

# Updating Profiles Through CNAV



## Getting Started: When I change a profile, where is the change displayed online?

Changes to profiles are displayed online under the **Office Staff** page for non-academic departments, or under the **Faculty & Staff** page for academic departments. Click the desired individual's name to review their profile after making a change.

## Updating Profiles: Now that I know where the changes display online, where do I make the changes?

Changes to profiles take place **inside of CNAV, NOT the CMS.**

### Updating Your Profile:

#### A. Accessing Your Profile:

- Step 1 Open **Internet Explorer** and direct your browser to **CNAV: <https://cnav.gettysburg.edu/>**
- Step 2 Login with your Gettysburg College **username and password.**
- Step 3 Click the **Campus Tools** drop-down menu box and select **College Profile Tools.**
- Step 4 Click **Maintain Your Profile.**

#### B. Updating Your Profile:

- Step 1 Provide your **Preferred First/Middle Name to Display** by typing directly into the box.
- Step 2 Type or copy and paste a short biography into the **Profile** box.
- Step 3 If applicable, complete the **Degree** table by choosing the **Degree** type from the drop-down menu and providing the degree-granting **Institution** and the **Year** the degree was awarded. Repeat as necessary for all earned degrees.

#### C. Adding a Related Link to Your Profile:

- Step 1 Type or copy and paste your desired hyperlink or URL (including http://) into the **Related link url** box.
- Step 2 Type or copy and paste the "label" for your URL (the text a visitor will click on to visit the link) into the **Link Label** box.

#### D. Associating a Picture with Your Profile: Three Choices

- Choice 1 If you **DO NOT** want to use a picture, click the **Use No Image** radio button.
- Choice 2 Use your ID Photo by clicking the **Use ID Photo** radio button.
- Choice 3 Upload your own photo by clicking the **Use Uploaded Image** radio button and then clicking the **Browse** button to locate the image on your computer. Once you have located your desired image, double-clicking on the file name will insert the image into the **Browse** box in **CNAV.**
- NOTE:** Images must be in **.jpg format** and within **150x250 pixels** in size.

#### E. Saving Changes:

- Step 1 Save your changes by clicking the **Submit** button at the bottom of the page. Review your changes as described above under **Getting Started.**

(over)

## Updating Another Employee's Profile:

### Accessing A Profile:

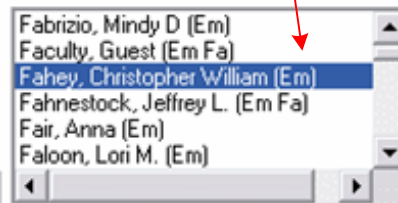
- Step 1 Open **Internet Explorer** and direct your browser to **CNAV: <https://cnav.gettysburg.edu/>**
- Step 2 Login with your Gettysburg College **username and password.**
- Step 3 Click the **Campus Tools** drop-down menu box and select **College Profile Tools.**
- Step 4 Click **Maintain an Employee Profile**, you arrive at the **Select Person to Create or Edit Profile** page.

Step 5 Type in the **Last Name** of the desired employee here.



A screenshot of a text input field containing the name "Fahey". A red arrow points from the text "Type in the Last Name of the desired employee here." to the input field.

Step 6 Click the name of the desired employee here.



A screenshot of a dropdown menu showing a list of employee names. The name "Fahey, Christopher William (Em)" is selected and highlighted in blue. A red arrow points from the text "Click the name of the desired employee here." to the selected name.

Fabrizio, Mindy D (Em)
Faculty, Guest (Em Fa)
<b>Fahey, Christopher William (Em)</b>
Fahnestock, Jeffrey L. (Em Fa)
Fair, Anna (Em)
Faloon, Lori M. (Em)

Step 7 Click the **Submit** button.



Step 8 Edit the desired employee's profile exactly as you did your own:

- Updating A Profile – See Section B on page one.
- Adding a Related Link to a Profile - - See Section C on page one.
- Associating a Picture with a Profile: – See Section D on page one.
- Saving Changes – See Section E on page one.