

## My Profile Instructions for SDHS.HCDE.org

**Your profile is connected to the DIRECTORY on the school's new website.**

We would like to have all profiles created before the Open House. It would be great to show parents how to contact their teachers online.

**The DIRECTORY is our online phone book.**

Unfortunately, since the DIRECTORY is connected to YOUR PROFILE, **you will need to complete this quick task.**

If you **need help**, please send an email and I will send a student to help you.

*\*Note: This is NOT the information requested on the Web Form we sent out earlier this month. (even though some of the information is the same)*

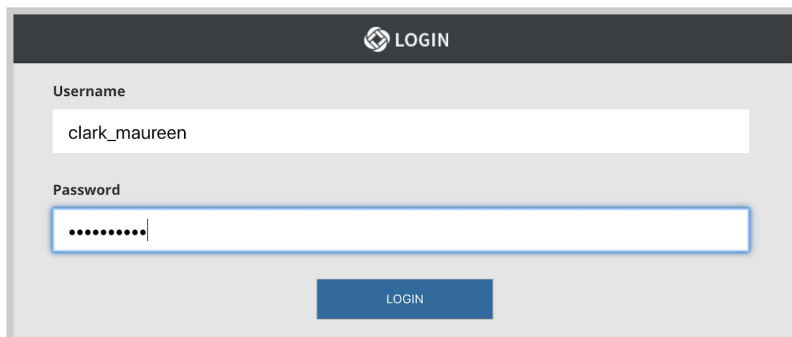
**In 15 minutes, your task will be completed.**

**Use the Chrome browser.**

**Step 1:** Go to [SDHS.HCDE.org](https://SDHS.HCDE.org)

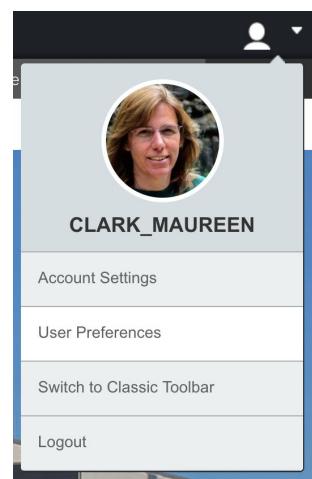
**Step 2: Login** using your HCDE account information for email. (do not include @hcde.org)

(You are not a robot)



**Step 3: Click on Your Name** or the **PERSON ICON** in the top Upper right corner.

**Step 4:** Choose **USER PREFERENCES**.



**Step 5:** The image below is the default dialog box that might open when you click on **USER PREFERENCES**. (The PREFERENCE TAB is selected in this image).

\*Note: Do not change any of the settings on PREFERENCE Tab dialog box.

Click on **USER ACCOUNT TAB**.

hcdesdhs > My Profile

View User **Edit User** Transcript

User Account **User Profile** User Photo **Preferences**

**click here**

**USER PREFERENCES**

**Preferred Theme** Use Server Default ▾

**Preferred Locale** Use Server Default ▾

**Date Input Format** Use Server Default ▾

**Time Zone** Use Server Default ▾

**Header Navigation** Text Only ▾

Show Help

Show Context Bar

**Look and Feel**

**Small Icon Sizes** Use Server Default ▾

**Medium Icon Sizes** Use Server Default ▾

**Large Icon Sizes** Use Server Default ▾

**DO NOT CHANGE ANYTHING HERE**

**Default Dialog Box that will open**

Restore Server Defaults Update Preferences Cancel

**Step 6: The USER ACCOUNT TAB** dialog box will be displayed. Check to make sure the information on the user account is **correct and the (\*) items are not missing**. Click USER UPDATE if you needed to change any information here.

hcdesdhs > My Profile

View User **Edit User** Transcript

**User Account** User Profile User Photo Preferences

**USER DETAILS**

**Fields marked with an asterisk (\*) are mandatory.**

**Username** CLARK\_MAUREEN \*

**First Name** MAUREEN \*

**Last Name** CLARK \*

**Email Address** CLARK\_MAUREEN@HCDE.ORG \*

**Manager**

Update User Cancel

**Step 7: Complete the USER PROFILE TAB.** The choice is yours on the information you would like to include.

For example, it would be really silly to add your Facebook info, however, the @SDHSFutureReady Twitter link might be good for me to share. Use your best judgement.

**At a minimum, please include and follow items for your profile:**

**Job Title:** English Teacher, Football Coach, Principal (separate by commas)

**Self Description:** focus on your classes, activities or sports (keep it short)

**Room:** 215

**Grade:** Click on your grade. (*SHIFT-Click* on each grade level to select more than one grade level)

**Address:** 618 Sequoyah Access Road, Soddy Daisy 37379

**Work Number:** 423.332.8828 ext. 66029

*\*Note: Scroll down on your screen to see more items that can be filled in.*

hcdesdhs > My Profile

View User Edit User Transcript **click here**

User Account **User Profile** User Photo Preferences

### USER PROFILE DETAILS

**Job Title** Future Ready Institute: Web Design

**Gender** Unspecified  Keep Private

**Self Description** Web Design Program Leader for SDHS Future Ready Institute of Start-ups and Web Design.

**complete the information for the user profile details**

### User Profile

**Website**

**Blog**

Rich text editor toolbar with icons for Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Paragraph Style, and other editing functions.

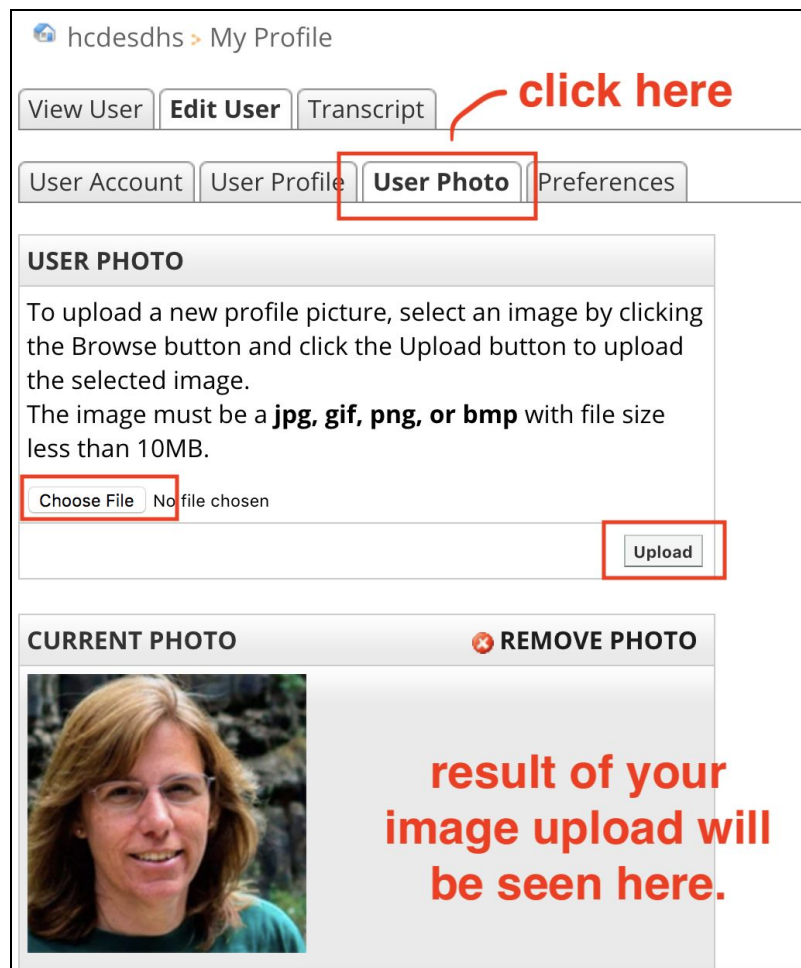
**Step 8: Click UPDATE USER button** at the bottom of the USER PROFILE dialog box.

**Step 9:** Upload profile image. **Click on USER PHOTO TAB.**  
Have a mugshot of yourself ready and **CHOOSE FILE** to upload it. **Click UPLOAD.**

The results of your uploaded mugshot will be displayed. If you do not like it, click REMOVE PHOTO and try another!

Don't have a photo? You can come back and add it at a later date.

*\*Tip: Crop your image to be a square, as you can not edit the image once it has been uploaded.*



The screenshot shows a web interface for a user profile. At the top, it says 'hcdsdhs > My Profile'. Below this are several tabs: 'View User', 'Edit User', and 'Transcript'. A red arrow points to the 'Edit User' tab with the text 'click here'. Below these are more tabs: 'User Account', 'User Profile', 'User Photo', and 'Preferences'. The 'User Photo' tab is highlighted with a red box. The main content area is titled 'USER PHOTO' and contains instructions: 'To upload a new profile picture, select an image by clicking the Browse button and click the Upload button to upload the selected image. The image must be a **jpg, gif, png, or bmp** with file size less than 10MB.' Below the instructions is a 'Choose File' button (highlighted with a red box) and the text 'No file chosen'. To the right is an 'Upload' button (also highlighted with a red box). Below the 'USER PHOTO' section is the 'CURRENT PHOTO' section, which includes a 'REMOVE PHOTO' link with a red 'x' icon. A placeholder image of a woman's face is shown on the left, and the text 'result of your image upload will be seen here.' is displayed in red on the right.

**Step 10:** Click **VIEW USER TAB** to see your profile. This is just a summary page but please check the information to make sure it is correct.

**View User**

Edit User

Transcript



**MAUREEN CLARK [CLARK\_MAUREEN]**

Future Ready Institute: Web Design  
Web Design Program Leader for SDHS Future  
Ready Institute of Start-ups and Web Design.

**Email Address** CLARK\_MAUREEN@HCDE.ORG

**Work Address** 618 Sequoyah Access Road  
Soddy Daisy, Tennessee  
37379  
UNITED STATES

**Home Address** N/A

**Phone Numbers** Work Phone: 423.332.8828  
ext. 66029

**You are DONE!** Now it is time to check what your information looks like in our Directory!

**To check your DIRECTORY Profile** in our online phone book.

**Go to** <https://sdhs.hcde.org/directory>

**SEARCH** your last name. (Clark)

**The results.**

## Directory

[Soddy Daisy High School / Directory](#)


All ▾  Search ✕

CM

**MOORE, CLARK**

✉ MOORE\_CLARK@HCDE.ORG

[More...](#)




**CLARK, MAUREEN**

Future Ready Institute: Web Design Instructor

✉ CLARK\_MAUREEN@HCDE.ORG | ☎ 423.332.8828 ext. 66029

[More...](#)

**Click the MORE button** on the right side of your information block to see your entire directory profile you just created. **Click Less** to close your information box.



**CLARK, MAUREEN**


Future Ready Institute: Web Design Instructor

✉ CLARK\_MAUREEN@HCDE.ORG | ☎ 423.332.8828 ext. 66029

[Less...](#)

☎ 423.332.8828 ext. 66029

✉ CLARK\_MAUREEN@HCDE.ORG

 [Twitter](#)

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Room: 215

Grades Taught: Grade 10, Grade 11, Grade 12

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**Biography**

Web Design Program Leader for SDHS Future Ready Institute of Start-ups and Web Design.

**GREAT JOB!**

**At this point in time. Please do not change or adjust your teacher webpages. (or any other web page) More information will be coming to you.**