

HOW TO UPDATE YOUR BIOGRAPHY ON YOUR DIRECTORY PAGE

6. Login to start.rit.edu

1.

The screenshot shows the 'start.rit.edu' user management page. At the top left is the RIT logo and 'Information and Technology Services'. At the top right are links for 'Settings' and 'ITS Resources'. The main heading is 'Welcome to start.rit.edu'. Below this is a paragraph explaining the site's purpose: 'Start.rit.edu is where you manage your personal identity and RIT Computer Account preferences, and register your computers or devices to the RIT Network.' The page is divided into two columns. The left column is titled 'New Users' and contains instructions for logging in or registering a device. The right column is titled 'Get Started' and contains links for 'Forgot Username' and 'Forgot Password'. Below these is the 'Account' section, which includes links for 'Alumni Access', 'Change Password', 'Computers', 'Directory Information' (circled in red), 'Multi-Factor Authentication', 'RIT Photo', and 'Sponsored Accounts'. At the bottom is the 'Preferences' section, which includes links for 'Email Preferences', 'Google Preferences', 'Name Preferences', 'Photo Preferences', 'RIT Alert Preferences', and 'Shell Preferences'.

2. Under “Account,” click “**Directory Information.**”

3. Under “General Information” in the “**Your Biography**” section, type or paste in your biography as you would like it to appear when published.

RIT Information and Technology Services

Hello Kim
Show UID

Settings < ITS Resources <

Directory Information

Your directory page can be viewed at <https://www.rit.edu/directory/kxwglg-kim-walters>

The directory is fed by several official information systems including HR and SIS. Some of the information below is editable by faculty and staff.

Changes made on this page may take 24 hours to be reflected in the directory.

Name Preferences
Make changes on the [Name Preferences](#) page

First Middle Last Kim Walters
Suffix Director of Marketing & Communication
Title
Published E-mail kxwglg@rit.edu

Official Portrait
Contact photo@rit.edu to change your official portrait.



General Information

Your Biography

- Inspired lifelong learner who loves helping others discover the empowering benefits of education.
- ...to produce marketing and communications tools, events that

Personal Links
All personal links provided for display on the RIT directory shall comply with all applicable RIT policies and procedures. RIT reserves the right, within its sole discretion, to remove personal links for any reason, including but not limited to

- Optional: Fill in the form fields for other content types if you would like, including linking to your own personal website (e.g. website portfolio, etc.), a video biography, your social media accounts.
- Scroll to the bottom of the page and click the orange “**Save Directory Info**” button.

Courses taught section includes the courses from previous, current, and next semester and are displayed from PeopleSoft.

Latest News section includes news stories published by University Communications that are tagged with you.

Additional Phone Numbers
Following information will not be displayed on your directory page
<https://www.rit.edu/directory/kxwglg-kim-walters>

Mobile Phone

Home Information
Following information will not be displayed on your directory page
<https://www.rit.edu/directory/kxwglg-kim-walters>

Home Phone

RIT Service Center
(888) 475-5000 | help.rit.edu | Mon-Fri: 7:30 a.m. - 5:00 p.m. EST

Need a directory photo? [Find out how to schedule yours here >](#)

rit.edu/marketing/directory-photo