

BatesReach: Faculty & Staff Getting Started Guide – Setting up Your Profile

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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.

 Edit your Phone and add an Alternate Email address to have BatesReach send email to an address other than your



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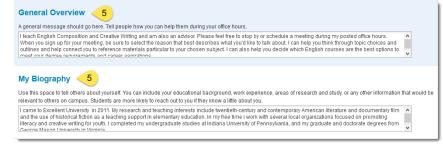
Appointment Preferences

Email Notifications

Help Logout help | logo

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.
- 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.