

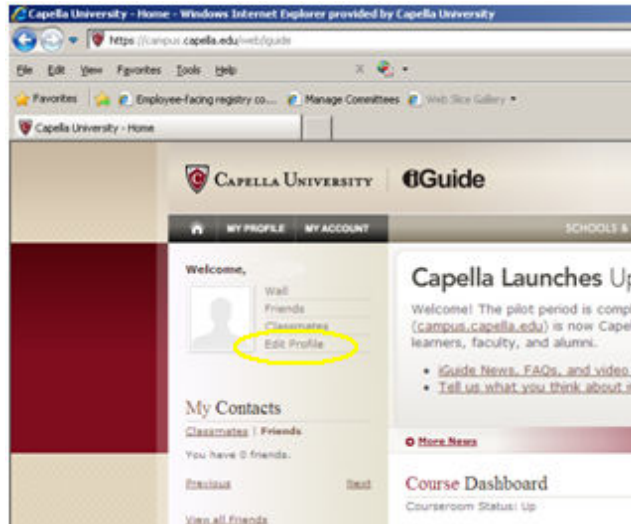
Creating Your Faculty Bio within iGuide

Overview

Your iGuide user profile is automatically created for you, but it initially contains only very basic information including your name and email address. With the recent iGuide updates, Capella faculty members are now able to update and manage their own biography information within their profile. Follow the steps below to update your faculty bio.

Accessing your profile

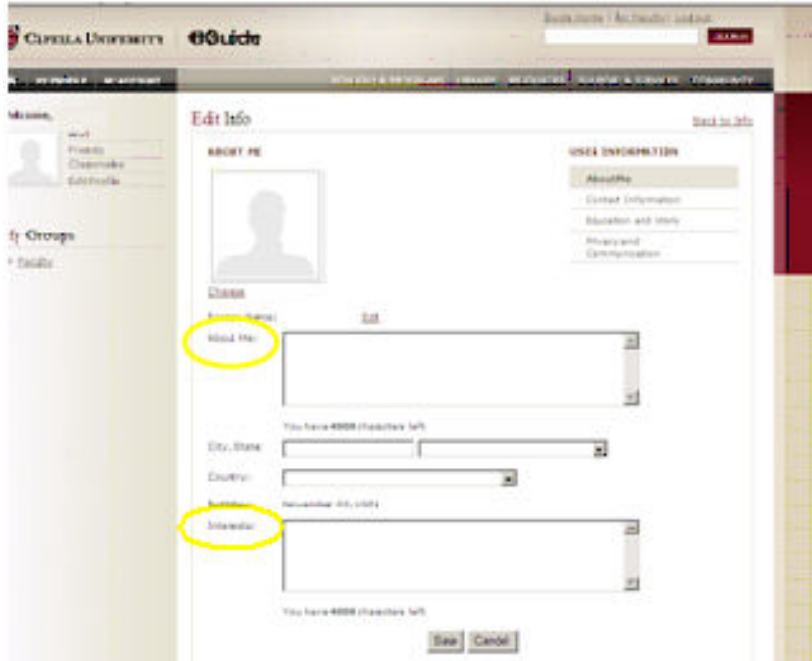
From iGuide3, click **Edit Profile** in the upper left corner of the iGuide 3 home page.



You will then fill in your faculty biography information into four categories in the upper right corner of the Edit Profile page: About Me, Contact Information, Education and Work, and Privacy and Communication.

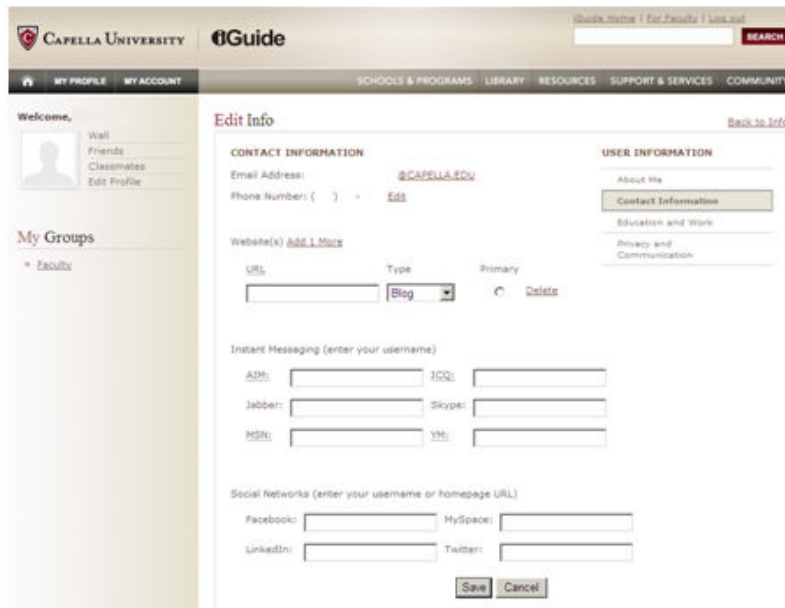
Your completion of these sections will be the first information you communicate to learners.

About Me (personal statement and credentials)



This section is where you introduce yourself and speak to your academic credentials. In the “About Me” field, you may put your instruction history, including your academic credentials. In the “Interests” field, you may share “fun fact” information that is non-academic (i.e. gardening, sailing, etc.).

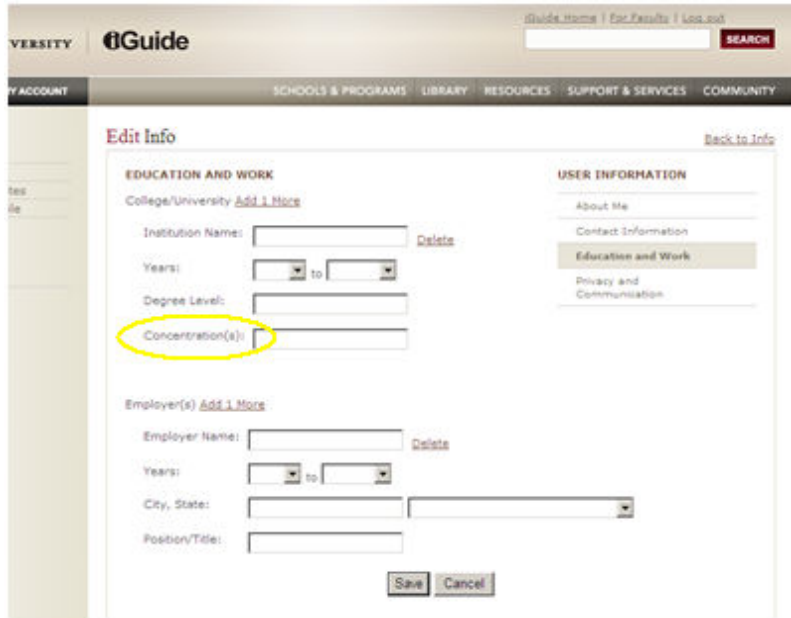
Contact Information



Your Capella email address is required and will auto-populate. If you are available by other methods such as Skype or LinkedIn and would like to connect with learners through those mediums, there are specific spaces to indicate your username(s).

Your phone number will be visible unless you select “Show Only to Me” in the **Privacy and Communication** section later in this job aid.

Education and Work



The screenshot shows the 'iGuide' 'Edit Info' page. The 'EDUCATION AND WORK' section contains the following fields:

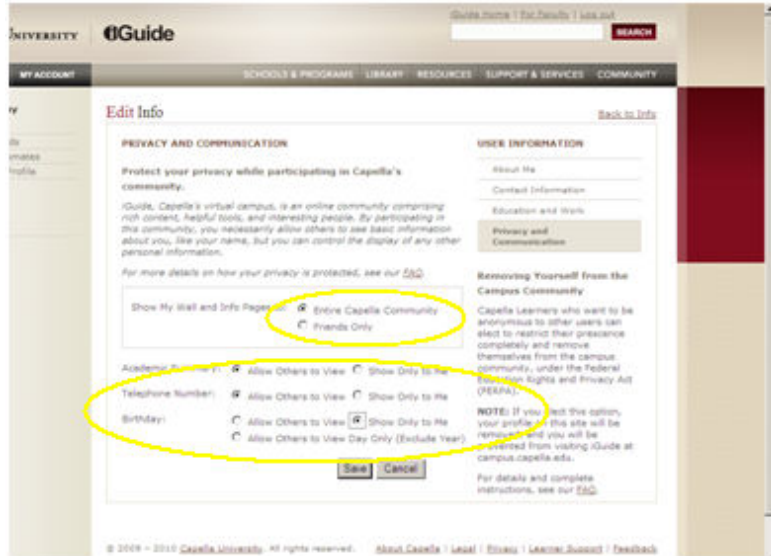
- College/University: [Add 1 More](#)
- Institution Name: [Delete](#)
- Years: to
- Degree Level:
- Concentration(s): (highlighted with a yellow circle)
- Employer(s): [Add 1 More](#)
- Employer Name: [Delete](#)
- Years: to
- City, State:
- Position/Title:

At the bottom of the form are 'Save' and 'Cancel' buttons. To the right, the 'USER INFORMATION' sidebar includes links for 'About Me', 'Contact Information', 'Education and Work' (which is highlighted), 'Privacy and Communication', and 'Back to Info'.

List your terminal degrees and areas of expertise. You may choose to copy and paste this directly from your CV or resume, however be careful to select “Add 1 More” to separate entries.

Concentration(s): be specific about your areas of study, research, thesis, and /or dissertation work, etc.

Privacy and Communication



Your profile contains personal information that is **shown only to you unless you change your settings** to make it available to others, namely your birthday, phone number and Academic Summary. As a Capella faculty member, you will want to make sure your biography and profile information is visible to learners.

Show my profile to

- Select “Entire Capella Community” in order to be visible to learners (please note – this is mandatory).

The additional information listed in your profile is controlled by your choice to enter it. It is entirely up to you to choose whether to publish a photo, personal details, hobbies, links to your presence on other websites, etc.

Include telephone number in your Capella profile

- Select “Yes” or “No, show only to me”

Include birthday in your Capella profile

- Select “Yes” or “No, show only to me”

Academic Summary

- The Academic Summary appears on the right-hand side of your profile and displays your course history at Capella. We recommend you select “Show Only to Me”

Helpful Resources on iGuide and Privacy

Click the links below for more information on iGuide privacy policies:

- [Your Privacy on iGuide: Frequently Asked Questions](#)
- [Capella University’s Privacy Policy](#)