


# Instructions on how to access and update your online profile

Click on this [link](https://sharepoint.washington.edu/uwsomdept/Pages/MyFacultyProfile.aspx) or copy/paste it into a browser (*preferred browser is IE or Chrome*)  
<https://sharepoint.washington.edu/uwsomdept/Pages/MyFacultyProfile.aspx>

Log in by typing in your UW email and password:

UW Email: [janedoe@uw.edu](mailto:janedoe@uw.edu)

Password: <<use the same password that you use to access your [MyUW](#) account>>

On this page select the “Edit” icon next to your name (circled in red below): 

## Faculty Profile | My Profile


A form for faculty and staff to maintain an employee profile  
Contact us at [asthelp@uw.edu](mailto:asthelp@uw.edu)

[Dashboard](#) [More Info](#)

The Profiles provide background on Department of Psychiatry & Behavioral Sciences faculty and their research interests, contact information, education, training and research projects. You have the option to share this information on our external department website or to keep this information secure on our intranet. This public directory site is updated every Friday by noon. If you have questions or concerns about the profile, please contact [asthelp@uw.edu](mailto:asthelp@uw.edu).

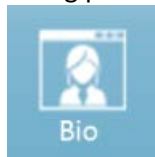
1. Click on the edit icon to open your profile
2. Make edits
3. Submit your updates by selecting the purple Save button.

### My Faculty Profile

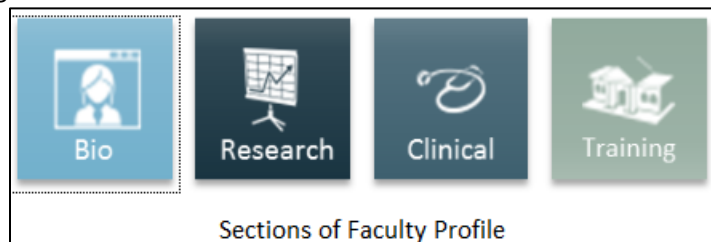
<input type="checkbox"/> Edit	Last Name	First Name	Netid
	Whitright	Rosemary	NETID\rwhit

Select the Bio button and enter in your information.

**Important!** By selecting “yes” to “yes, display” your information will be displayed on the external facing public website.



Now that you’ve completed your Bio information click on the other buttons for Research, Clinical and Training and fill out each section.



On any page you will be able to navigate throughout the profile by using the buttons at the top and lower right side of the form. These buttons take you to other areas of the profile that need your research, clinical, and training information:



**Important!**

Be sure to SAVE your work! The SAVE button is at the top and bottom of each page.



**Questions**

If you have any questions please contact Rosemary Whitright, [rwhit@uw.edu](mailto:rwhit@uw.edu), or 206-221-3640.