

Setup your Profile

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

1. Click on the “Hamburger” menu and then 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.

The screenshot shows the 'Institutional Profile' subtab in the BatesReach interface. The user is Albus Dumbledore. The 'Contact Information' section includes fields for 'Phone' (with a yellow '3' next to it), 'Alternate Email' (with a yellow '3' next to it), and 'Video Phone'. There are radio buttons for 'Institution Email', 'Alternate Email', and 'Both', with 'Both' selected. A 'Time zone' dropdown is set to '(GMT-05:00) Eastern Time'. An 'Upload Photo' button is located below the profile picture.

- 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.

The screenshot shows two text input areas. The first is titled 'General Overview' with a yellow '5' next to it. Below it is a text area containing a sample message: 'A general message should go here. Tell people how you can help them during your office hours. I teach English Composition and Creative Writing and am also an advisor. Please feel free to stop by or schedule a meeting during my posted office hours. When you sign up for your meeting, be sure to select the reason that best describes what you'd like to talk about. I can help you think through topic choices and outlines and help connect you to reference materials particular to your chosen subject. I can also help you decide which English courses are the best options to meet your degree requirements and career aspirations.' The second section is titled 'My Biography' with a yellow '5' next to it. Below it is a text area containing a sample biography: 'I came to Excellent University in 2011. My research and teaching interests include twentieth-century and contemporary American literature and documentary film and the use of historical fiction as a teaching support in elementary education. In my free time I work with several local organizations focused on promoting literacy and creative writing for youth. I completed my undergraduate studies at Indiana University of Pennsylvania, and my graduate and doctorate degrees from George Mason University in Virginia.'