Requirements— Stable internet access, Active CougarNet account, Internet browser

What do you want to do?
I am currently employed by the University of Houston, College of Education as a faculty member.
I would like to...
1. Log in to the directory system;
2. Update my online directory profile information; and
3. Log out of the system.

Logging in the COE directory system

1.1
Using an internet browser, visit the college website:
http://www.coe.uh.edu/
In the top navigation, click on “About” and choose “Directory.”
On that page, click on “Faculty and Staff: Edit Your Profile.”

1.2
Log in using your CougarNet credentials and click on the “LOGIN” button.
If you are having problems logging into the system, verify or reset your CougarNet password by visiting http://accessuh.uh.edu
For CITE assistance call 713-743-9833.
2.1 Updating your online profile

Once logged in, the current version of the profile will be visible.

If you would like to update the profile, click on the top navigation links (such as Edit Profile, Research Interests, Recent Publications, and Degree Information).

If you would like to make an appointment for a professional photo to be taken, please contact the CITE Help Desk at 713-743-9833. A CITE employee will take the photo and send it to our web developers for upload.

2.2 Within the “Edit Profile” section, most of the information will automatically be loaded for you.

Take this time to check your office number, location, phone number, and home page link.

NOTE: The “Home Page” URL website should always begin with “http://”
2.3
A message will notify you that your profile has been updated.
If the page does not refresh, click on the link provided. It will return you to the login page.

2.4
Continue to edit your online directory page by clicking on the top navigation links.

2.5
Within the “Research Interests” section, write a brief summary about your academic research interests.
When ready to update the information, click on the “Add/Update Research Interests” button.

2.6
Within the “Recent Publication” section, write a brief list of your most recent publications.
When ready to update the information, click on the “Add/Update Publications” button.
2.7

Use the drop down options and text boxes to enter your degree information. More than one degree can be listed.

When ready to update the information, click on the “Add Degree” button.

Repeat this process to add another degree.

3.1

When ready to preview the profile, click on the “Home” link.

To log out, click on the “Logout” link (located on the top right hand side of the page).

3.2

A confirmation page will load.

Click on the “Confirm Logout” button.

3.3

The system has now logged you off.

Logout Verified

Have a nice day First and Last Name (username@uh.edu)...

You are logged out of the system now.
3.4

Another way to check your profile is by visiting http://www.coe.uh.edu/

In the top navigation, click on “Directory.”

On that page, click on “Alphabetical Listing.”

3.2

Scroll down until your name is located.

Click on your name and the site will direct you to your online profile.

3.3

Congratulations, you have successfully updated your online directory page for the UH College of Education!

If you have any questions regarding the content of this tutorial please contact the CITE Lab Help desk (713-743-9833 / http://www.coe.uh.edu/cite).