successNET Guide: Set Up Your Profile

Set Up Your Profile

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

Clicking Setting Up Your Profile takes you to a short, hands-on tutorial where you can actually go through these steps in a simulated environment. You have to enter your BGSU user name and password to enter the simulation.

How to use this document: Follow the instructions on the left panel for specific click-by-click directions. Look for the numbers in yellow boxes (1) in the right panel to see screen shots that correspond with the instructions of the same number.

1. Once you have logged into successNET, click Profile in the navigation menu at the top of the page.

2. If necessary, click the INSTITUTIONAL PROFILE tab. 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.

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

4. 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

5. Click the Save button.