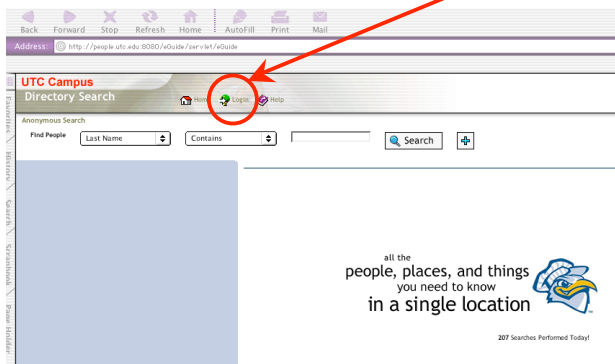


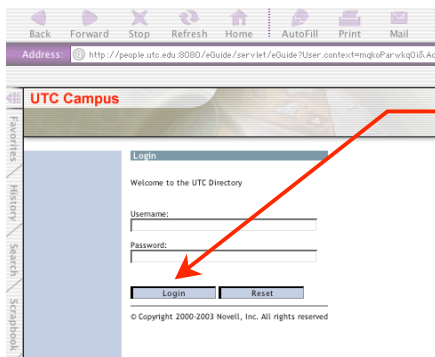
Updating information in the UTC online directory

1. Open an Internet browser and go to <http://people.utc.edu/>
2. Click on the **Login** button.



Log in button is here

3. Enter your UTC-ID and password (same as for UTC e-mail) and click on the **Login** button.




Click here after entering your user name and password

4. Click on **Edit Information** button.



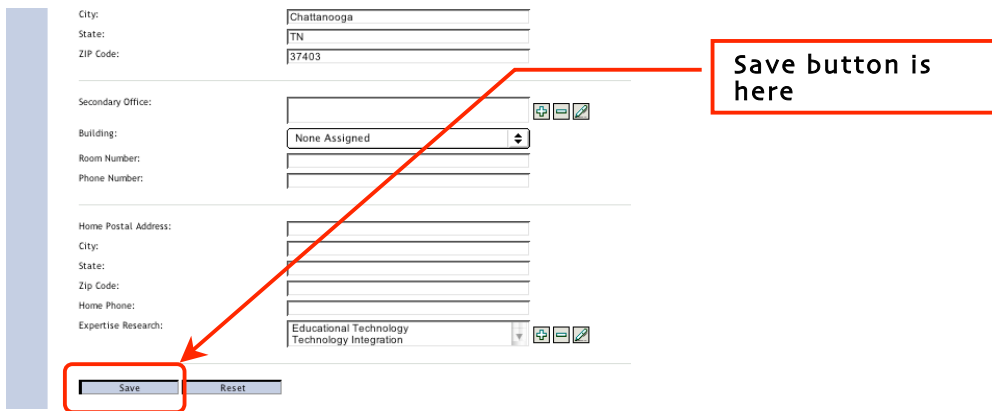
Click here on Edit Information

5. Scroll down the bottom screen, completing the information as you go. NOTE: Department selection is made by clicking on the drop down menu and selecting your home department.
6. To add information to the fields with icons next to them, click on the  button to the right of the lines.

7. Enter the information and click on the **Add** button. For example to add your areas of expertise:



8. When you are finished adding all new information, click on the **Save** button.



9. Click on the **Logout** button when you are finished.

