

## Setting Up Your Employee Profile

---

Welcome to Alma College! We are so glad that you have joined the Alma family.

Each employee has a personal profile on our website. This profile allows students, faculty, staff, and community members to easily access your contact information, as well as tells them a little bit about who you are and why you work at Alma. It's part of the personal touch we like to give our website to help prospective and new students feel welcome in the Alma community.

We have created a basic profile for you, which you can personalize as much as you like. Below are the steps for logging in and editing your profile, as well as some basic tips and suggestions for creating a strong profile.

### Login

1. Navigate to the [Alma homepage](#).
2. Scroll to the bottom of the page and click 'Editor Login' under Helpful Links.
3. Once you've logged in, click on the button in the top right that says, "Hi, Name!"
4. Choose the option, "Edit My Public Profile"

### Editing

We have added some basic information for you, but we encourage you to answer as many questions as you like.

We adhere to the college's writing [style guide](#) when creating content for the website.

### Photo

We request that all employees include a headshot in their profile.

If you need a headshot taken, please contact our department x7327, and we will set you up to have one taken as soon as possible.

### Questions

If you have any questions regarding your employee profile or Alma's website, please let me know.

Sandra Hagerman

Web Editor

[hagemansa@alma.edu](mailto:hagemansa@alma.edu)

(989) 463-7258