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)
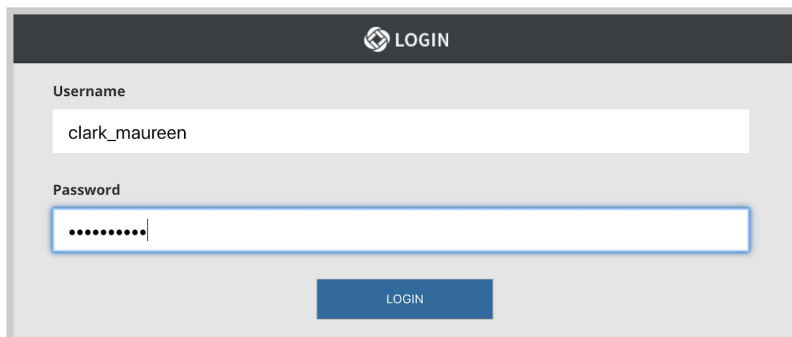
In 15 minutes, your task will be completed.

Use the Chrome browser.
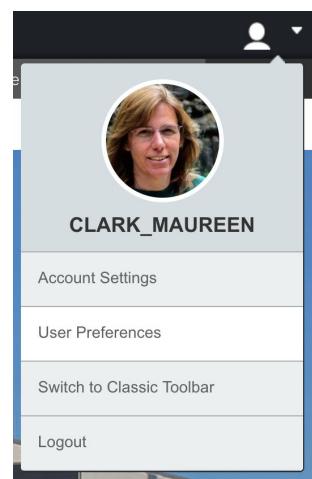
Step 1: Go to **SDHS.HCDE.org**

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.

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.

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View User | **Edit User** | Transcript

User Account | User Profile | User Photo | Preferences

USER DETAILS

ℹ️ **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

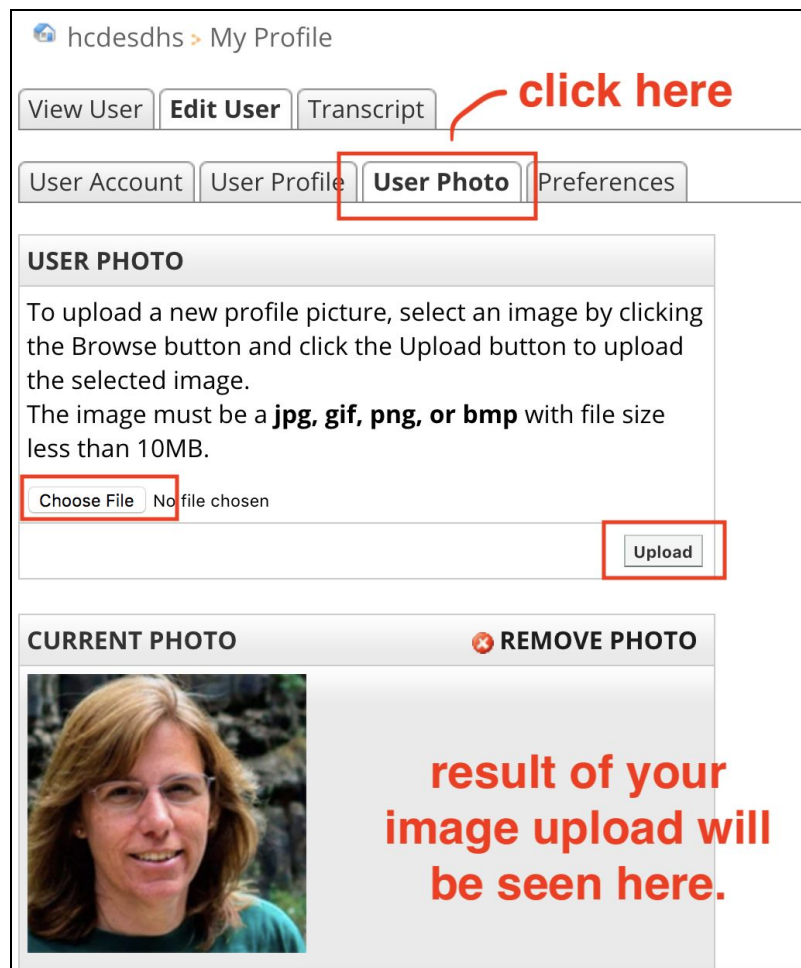*Note: Scroll down on your screen to see more items that can be filled in.*

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.

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.

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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.

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.

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.