

# HOW TO EDIT YOUR PERSONAL PROFILE ON THE PLPM WEBSITE

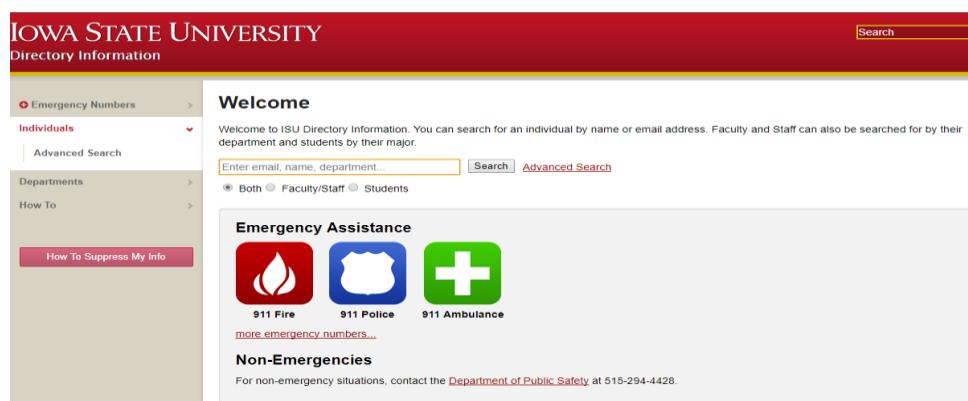
1. Visit <https://www.plantpath.iastate.edu/login> (Works best on Google Chrome & Firefox)

The screenshot shows the Iowa State University Single Sign-On for the Web login page. At the top, it says "IOWA STATE UNIVERSITY" and "Single Sign-On for the Web". Below that is a "Login" section with fields for "Net-ID" and "Password", and a "Login" button. Below the buttons are links for "Forgot your password?" and "Register for a Net-ID". At the bottom, there's a footer with "IOWA STATE UNIVERSITY" logo, "Solution Center, 192 Parks Library, (515) 294-4000, solution@iastate.edu.", "Copyright © 2016, Iowa State University of Science and Technology. All rights reserved.", and links for "Directory", "Maps", "Safety", and "Sign Ons".

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Department and will remain so for at least 1 year, after which it will be unpublished from the website and can be accessed ONLY on request.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

The screenshot shows a configuration interface for 'Student Fields'. On the left, a sidebar lists categories: Location Fields, Student Fields (highlighted and circled in red), Faculty Fields, Non-ISU People Fields, URL path settings, and Publishing options. The main panel shows 'Advisor' settings with a title input field and a URL input field. Below this, under 'Major', there is a list containing 'Industrial Engineering' with an 'Add another item' button. A note states: 'The link title is limited to 128 characters maximum.'

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”

The screenshot shows a configuration interface for 'Faculty Fields'. On the left, a sidebar lists: Location Fields, Student Fields, Faculty Fields (highlighted and circled in red), Non-ISU People Fields, URL path settings, and Publishing options. The main panel shows two sections: 'Interdepartmental Programs' and 'Teaching'. Both sections have 'Title' and 'URL' input fields. A note for 'Teaching' states: 'The link title is limited to 128 characters maximum.' Another note at the bottom says: 'The URL for the ISU Catalog listing of courses is <http://catalog.iastate.edu/azcourses/>'.

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](mailto:oolawole@iastate.edu) if you do have any questions.