Before you begin to use successNET with students, it is important to set up your Profile so students can find how, when, and where to get in contact with you.

In this section of the successNET instructions, you will find a guide to:
- Uploading a profile photo
- Inserting your contact and biographical information

Once you have logged into successNET, click on the arrow pointing down just to the right of your name in the top right of the screen.

From the menu that appears, click “Institutional Profile.”

Students will see your profile information when they click to view your online appointment calendar. To upload a photo and put a face to your name, click the Upload Photo link.

Browse for a photo (JPEG or PNG) and click the Upload Now button.

From the Institutional Profile page you can:

a. Enter a cell or video phone number
b. Enter a general overview message
c. Enter biographical information