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)*. EMPLID is not an editable field.

My Profile

Please Note: Updating your profile will update active directory and your information on all eForms.

General

Email	EMPLID

Name	Supervisor Email

Save General Changes

Section II - HRMS JOB RECORDS

1. This information comes directly from HR. Any changes must be submitted to DataOps@nvcc.edu.
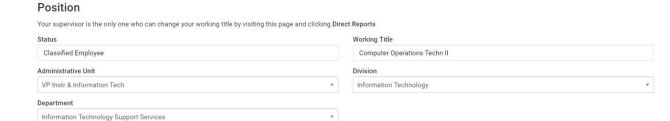
HRMS Job Records

Any changes to your HRMS Job Records must be made by Human Resources. You can email them here: DataOps@nvcc.edu.

Home Campus	Position	Status	Supervisor
CS	Computer Operations Techn II	Classified Employee	

Section III - 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 Administrative Unit, Division, 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)

Position

Your supervisor is the only one who can change your working title by visiting this page and clicking **Direct Reports**

Status	Working Title
Classified Employee	Computer Operations Techn II

Administrative Unit	Division
VP Instr & Information Tech	Information Technology

Department	
Information Technology Support Services	

Save Position Changes

Section IV - LOCATION

1. Under "Location" section, please update all three fields as they are required.
2. Select your Campus and Building from the drop down menu if not selected.
3. Enter your room/office number if missing from the field.

Location

The information below represents the campus where you work most often.

Campus
| Select One ▼ |

Building
| Select an Option ▼ |

Room
| |

[Save Location Changes]

Section V - DISTRIBUTION LISTS

1. Select the campuses you wish to receive informative emails and alerts for. Multiple campuses may be selected.

Distribution Lists

If you wish to receive "Faculty and Staff" email notifications from other campuses, please select those campuses below.

Please note that changes made to distribution lists will become effective the following day.

- ☐ ALEXANDRIA
- ☐ ANNANDALE
- ☐ BRAULT STAFF
- ☐ FAIRFAX
- ☐ LOUDOUN
- ☐ MANASSAS
- ☐ MEC
- ☐ WOODBRIDGE

[Save Changes]

SectionVI - TELEPHONE NUMBERS

1. De-select any of the three options.
2. Enter the phone number that represents the option you de-selected.

Telephone Numbers

Check the boxes below if any of the fields don't apply to you.

- ☐ I do not have an office telephone
- ☑ I do not have an office fax machine
- ☑ I do not have a cellphone

Office
| |

Fax
| |

Cellphone
| |

[Save Telephone Changes]

Section VII - BACKUP APPROVERS

1. Select the form number from the drop down list.
2. Enter the email address of the user you wish to grant approval privileges.

Backup Approvers

This is a list of people who can approve requests on your behalf. Your backup approvers can only be of equal or higher level.

Form Number	Backup Email
Select One ▾	

Save Backup Changes

Section VIII - DIRECT REPORTS

*For supervisors, managers, and up.
Select the staff or faculty member from the drop down list and enter their Title (Working Title).

Direct Reports

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, make sure you are listed as their supervisor.

You can edit their working titles by selecting them from the list below.

Name	Title
Select One ▾	

Save Title Changes

**** *You must click the green"Save" button below each category to save any changes you have made.* ****

Save General Changes