



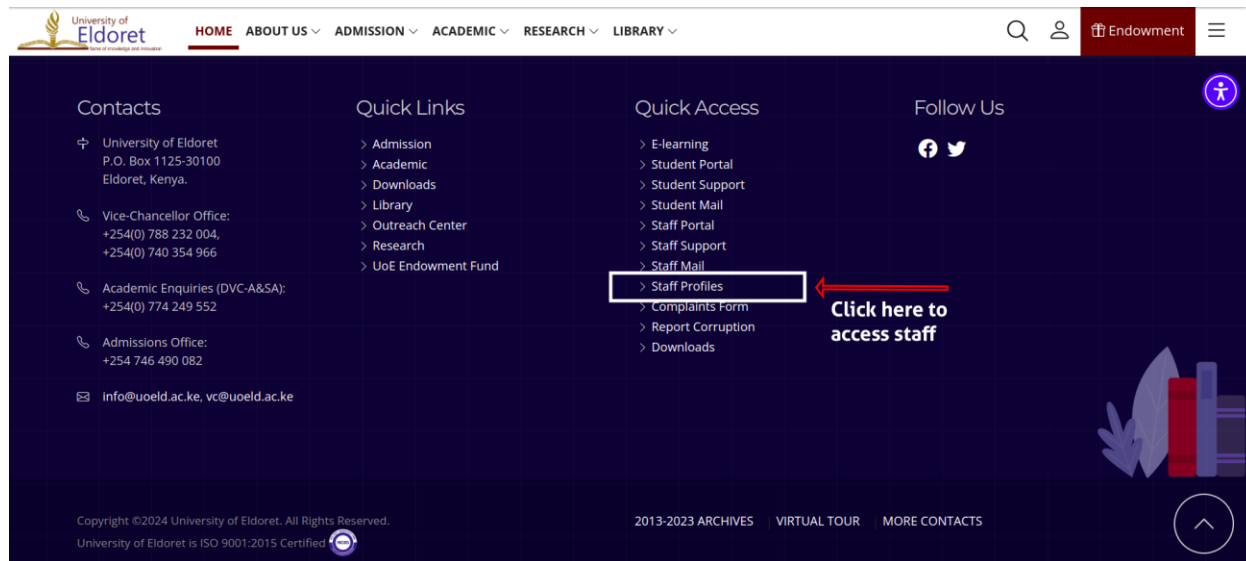
How to Access and Populate your Profile Guide

Welcome to the guide on how to access and populate your profile. Whether you're updating your personal information, adding new details, or simply reviewing your profile, this step-by-step guide will walk you through the process. Follow the instructions below to easily navigate to your profile, fill in the required fields, and ensure that all your details are up-to-date.

A. How to Access your Staff Profile

Step 1: Ensure You Have an Institutional Email Address

Before logging in, confirm that you have a valid institutional email address (e.g., username@uoeld.ac.ke). If you don't have one, contact the ICT Directorate to request an email account.



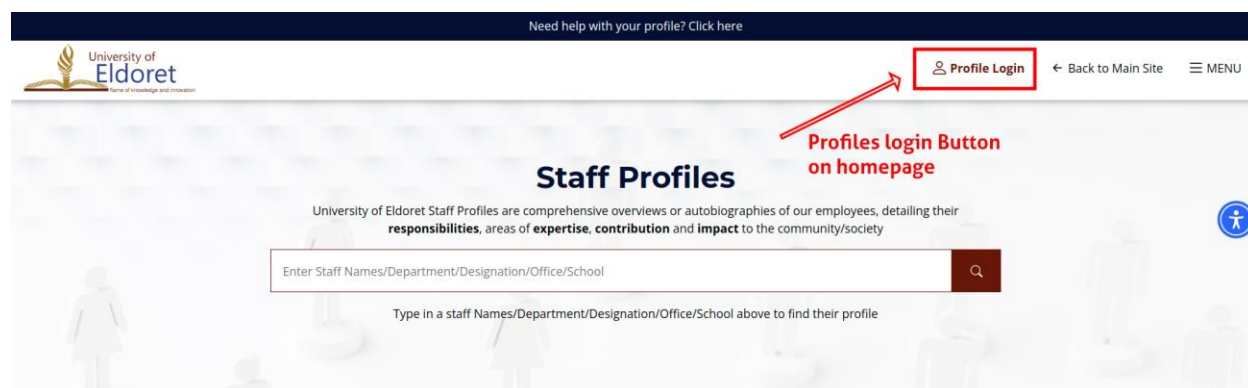
Step 2: Access the Staff Profile Website

Open your preferred web browser (e.g., Chrome, Firefox, Edge).

Visit the University website: <https://uoeld.ac.ke>.

Scroll to the footer of the page and click on the "Staff Profiles" link under the Quick Access Menu.

View a screenshot showing the footer of the website with the "Staff Profiles" link highlighted.



Alternatively, you can access the Staff Profiles website directly by clicking this link:

<https://profiles.uoeld.ac.ke>

Step 3: Click the "Profile Login" Button

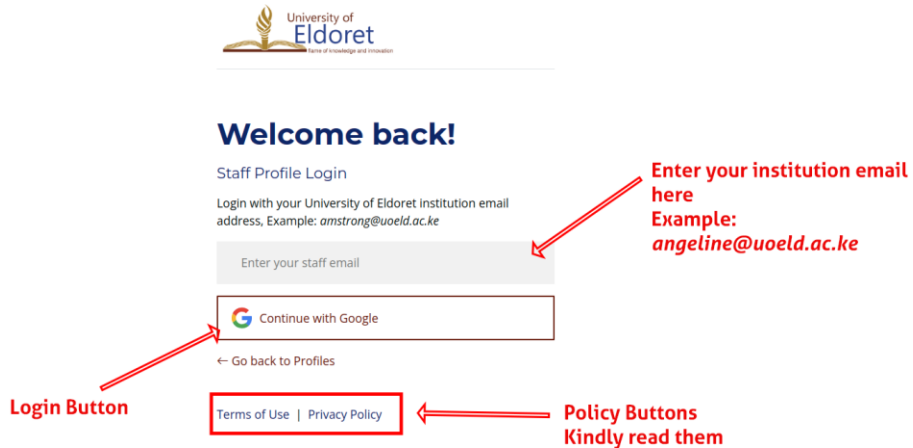
On the Staff Profiles Website, click the "Profile Login" button located at the top right corner of the homepage. View screenshot showing the homepage with the "Profile Login" button highlighted at the top right.

Step 4: Enter Your Email Address

On the login page, enter your institutional email address in the provided field.

Click the "Continue with Google" button to proceed.

View screenshot showing the login page with the email input field and "Continue with Google" button highlighted.



Step 5: Authenticate via Google OAuth

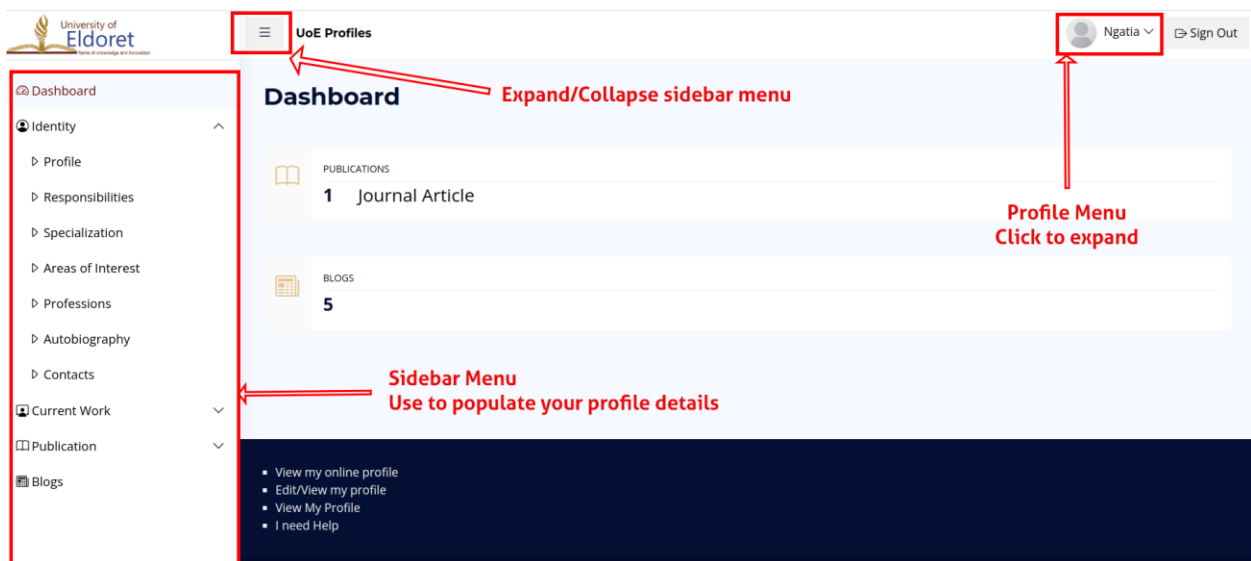
The system will redirect you to the Google authentication page.

Enter your institutional email address and password.

Complete the two-step verification process (if enabled).

Step 6: Access Your Staff Profile Dashboard

Once successfully authenticated, you will be redirected to your staff profile dashboard.



B. Populate Your Profile

Once logged into the dashboard, use/navigate the Menu Right Hand Sidebar to update Profile Details. Add or update the following:

- Identity: Your name, title, and profile picture.
- Responsibilities: Your official duties and roles.
- Areas of Specialization: Your academic and professional specialties.
- Autobiography: A brief description of your background.
- Contact Information: Email, phone number, and office location.
- Current Work: Ongoing projects or research.
- Publications: Academic papers, books, and other works.
- Blog Section: Add posts to share insights and updates. Attached Screenshot.
- Others.
- Save Changes. Click the Save button to ensure your information is updated