

How-To Edit myProfile Information

Section I - GENERAL

1. Login to [myProfile](#) using your NOVA LAN account username and password. This is the same login you use when starting your computer.
2. Access the myProfile document (*as shown below*).
3. On top of the page under “General” section, you will need to provide an alternate email address. If you do not have an email address other than your NVCC email, you can establish an email account free from Google Email or Yahoo.

My Profile

Updating your Profile will update Active Directory and your information on all eForms

General

<p>EMPLID</p> <input type="text" value="1234567"/>	<p>LAN ID</p> <input type="text" value="NVCC/yourname"/>
<p>Display Name</p> <input type="text" value="Your full name here"/>	<p>Supervisor Email</p> <input type="text" value="YourSupervisorEmail@nvcc.edu"/>
<p>Email</p> <input type="text" value="yourname@nvcc.edu"/>	<p>Alternate Email * Required</p> <input style="border: 2px solid red;" type="text" value="Enter your Alternate Email address"/>

Section II - POSITION

1. Under “Position” section, please verify the information provided. If you are unsure of your working title, please talk with your immediate supervisor. If you would need to change your title, your supervisor must do it for you.
2. Please choose from the dropdown menu to select your Division, Admin Council Member and Department if not selected. (*Try selecting your Division first then selecting your Department from the dropdown menu incase nothing is showing for the department field)
3. Leave “*Assistant’s Email Address” blank if you do not have an administrative assistant.

Position

Need to change your title? Your supervisor must do it for you!

<p>Working Title</p> <input type="text" value="Your Working Title"/>	<p>Position Description * From HRMS</p> <input type="text" value="Not Set"/>
<p>Position Class (or Employee Type) * From HRMS</p> <input type="text" value="Not Set"/>	<p>Admin Council Member * Required</p> <input type="text" value="Academic and Student Services (Schiavelli)"/>
<p>Division * Required</p> <input type="text" value="Information Technology"/>	<p>Department * Required</p> <input type="text" value="Information Technology Support Services"/>
<p>* Assistant's Email * leave blank if no assistant</p> <input type="text" value="Not Set"/>	

Section III - HRMS Job Records

This section reflects your HRMS job records. If there are changes to this list, please contact Human Resources at (703) 323-3110 for further assistance or you can email them at AskHR@nvcc.edu

HRMS Job Records				
Any changes to your HRMS Job Records must be made by Human Resources. You can email them here: AskHR@nvcc.edu				
Home Campus	Position	Class	Supervisor	Status
CS	Info Technology Specialist II	Classified Employee	YourSupervisor@nvcc.edu	Active

Section IV - LOCATION

1. Under “Location” section, please update all three fields as they are required.
2. Select your Primary Work Location and building from the dropdown menu if not selected.
3. Enter your room/office number if missing from the field.

Location

This is the primary campus where you work most often

Primary Work Location * Required **Building * Required**

FAIRFAX P4 (Pender 4)

Room/Office Number * Required

Room #

Section V - TELEPHONE NUMBERS

1. Under “Telephone number” section, please update office and personal phone numbers. If you do not have a mobile number, you may choose to use your home phone number or click the checkbox if you don’t have one.

Telephone Numbers

Office Telephone Number **Office Fax Number**

703 - 123 - 456 703 - -

I do not have an office telephone I do not have an office fax machine

Mobile Number

571 - 123 - 4567

I do not have a mobile phone

Section VI - DIRECT REPORTS

This section reflects your direct reports.

For Supervisors: Here is where you can update your staff's title. Select them from the list and click on "Edit User" button to update.

Direct Reports

Please Note: This is a list of employees, contractors, etc. who report directly to you. If you have any additional employees whose names do not appear in the list below, you need to have them visit this site to update their account information

**** You must click "Save Changes" to save any information that you have changed.***