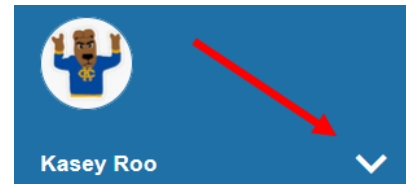


Set up your profile

Make it easier for students and other faculty and staff to get to know you and stay in contact.

Your profile lets students, faculty and staff know who you are and how to contact you. It also gives you control over how you wish to receive emails and notifications. Some of your profile, such as your contact information, may be imported from your LMS or SIS.

1. Click on your name in the Top Navigation bar and click your name, and then Profile to open your profile.



2. Help students put a face to your name by using the Upload Photo link beneath your existing photo or placeholder to upload a photo. Browse to a photo file (.jpg, .png, or .gif), and then click the Upload Now button to update your photo.

Please fill out as much of your profile as possible; students will see this information.

A screenshot of a web form for editing a user profile. The user's name is "Yasmin Gold" with a last login time of "1:10 PM April 29, 2014". The form includes fields for "Login Page" (Default Login Page), "Login" (yasminG), "Institution Email" (yasmin@starfishcollege.edu), "Phone" (703-555-1212), "Alternate Email" (schmidt_patty@hotmail.com), "mobile" and "Video Phone" fields, and "Send my correspondence to:" radio buttons for "Institution Email", "Alternate Email", and "Both" (selected). There is also a "Time zone" dropdown set to "(GMT-05:00) Eastern Time" and a checkbox for "Display all time zones". A photo of Yasmin Gold is shown on the left with an "Upload Photo" link below it.

If you previously created a profile, you may make changes or updates by clicking Edit Profile from the menu.

3. Edit your Phone and add an Alternate Email address to have Connect send email to an address other than your institution email. Select the Both radio button to receive email at both accounts.
4. Double check that the Time zone selected matches your time zone. This time zone will be used when including appointment times in emails from UMKC Connect.

5. Add information to the General Overview and My Biography sections to let students know a bit more about you.

This information will appear to students who can make appointments with you in Connect.

A screenshot of the profile edit page showing two text areas. The first is titled "General Overview" and contains a message about office hours: "I teach English Composition and Creative Writing and am also an advisor. Please feel free to stop by or schedule a meeting during my posted office hours. When you sign up for your meeting, be sure to select the reason that best describes what you'd like to talk about. I can help you think through topic choices and outlines and help connect you to reference materials particular to your chosen subject. I can also help you decide which English courses are the best options to meet your degree requirements and career aspirations." The second is titled "My Biography" and contains text about the user's background: "I came to Excellent University in 2011. My research and teaching interests include twentieth-century and contemporary American literature and documentary film and the use of historical fiction as a teaching support in elementary education. In my free time I work with several local organizations focused on promoting literacy and creative writing for youth. I completed my undergraduate studies at Indiana University of Pennsylvania, and my graduate and doctorate degrees from George Mason University in Virginia."

6. Click the Submit button to save your changes.

- Under the **Appointment Preferences** tab you can customize all aspects of appointments and your calendar.
 - Office Hour Defaults:** set minimum appointment length and scheduling deadlines
 - Calendar Sync:** allows you to customize notifications related to your calendar and sync your Connect Office Hours with your Outlook (External) Calendar

Office Hour Defaults

Customize appointment scheduling settings.

Minimum Appointment Length
30 minutes

Scheduling Deadline
Set a deadline for students to schedule appointments prior to the start of your office hours.

No Deadline

The day **before** the office hours at:
5:00 pm

The day **of** the office hours at:
9:00 am

Hour(s) before the office hours:
1

I want my schedule deadline to be flexible and allow drop-ins after deadline has passed.

Calendar Sync

Sync calendar items between your external calendar to your UMKC Connect calendar

UMKC Connect Calendar Sync
Select options to sync from your UMKC Connect Calendar to your External Calendar

Email me calendar attachments for every:

Appointment change

Change to my Office Hours and Group Sessions

External Calendar Sync
Sync busy times from your External Calendar to your UMKC Connect Calendar

Outlook Calendar Sync
▲ Important: You must share your calendar with umkcstarsync@umsystem.edu, O365_Starfish@mail.missouri.edu, or umstarfish@umsystem.edu
[Click here](#) for further instructions.

Allow UMKC Connect to read busy times from my Outlook Calendar

- My Locations:** set locations for your appointments in your office or online through a Zoom room and include instructions to help students find you.
- Calendar Management:** customize who has access to view and manage your calendar.

My Locations

Customize your appointment locations.

[+ Add Location](#)

No locations added

Add Location

*Location Type
Select a Location Type

*Location Name
Provide a Location Name

Instructions
Provide instructions to students for this location, if any.
100 characters max

[ADD LOCATION](#)

Calendar Management

Customize and view people who manage your calendar.

[+ Add Calendar Manager](#)

No calendar managers added

Add Calendar Manager

Search User to Add
Add User as Calendar Manager

[ADD CALENDAR MANAGER](#)

Email Notifications

In addition to my institution email, send to my Alternate Email:
caseykroo@hotmail.com

Preferences
Set preferences for text and email notifications.

Appointments
Customize the timing of your appointment reminders.

Remind me **before the start**
30 minutes

Remind me of the appointment.
8:00 am the day before

- Under the **Notifications** tab you can customize where are how you receive notifications and reminders.