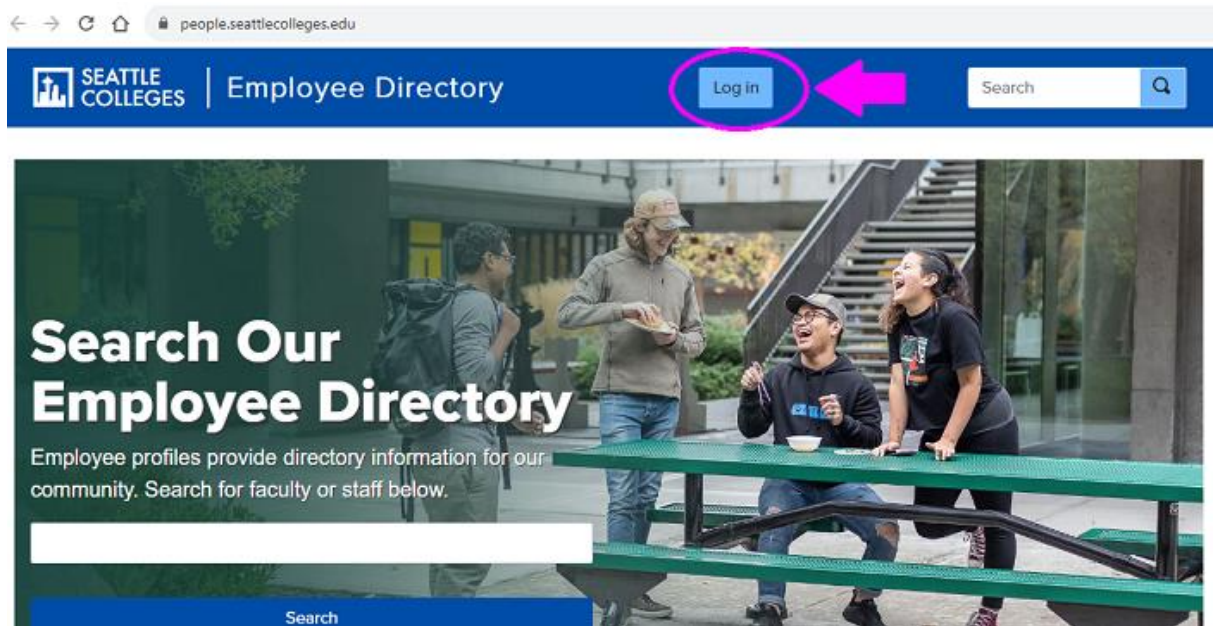
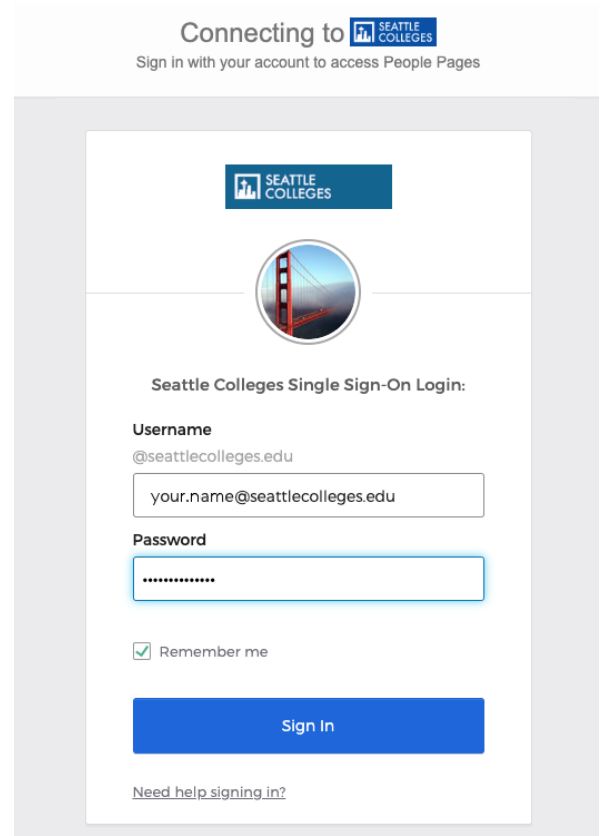


# Personalizing Your Seattle Colleges Employee Directory Profile

Go to the Employee Directory at [people.seattlecolleges.edu](https://people.seattlecolleges.edu) and click on the **log in button** at the top of the page.

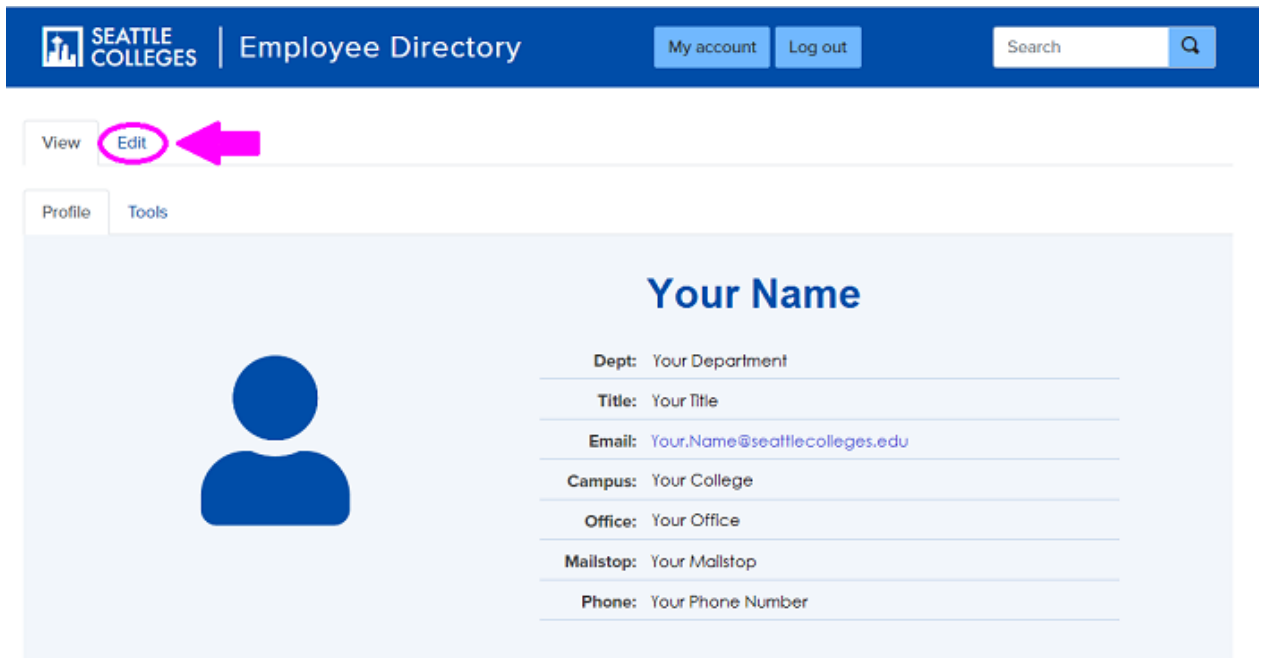


Your MySeattleColleges login username and password (same as your email login) are your login credentials.

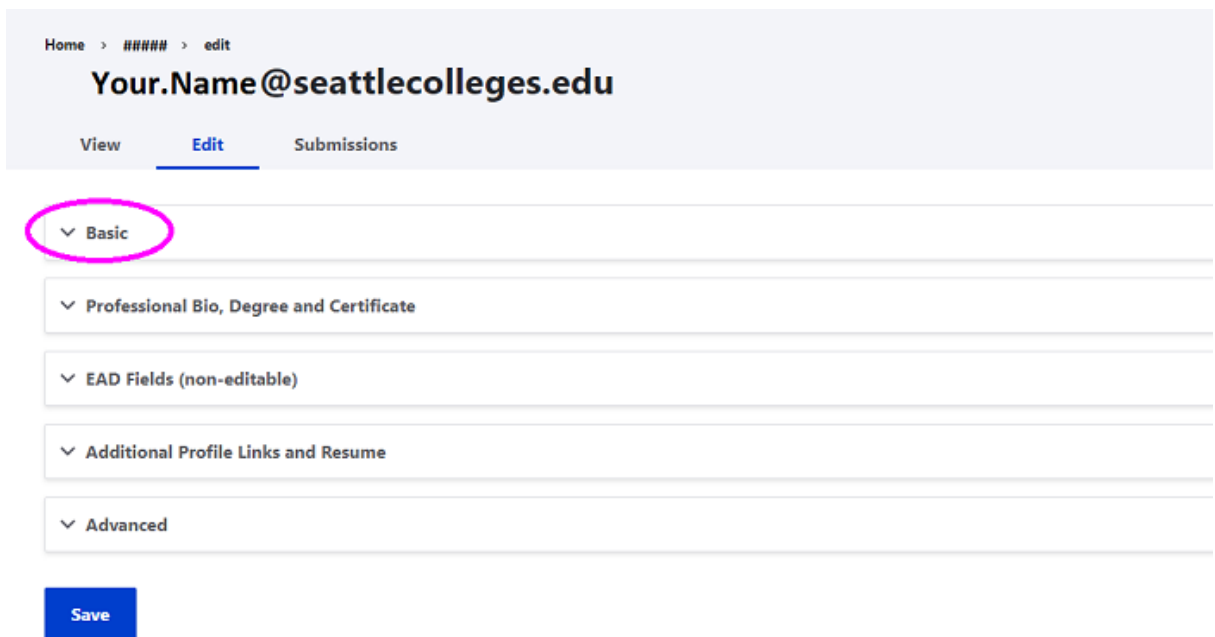


continued

After logging in, you will arrive at your employee profile account page. It is populated with basic public information pulled from the employee directory database. A default image appears where your photo will appear. To add your photo or add additional information, click on the Edit tab.



To add your photo, click on the Basic bar.



continued

Once you click the Basic bar, you will see options to add a new file under Display Picture. Click the Choose File button and upload your image from your computer. Note: you can also add or update your preferred name, specific office location, phone number, and office hours.

Don't forget to scroll down to the bottom of the page and click the Save button to save your changes.


View **Edit** Submissions

^ Basic

^ Display Picture

Add a new file

Choose File No file chosen



One file only.  
512 KB limit.  
Allowed types: jpg jpeg.

Preferred Name

Office Location

Use this field to specify the exact Office location e.g. if your office is in the Instruction Building at North, use **IB 2417B**

Telephone Number

Office Hours

Text format Basic HTML

- Allowed HTML tags: <br> <p> <h2 id> <h3 id> <h4 id> <h5 id> <h6 id> <cite> <dl> <dt> <dd> <span> <a hreflang href> <blockquote cite> <ul type> <ol type>
- You can align images (data-align="center"), but also videos, blockquotes, and so on.
- You can caption images (data-caption="Text"), but also videos, blockquotes, and so on.
- Only images hosted on this site may be used in <img> tags.

continued

You can also add a professional statement/bio and degree and certificate information. The Additional Profile Links and Resume bar allows you to enter URLs that link to your Canvas profile, Zoom profile, LinkedIn profile, and Starfish profile. Simply add the URLs (e.g. <http://example.com>) to the appropriate text boxes. Remember to scroll down to the bottom of the page and click Save.

View **Edit** Submissions

▼ Basic

▼ Professional Bio, Degree and Certificate

▼ EAD Fields (non-editable)

▼ Additional Profile Links and Resume

▼ Advanced

Save

**Don't Forget to SAVE any changes you make.** Scroll down to the very bottom of the screen to find the SAVE button.