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 staff 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.
Updating your online profile

2.1

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

If you would like to update the profile, click on “Edit Profile” (located above your name).

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

Enter all required information by selecting drop down options or typing in the text boxes. Most of the information will automatically be loaded for you.

To select more than one department, hold down CTRL on your keyboard and click on each department.

Phone numbers should follow the format: 713-743-xxxx

Click on the “Submit” button.
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.

Checking your online profile and logging out

3.1
Otherwise, you can check the profile 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).