

Instructions for updating grad student profiles:

1. Go to <https://myapps.ss.uci.edu/portal/>. This is the same site that you use to log in to the TA appointment application. Log in using your UCInet ID and password.
2. Click on the link that says "View/Modify My Contact Info." From here:
  - 3a. To change the information that appears on your profile page, click on "Name and basic profile data". Be sure to save your changes!
  - 3b. If you have a personal site that you would like listed on your profile, click on the "role" link next to "Home Page" at the bottom of the "basic profile data" page. It will take you to the Directory Information page. You should see a box near the middle of the screen that says "Graduate Student, Sociology" at the top, and there is an "edit" button in that box. Click the button. From here you can enter your office number and URL of your personal website.
  - 3c. To upload a CV, click the "Curriculum Vitae" link at the bottom of the "basic profile data" page and follow the directions. You may choose to upload a file, or link to your CV if it is stored elsewhere, such as on your personal site. You may also choose to delete a CV that was previously uploaded.
4. Send your profile photo to Sarah Apke ([smapke@uci.edu](mailto:smapke@uci.edu)). Photos should follow these guidelines. If you do not have a suitable photo, ask Sarah for an appointment to take a photo for your profile.
  - File type: JPEG (.jpg)
  - Maximum file size: 3MB
  - Minimum width x height (in pixels): 1410×930
  - Aspect ratio (ratio of the number of pixels in width to the number of pixels in height): 1.5 to 1 (like a 4"x6" photo in landscape)
  - Framing: you are centered in the middle of the photo (this is in case the web server software trims your photo down to a square image later)
  - Quality: a high quality, non-grainy, professional photo with good lighting where your face can be clearly seen.
  - Composition: a head-and-shoulder shot with blurred low-contrast background and sharp foreground (you)