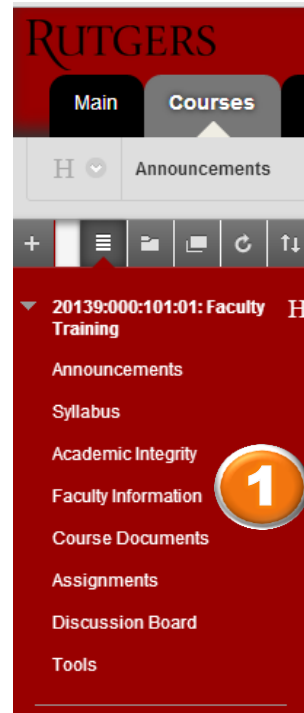
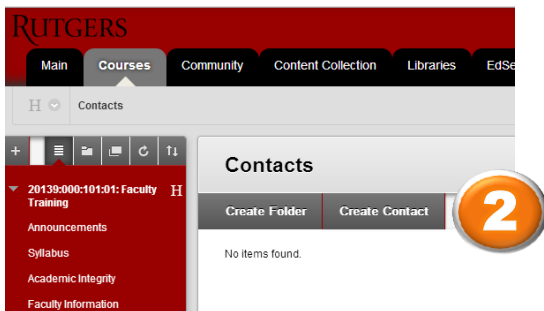


## Adding Faculty Contact Information

1. Click on **Faculty Information** on the left side of the screen



2. Click **Create Contact**



3. Enter your contact information

1. Profile Information

*Provide an email address and a title, first name, or last name.*

Title

First Name

Last Name

\* Email

Work Phone

A red circle with the number '3' is positioned to the right of the form fields.

4. Scroll down to the **Options** section, and click the **Yes** button next to **Make the Profile Available**.
5. Click **Submit**

### 2. Options

Make the Profile Available

Yes  No



*Attach an image. For best results, the image size should be 150x150 pixels.*