

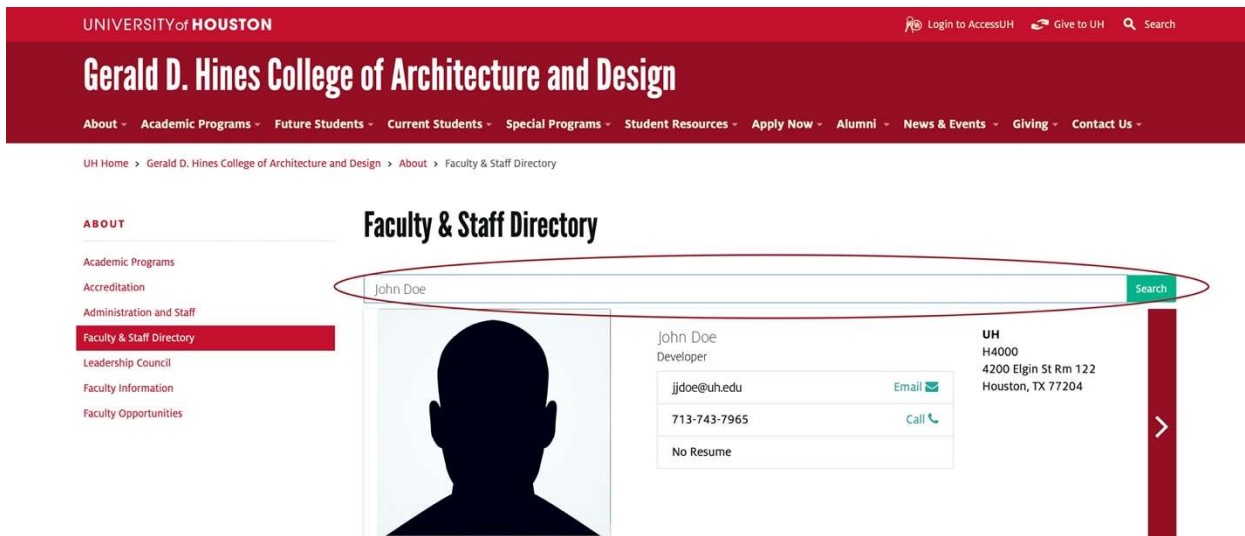
# UPDATING YOUR DIRECTORY PROFILE (Hines College Faculty + Staff Directory)

**STEP 1:** Visit the Gerald D. Hines College of Architecture and Design website: <https://uh.edu/architecture/>

**STEP 2:** Under the *About* dropdown menu, click on the *Faculty & Staff Directory* tab.



**STEP 3:** Within the directory search field, type in your name and click *Search*.



**STEP 4:** After finding your name, click on the red arrow located on the right side of your profile box.

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## Gerald D. Hines College of Architecture and Design

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**ABOUT**

- Academic Programs
- Accreditation
- Administration and Staff
- Faculty & Staff Directory**
- Leadership Council
- Faculty Information
- Faculty Opportunities

### Faculty & Staff Directory

John Doe [Search](#)



John Doe  
Developer

[jjdoe@uh.edu](mailto:jjdoe@uh.edu) [Email](#)

713-743-7965 [Call](#)

No Resume

**UH**  
H4000  
4200 Elgin St Rm 122  
Houston, TX 77204

A red arrow points to a navigation arrow on the right side of the profile box.

**STEP 5:** On your profile page, click *Are you NAME?* You can edit your profile at the bottom of the profile box.

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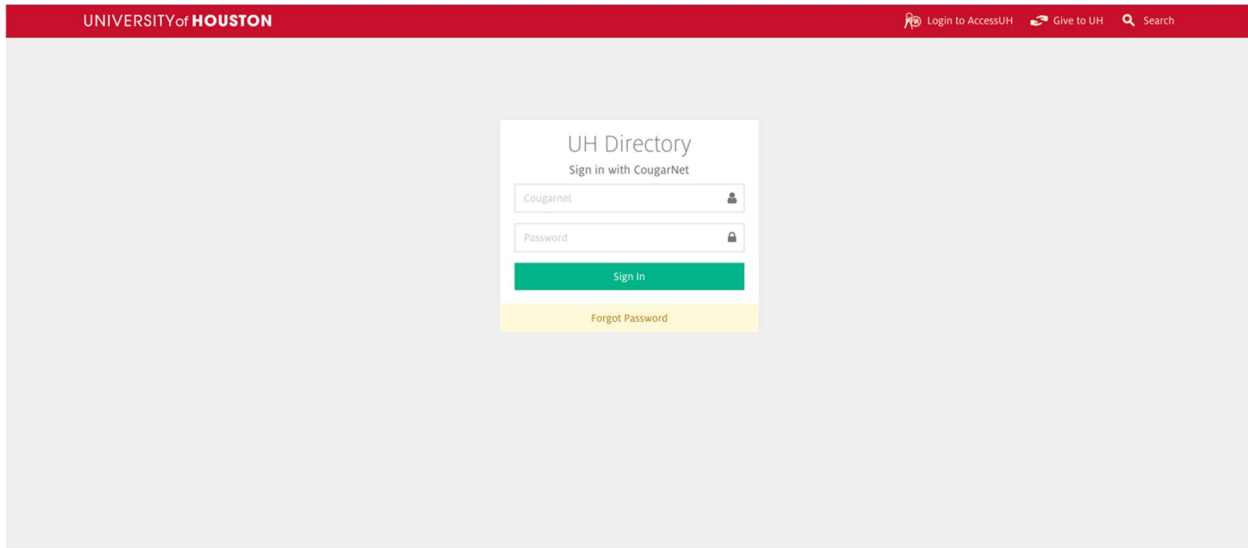
← ABOUT PORTFOLIO

**Biography**  
No Biography Available

**Areas of Interests**  
No Interests Available

[ARE YOU JOHN? YOU CAN EDIT YOUR PROFILE](#)

**STEP 6:** You will be redirected to a screen requiring you to enter your CougarNet ID and password.



**STEP 7:** Once logged into the profile section, you should be able to upload your CV/ Resume, profile picture, portfolio images, biography, and areas of interest. **When adding information, be sure to click the green Save button in order to save your work before leaving the page.**

Please note, your auto-populated title, email, phone number, and address come from UH Human Resources and cannot be edited within this system. If you believe any of this information should be listed differently, contact your supervisor. If you have an appointed title, you can enter this in the *Job Role* field.

