

## Updating your Profile on the WHOI Directory

The link to edit your profile information is found on the internal home page (<https://whoi.edu/internal>) by logging into MyWHOI and then clicking on 'edit personal info'.

### MyWHOI

Username:

Password:

Remember me

[What is MyWHOI?](#)



**Woods Hole Oceanographer**  
INST

Login to WHOI WordPress

This WHOI login center provides an functionality for our staff, it affords to access multiple app just one login.

Username

Password

Login only to this application

Login to your directory profile page using your WHOI email username and password using our Single Sign-On (SSO) application.

Your Profile editing screen will open. This is where you can update information and check the information that comes from HR.

### Part I – Name and Website URLs

1. Professional Name: Sometimes your professional name is different than your 'legal' name. Use these fields to set your Professional Name
2. If you have a WHOI staff website, enter its URL here.
3. Biographical Info is a catch-all for other miscellaneous items that don't fall into other categories. It is not required, and most people will leave it blank.
4. Photo: You may upload a photo of yourself to display on your public profile page.  
NOTE: If there already is a photo uploaded, you'll need to delete it and then upload your newer photo.
5. If your lab or group has a website, enter its URL here.

Profile

Name

Username  Username cannot be changed.

First Name  1

Last Name

Contact Info

Email (required)  If you change this we will send you an email at your new address to confirm it. The new address will not

Website  2

About Yourself

Biographical Info  3

Share a little biographical information to fill out your profile. This may be shown publicly.

Extra Details

Photo  4

Lab/Group Site  5

## Updating your WHOI Directory Profile

### Part II – Professional Info

1. You may upload a CV (.pdf) file.
2. Sometimes people have a different title than their HR position title. Use the Working Title field to display this on your profile.

The next 3 boxes are all optional.

3. Education
4. Research Statement
5. Other Info – When data were converted from ConnectWHOI (MyWHOI), Research Interests and other sections were combined into the Other Info field.

The screenshot shows the 'Professional Info' form with the following fields and callouts:

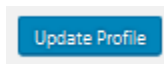
- CV:** An 'Add CV' button is highlighted with a red circle labeled '1'.
- Working Title:** The text 'Web-Database Systems Developer' is entered in the field, highlighted with a red circle labeled '2'.
- Education:** A rich text editor contains 'B.A.' and 'M.Ed.' entries, highlighted with a red circle labeled '3'.
- Research Statement:** A rich text editor is empty, highlighted with a red circle labeled '4'.
- Other Info:** A rich text editor contains the text 'Research Interests' followed by 'Relational databases; systems analysis; Web-database interfaces; computer-based training development.', highlighted with a red circle labeled '5'.

### Part III – HR Info

1. The WHOI Directory receives updated HR information nightly. This information is not updateable in the directory. It is read-only (not editable). If you see incorrect information, please contact HR.
2. When you are done editing your profile, make sure you click 'Update Profile' to save your work!

### Part IV – Save Your Work, View Your Profile

**Click 'Update Profile' to Save Your Work!**



The URL to view your profile is:

<https://directory.whoi.edu/profile/your-user-name>

The username in our example is hgordon. So the URL to view the profile for hgordon is:

<https://directory.whoi.edu/profile/hgordon>

The screenshot shows the 'HR Info - View Only - Contact HR (hris@whoi.edu) for changes' form with the following fields and callouts:

- Employee ID:** A text field with a greyed-out value, highlighted with a red circle labeled '1'.
- HR First Name:** The text 'HELEN' is entered in the field, highlighted with a red circle labeled '1'.
- HR Last Name:** The text 'GORDON' is entered in the field.
- Building:** The text 'Clark' is entered in the field.
- Office:** The text '1458' is entered in the field.
- Mail Stop:** The text '46' is entered in the field.
- Office Phone:** The text '+1 508 289 2812' is entered in the field.
- HR Job Title:** The text 'Information Systems Specialist' is entered in the field.
- Department:** The text 'Information Services' is entered in the field.
- Department Code:** The text '77' is entered in the field.
- Update Profile:** A blue button with the text 'Update Profile' in white, highlighted with a red circle labeled '2'.