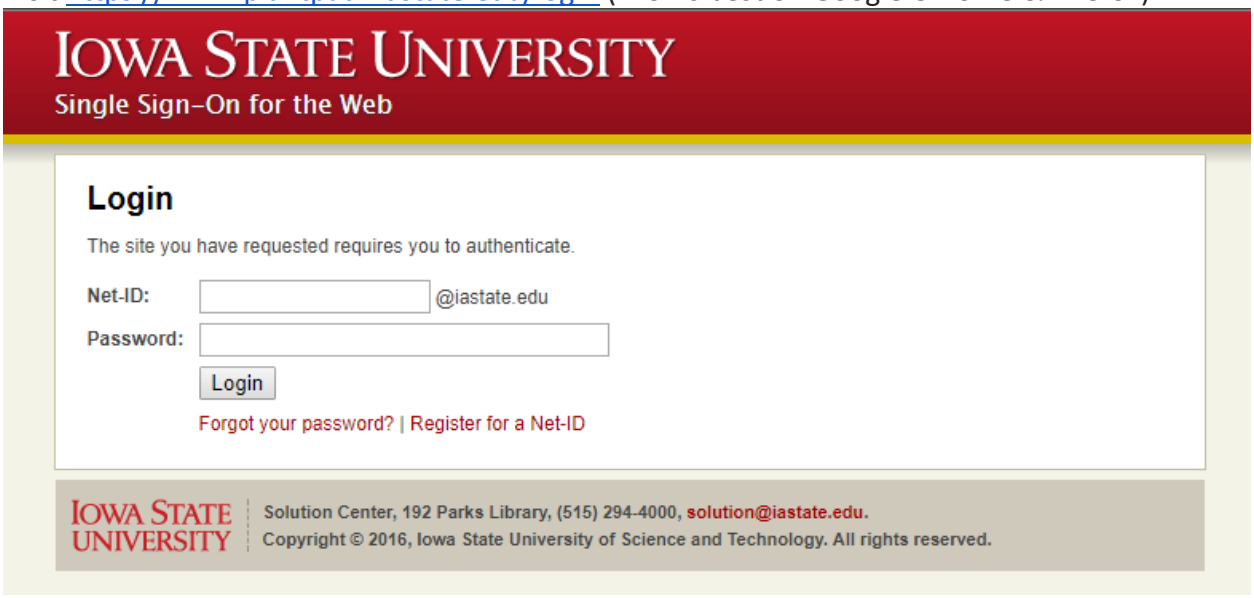
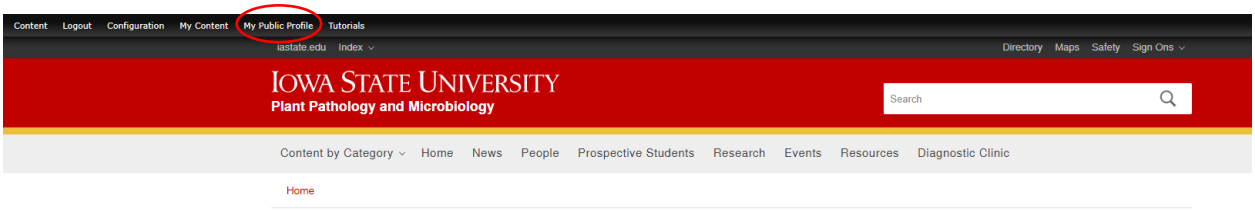
HOW TO EDIT YOUR PERSONAL PROFILE ON THE PLPM WEBSITE

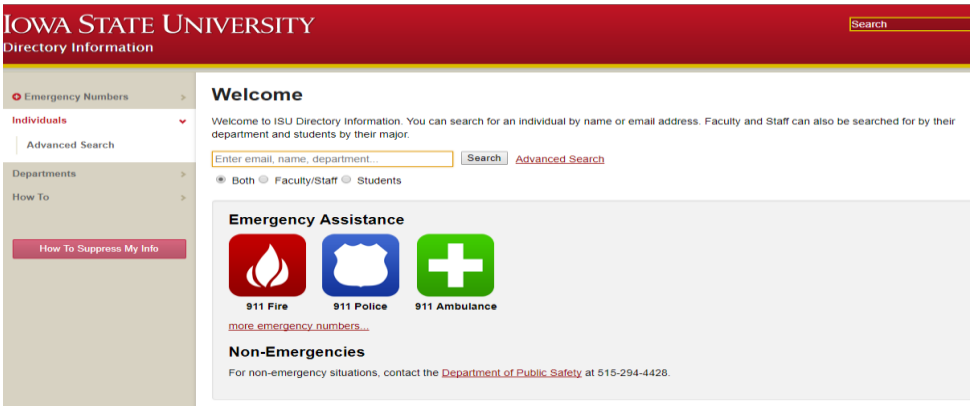
1. Visit https://www.plantpath.iastate.edu/login (Works best on Google Chrome & Firefox)



2. Login with your net-ID and password
3. Click on **"my public profile"**

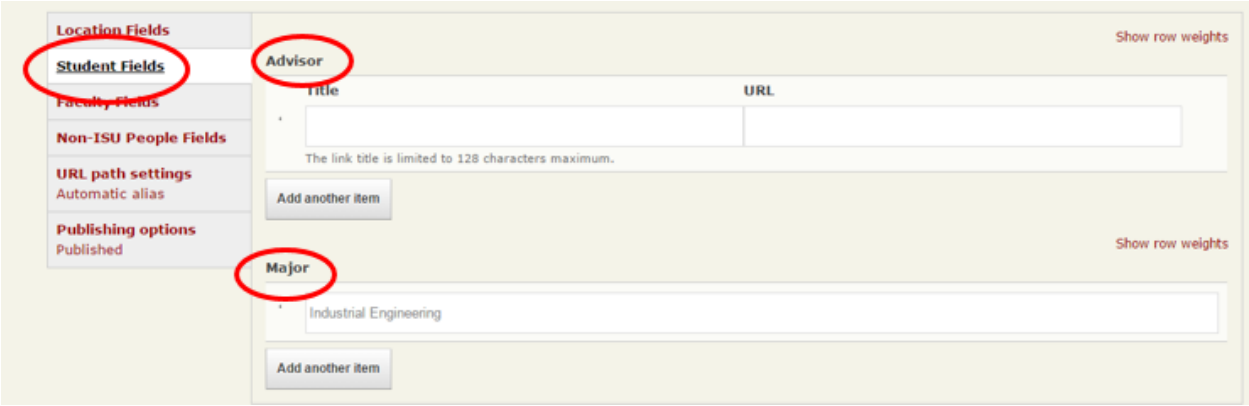


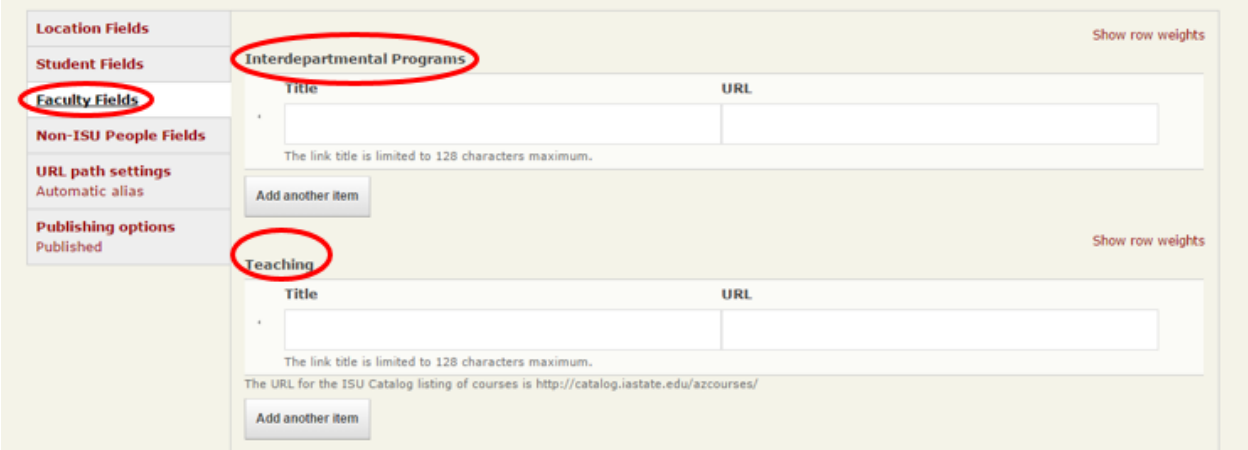
4. Click on the **"edit"** tab
5. Begin to fill out the important relevant fields
6. **"Tags"** are used to help link your profile to other people working on a similar title. Type in a tag that best fits your discipline, wait for a few second, and you are most likely to find a related tag that had been entered by someone in the past. Click on that and you can add a coma to add more.
7. In the **"position"** field, enter the title registered against your ISU directory information. **How?**
    a. Click on http://info.iastate.edu/
    b. Enter your ISU NetID
    c. Select your relevant status (Faculty/Staff, student or both)
    d. Click on **"search"**



8. Chose the correct **people category** that you belong to. This will be subsequently updated to the "Recent Alumni" category for Graduate students after they graduate from the

Department and will remain so for at least 1 year, after which it will be unpublished from the website and can be accessed ONLY on request.

9. Fill out your **"Area of expertise"** – broad subdiscipline inn which you work
10. Enter a link to other affiliations that you belong to
11. Upload your picture
12. Enter your previous education
13. Your Biography - The past, present and future
14. Upload a CV in a **"PDF format"**
15. Enter the link to your website - e.g. LinkedIn, Researchgate (majorly your professional pages)
16. Fill out the location fields - street address, phone number, email address etc
17. For students, click on **"student Fields"** and enter your advisor's name and your major. You can find your advisor's profile at https://www.plantpath.iastate.edu/people. For your Major, use exactly what you get from your ISU directory information (as in #7 above)
18. 

19. For Faculty members, click on **"Faculty Fields"** and enter any interdepartmental program and courses you teach. You can add more than one item by clicking on **"Add another item"**


20. When done with all of these, click save
21. **CONGRATULATIONS!!! Your profile has been created or updated on the PLPM Website**

PS: (i) For your Lab website, just follow the same steps. Contact whoever is in charge for an update.

(ii) Please, feel free to contact oolawole@iastate.edu if you do have any questions.