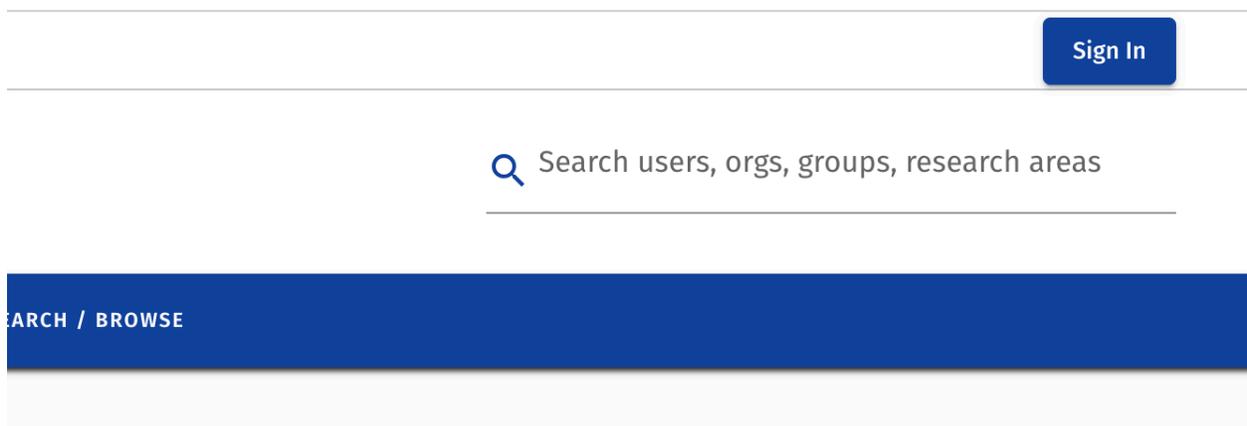


Graduate Student Webpage

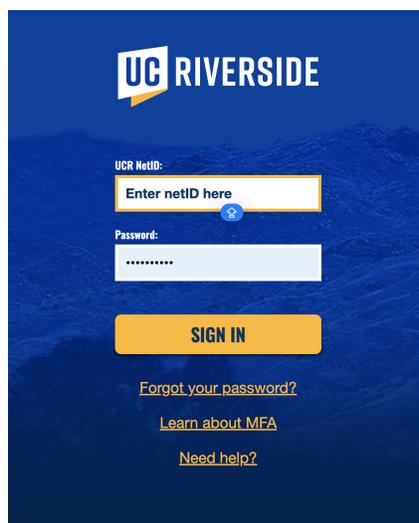
UCR provides each graduate student with their own individual profile that can be found [HERE](#). Graduate students can update their profiles with their professional information (e.g., CV, bio, headshot, publications, etc.) by logging in using their UCR net ID and password. This free resource helps graduate students better market themselves and their research to other scholars.

Let's get started

To start updating your profile [CLICK HERE](#). You can sign-in by clicking the blue box in the upper right hand corner of the screen that reads "Sign In."



Clicking the blue box will take you to a new webpage where you will be prompted to sign in using your UCR netID and password.

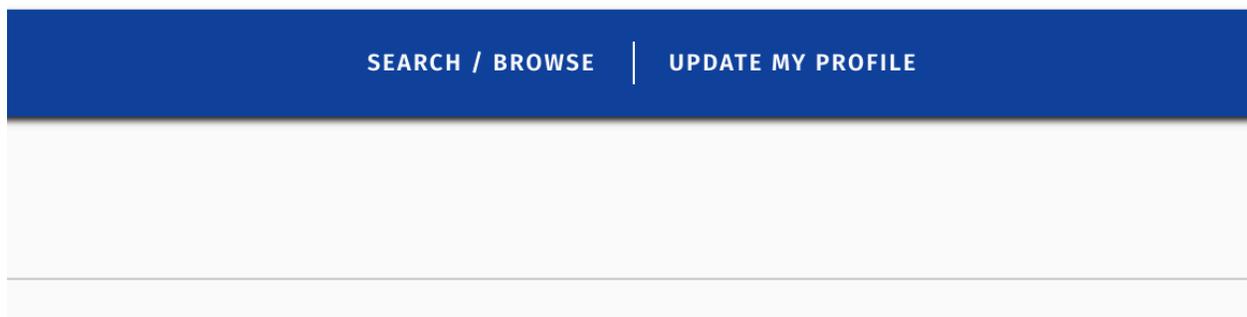


Log into the portal using your UCR netID and password. For more information about your netID [CLICK HERE](#). Once you have entered your UCR netID and password, click the yellow box that reads “SIGN IN.” This will take you back to the UCR profiles search page.

To update your profile, move your cursor over the words “UPDATE MY PROFILE” in the center of the blue bar towards the top of the page and click.

**Note – the cursor and the box around the words should change when you hover the cursor over the words.*

 Search

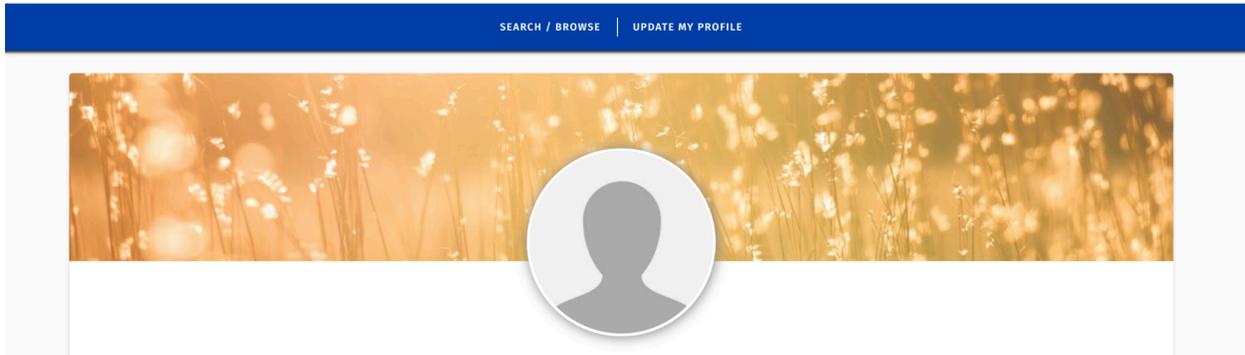


 Organization/Department

Your individual profile is linked to your UCR netID. When you click the “UPDATE MY PROFILE” button, you will be taken to your profile where you can make changes as you progress through your education here at UCR.

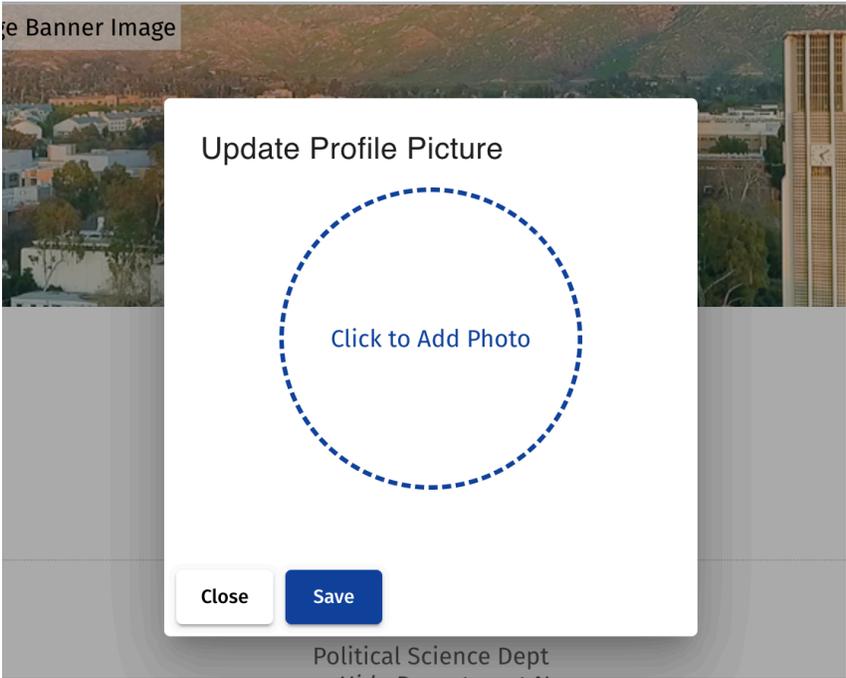
Profile picture and banner

Each profile will come with the option to add a profile picture and to change your banner. Your profile picture and banner will be at the top of your profile just below the blue bar.



To update your banner, click anywhere on the banner. This will open a box where you can select one of the six provided images as your banner. Once you have decided on an image, click the image and then move your cursor to the blue box that reads “Save.” Clicking the save icon will close the window and change your banner to the selected option.

To add or update your profile picture, click anywhere on the circle at the top of the page. **Note – if you have never uploaded a profile picture, then an image of human outline will appear in the circle.* Clicking the circle will open a window that reads “Update Profile Picture” in the top right corner.



To upload a photo, click anywhere inside the blue-dash circle that reads “Click to Add Photo.” This will open a file viewer where you can browse the files on your computer. Navigate the file viewer to locate your picture and select the picture you would like to upload by clicking on the file and clicking the blue box that reads “Open” in the bottom right corner of the file viewer. You will then be taken to another window with two versions of the selected image.

Update Profile Picture



Crop Photo



Preview

Cancel

Save

On the left side of the window will be the selected image that reads “Crop Photo” just beneath it. Click on the multi-directional arrows at the center of the box and move it around to crop the image. On the right hand side will be a small circle that reads “Preview” beneath it. This circle will allow you to preview how the image will look before you save. Once you are done making adjustments, click the blue box that reads “Save” in the bottom right corner of the window.

Updating information

Once you have updated/added a profile picture, you are now ready to add/update your professional information. Scroll down to the bottom of the screen where you will see a box four options – *personal information*, *professional information*, *faculty information*, and *profile visibility*.

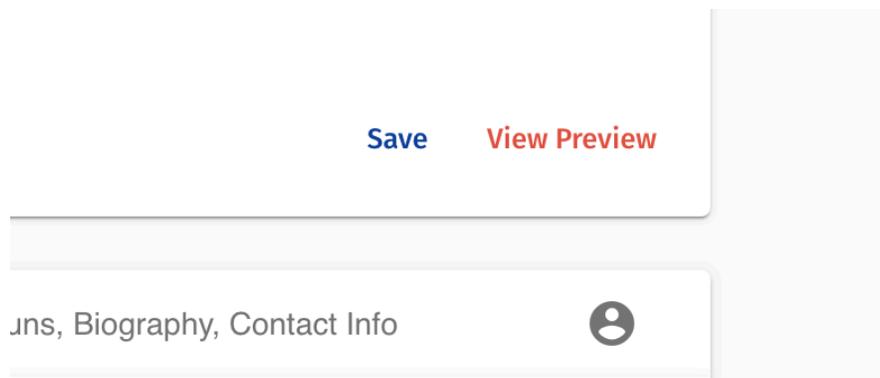
Personal Information	Display Name, Display Pronouns, Biography, Contact Info	
Professional Information	Education, Titles, Departments/Programs	
Faculty Information	Awards, Publications, Courses, Research, Responsibilities, CV	
Profile Visibility	Hide or Show Profile	

Save

Clicking one of the four options will cause that section to drop down. Each section contains a series of boxes that prompt you to enter specific types of professional information (e.g., biography, classes taught, etc.). Fill out the information in each section, then click the blue box in the lower right corner that reads “Save.” This will ensure that you do not lose progress as you fill out your profile information. Once you click save, you can move onto the next section.

Previewing changes

To preview your profile, click the red words that read “View Preview” on the right side of the screen towards the top of the page. If you have made changes and not clicked “Save” yet, then your changes will not appear on the preview page.



Questions?

If you have any questions or need assistance, please contact the department GSR Adam Hobbs (ahobb005@ucr.edu). If you need extra assistance, you can schedule an appointment to meet with him in-person or via Zoom.