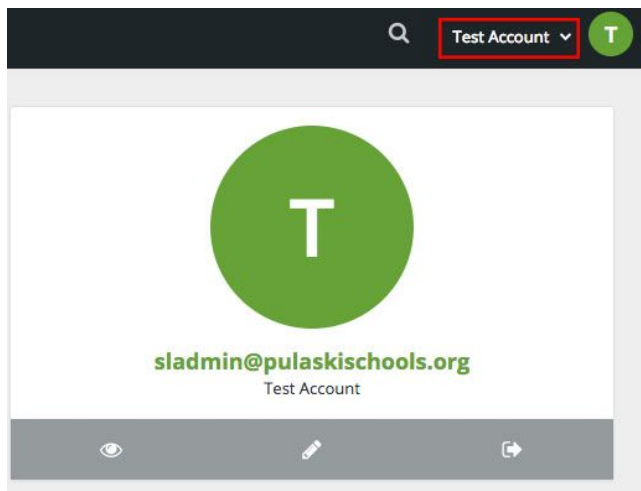
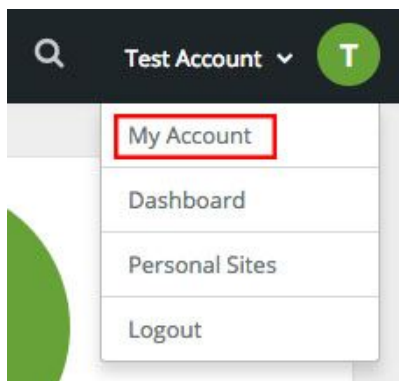


PCSD Website - Update Profile

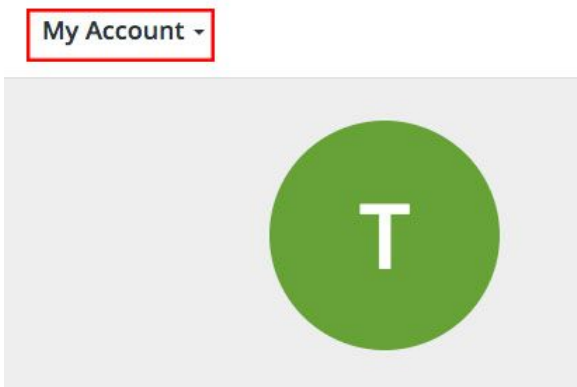
1. Go to the PCSD Website Login page - https://pulaski.app.campussuite.com/_login/
Do not use the Single Sign-on on the right. Your username is your full email address.
2. Click your name in the upper-right when you are on the dashboard.



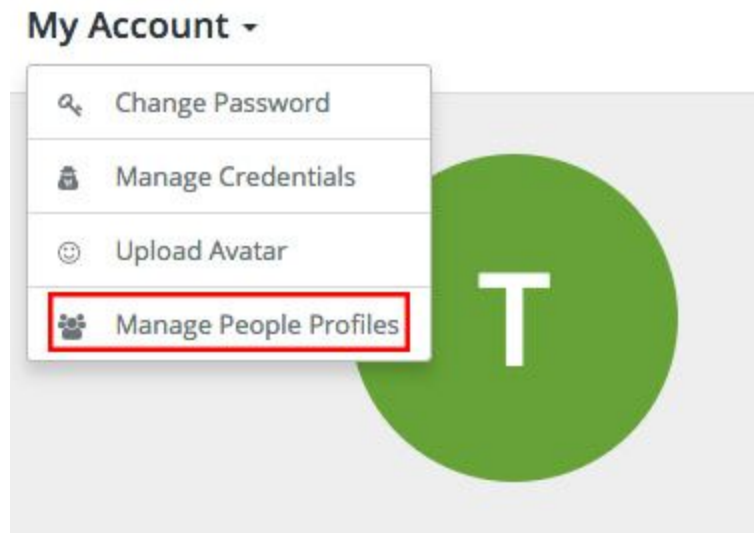
3. From the menu that appears, select **My Account**.



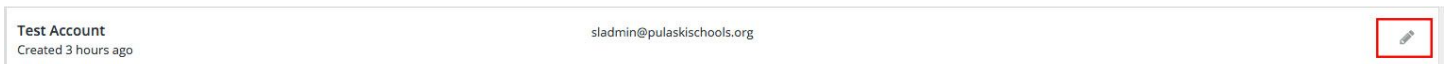
4. Now look for another menu that says **My Account** on the left/middle of the page (the page heading with a little arrow next to it).



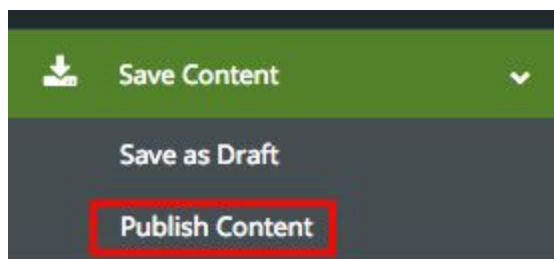
5. A drop-down menu will appear. Select **Manage People Profiles**.



6. Click the pencil on the very right side of the screen.

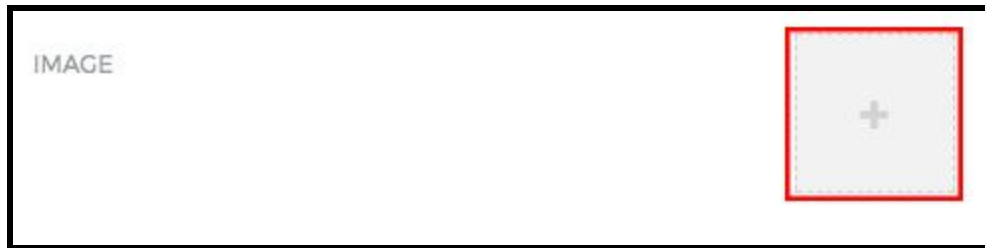


7. Update your Profile. Once you are done, click **Save Content** on the left and then **Publish Content** on the drop-down menu. To update your staff picture, see **Page 4**.



Updating Your Staff Picture

8. While still in the Edit Profile page, click on the plus sign next to **IMAGE**.



9. Click the folder icon next to **images**.



10. Click on **Upload Files**.

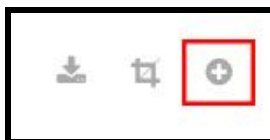
11. Click the green button that says **CHOOSE FILES**.

12. Navigate to where your image is saved, highlight the filename, and click **Open** at the bottom.

13. Click the green button that says **UPLOAD** at the bottom.



14. After it finishes uploading, click the Plus Sign on the far right.



15. Once you are done, click **Save Content** on the left and then **Publish Content** on the drop-down menu.

