

Setup your Profile

Some of your profile, such as your contact information, is imported from Banner.

1. Click on your name in the Top Navigation Menu bar and select the **Institutional Profile** subtab.
2. Help students put a face to your name by using the **Upload Photo** link beneath your existing photo or placeholder to upload a photo.



Browse to a photo file (.jpg, .png, or .gif), and then click the **Upload Now** button to update your photo.

3. Edit your **Phone** and add an **Alternate Email** address to have BatesReach send email to an address other than your institution email. Select the **Both** radio button to receive email at both accounts.

- a. We recommend selecting either your Bates College email address, or both the Alternate and Bates email address to ensure you receive your notifications.

4. Double check that the **Time zone** selected matches your time zone. This time zone will be used when including appointment times in emails from BatesReach.

5. Add information to the **General Overview** and **My Biography** sections to let students know a bit more about you.

This information will appear to students who can make appointments with you in BatesReach.

6. Click the **Submit** button to save your changes.