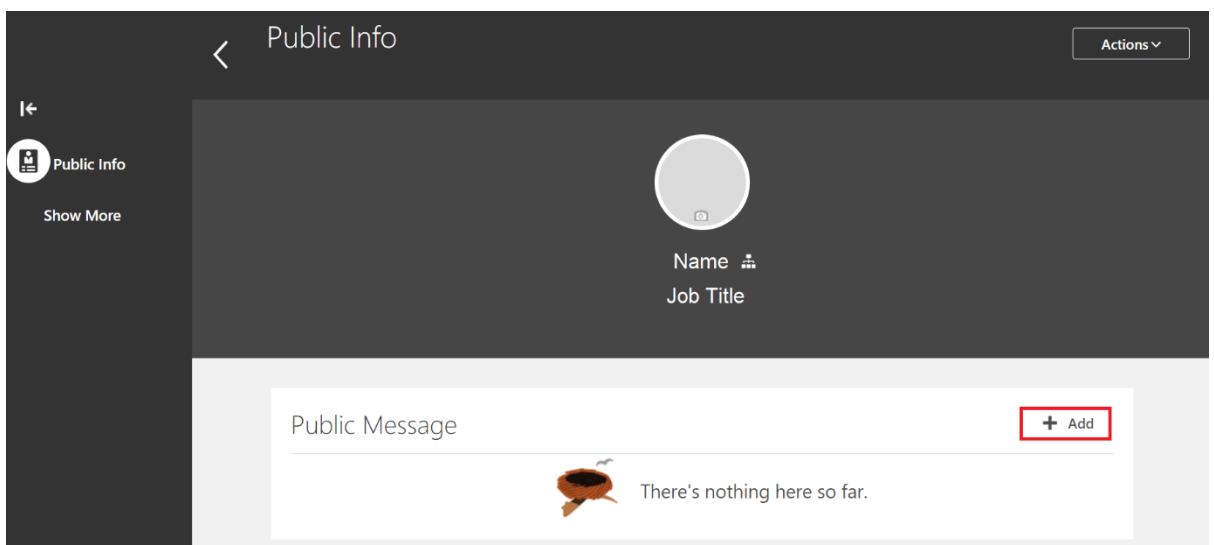


3. Click on **My Public Info**



4. Adding a Public Message:

- a. In the Public Message box, click on the **Add** button to enter a message to display to as part of your public information.



- b. Enter the applicable public information in the **Notification** box. You can also enter a **Start Date** and, if desired, an **Expiration Date** by clicking on the calendar icon in the relevant field.
- c. When you have finished click on the **Save** button and the text entered appears in the Public Message section.

Public Message

Save
Cancel

***Start Date**

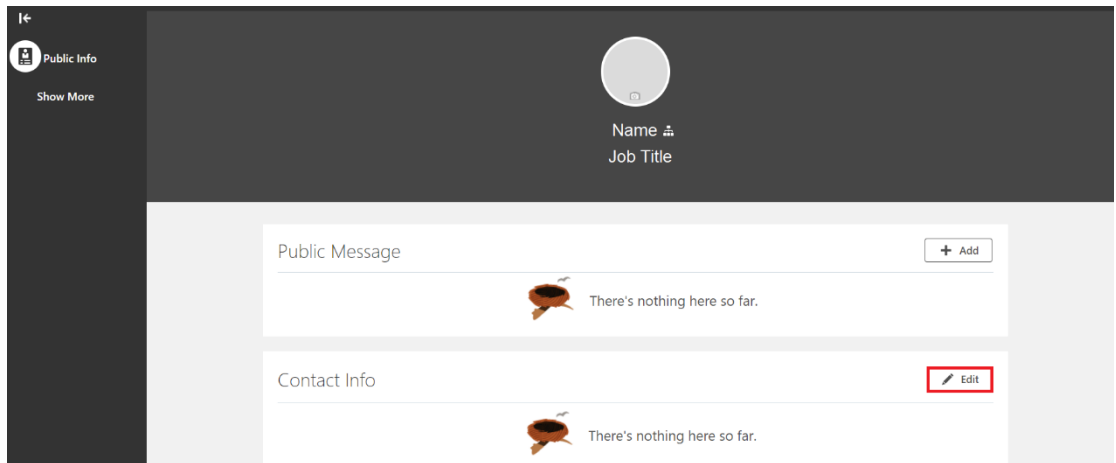
Expiration Date

***Notification**

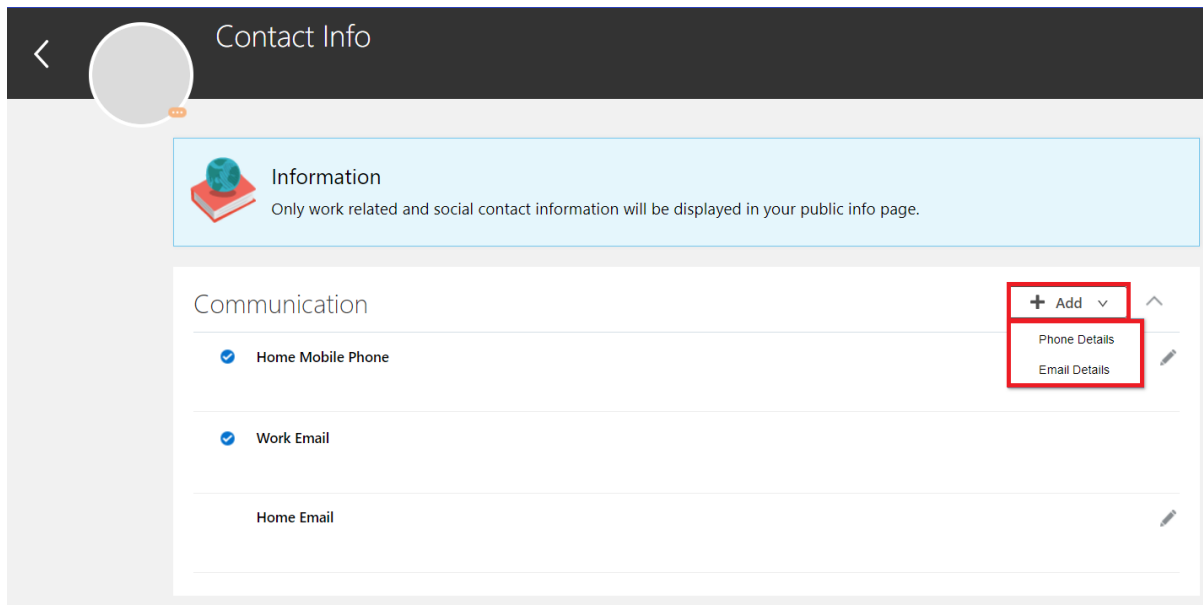
Words: 0 Characters (with HTML): 0

5. Editing Contact Info:

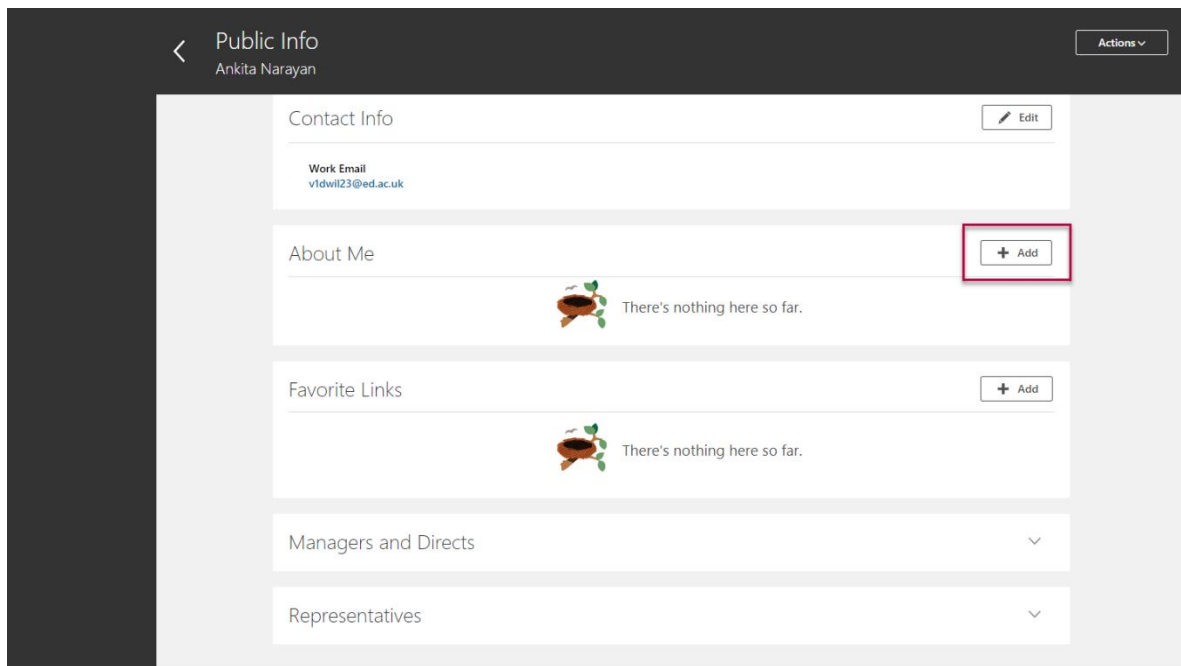
- a. Additional contact details can be added by clicking on the **Edit** icon in the Contact Info section



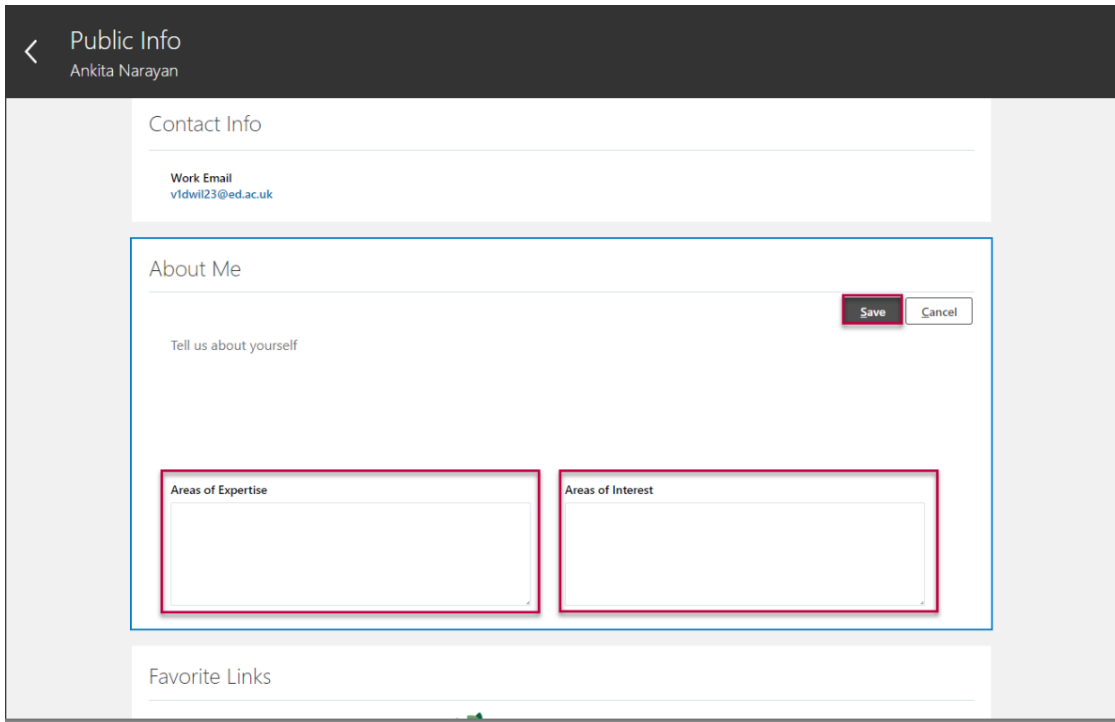
- b. Click on the **Add** button in the box and select either **Phone Details** or **Email Details** as relevant



- c. Fill out the fields in the online form and click **Submit**
6. Click the **Back arrow** against Contact Info to return to the Public Info screen
7. Adding additional information about yourself:
 - a. In the **About Me** section, click on the **Add** button

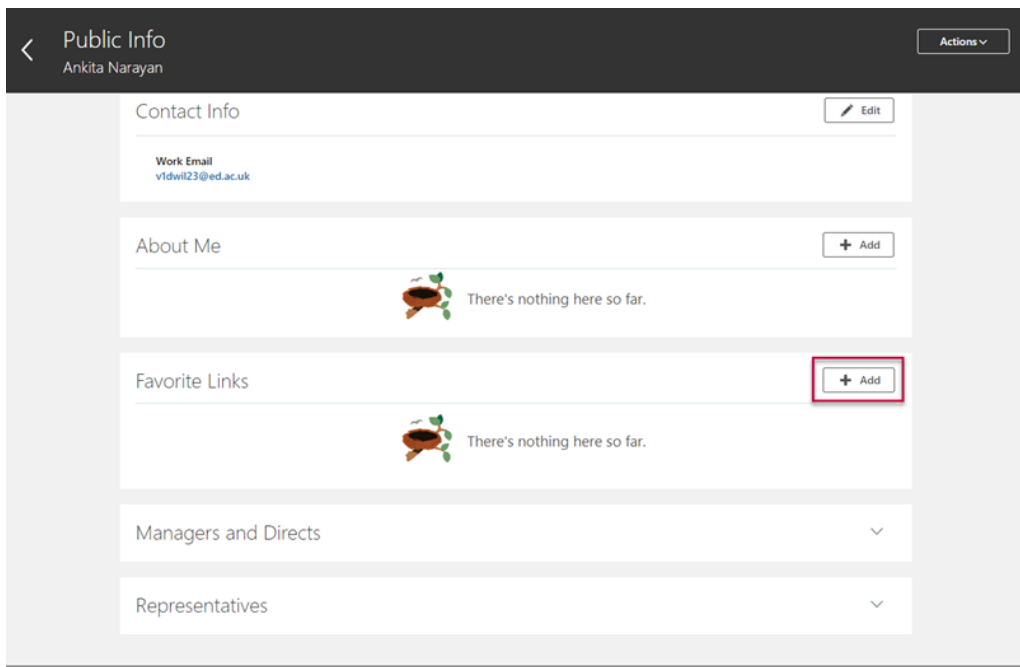


- b. Fill in your Areas of Expertise or Areas of Interest as relevant and then press **Save**

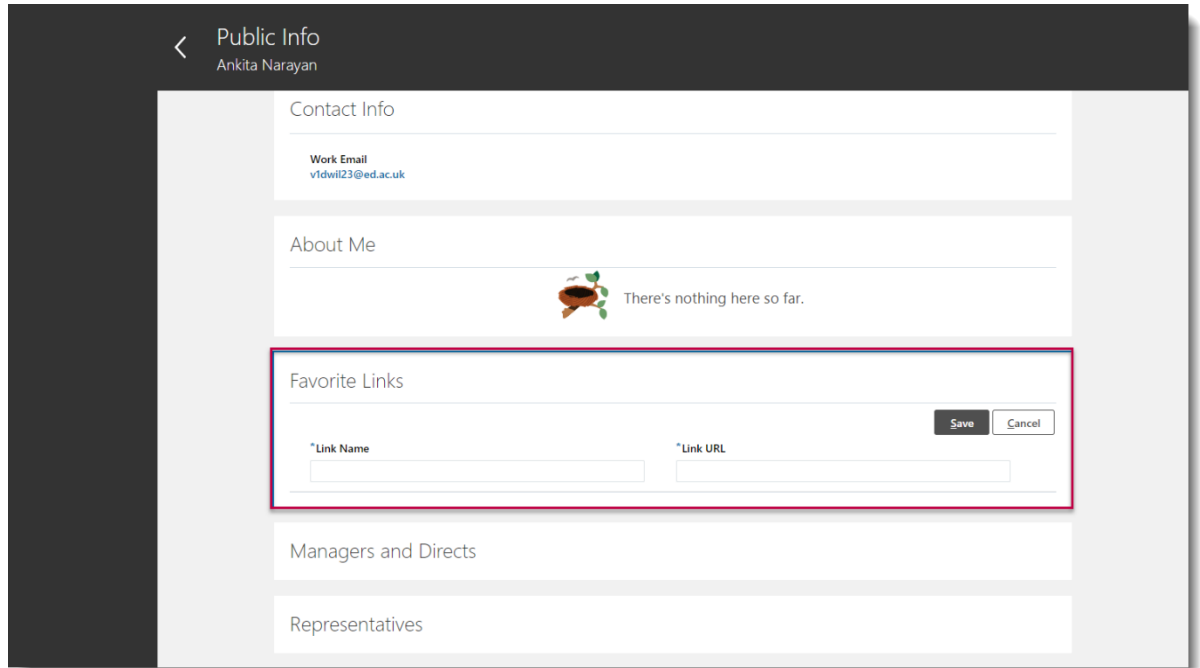


8. Adding Favourite Links:

- a. In the Favourite Links section, click on the **Add** button

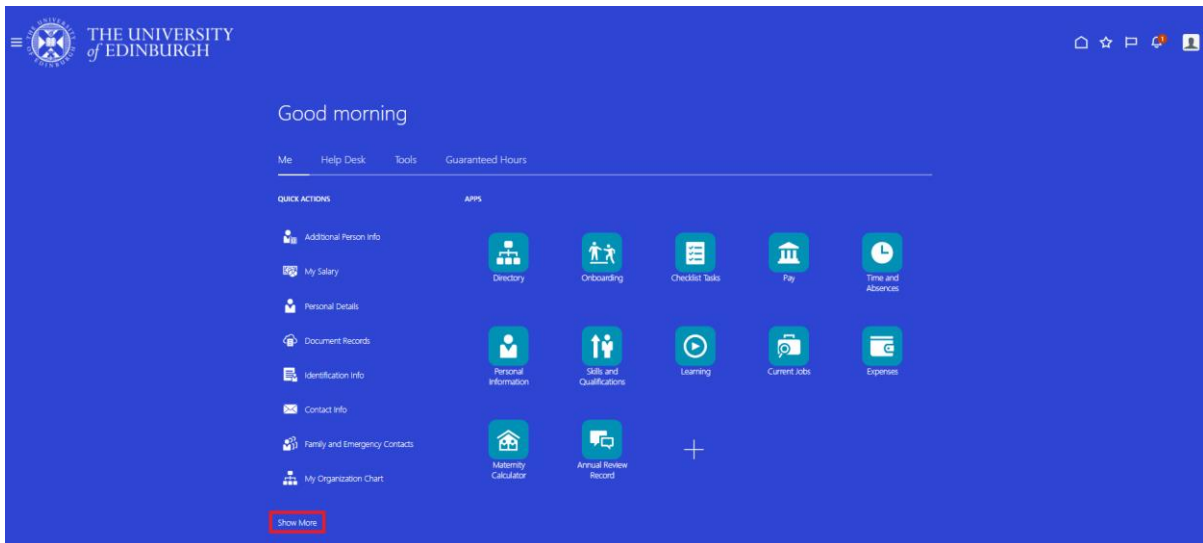


b. Enter the **Link Name**, **Link URL** and then press **Save**

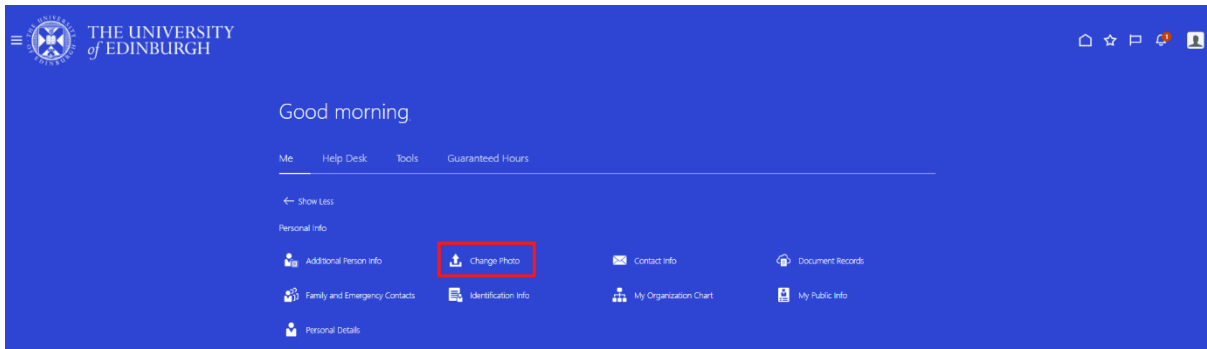


Uploading a Photo to your Profile

1. From the **Home** page, click on **Show More** under Quick Actions.



2. Click on **Change Photo**



3. Click on the **Choose File** button

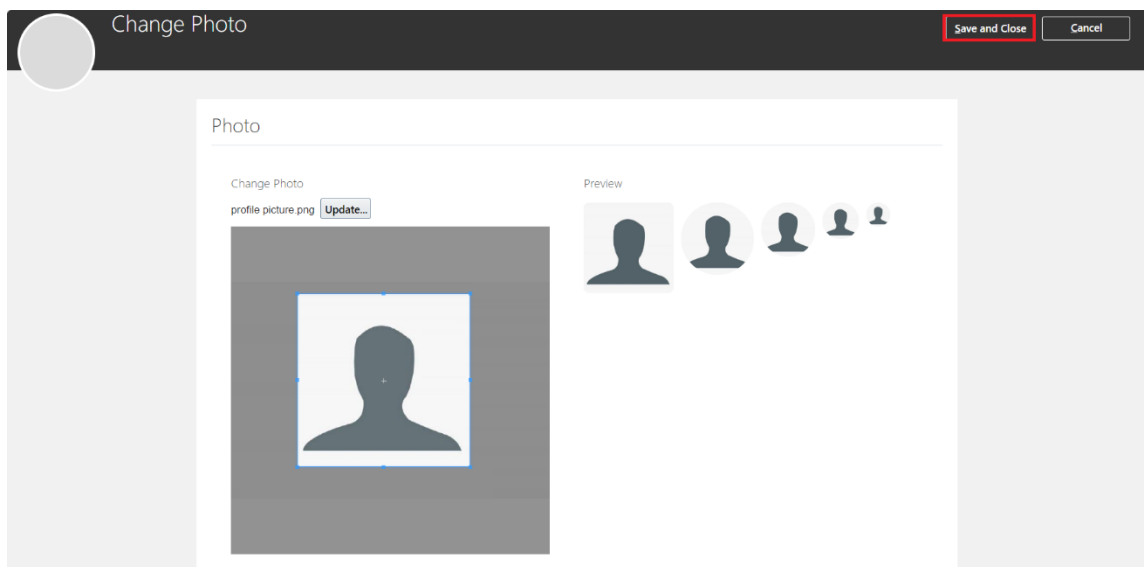


4. Navigate to the location where the photograph is stored and select it.

5. When uploading the photo:

- Ensure that the file size is less than 2 megabytes.
- Is any format, but the typical format is either a .png or .jpeg file.
- To help reduce distortion, ensure the dimensions of the photo are 90 x 120 pixels or maintains a 3 x 4 aspect ratio.

6. If necessary, adjust the framing by checking the preview.



7. Click on the **Save and Close** button and the photo appears in the menu at the top of the page

