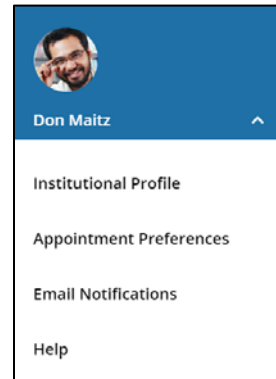


Setup your Profile

Some of your profile, such as your contact information, is imported from your MyCSN.

1. Click on your name in the Top Navigation bar and select the **Institutional Profile** tab.
2. Help students put a face to your name by using the **Upload Photo** link beneath your existing photo or placeholder to upload a photo.



Browse to a photo file (.jpg, .png, or .gif), and then click the **Upload Now** button to update your photo.

3. Edit your **Phone** and add an **Alternate Email** address to have MyCoyotePLAN send email to an address other than your institution email. Select the **Both** radio button to receive email at both accounts.

Please fill out as much of your profile as possible; students will see this information.

Yasmin Gold [Last Login: 1:10 PM April 29, 2014]

Login Page:

Login: Institution Email:

Phone: Alternate Email: [mobile Users](#)

mobile:

Video Phone:

Send my correspondence to:

Institution Email Alternate Email Both

Time zone:

Display all time zones

4. Double check that the **Time zone** selected matches your time zone. This time zone will be used when including appointment times in emails from MyCoyotePLAN.

5. Add information to the **General Overview** and **My Biography** sections to let students know a bit more about you.

General Overview

A general message should go here. Tell people how you can help them during your office hours.

I teach English Composition and Creative Writing and am also an advisor. Please feel free to stop by or schedule a meeting during my posted office hours. When you sign up for your meeting, be sure to select the reason that best describes what you'd like to talk about. I can help you think through topic choices and outlines and help connect you to reference materials particular to your chosen subject. I can also help you decide which English courses are the best options to meet your degree requirements and career aspirations.

My Biography

Use this space to tell others about yourself. You can include your educational background, work experience, areas of research and study, or any other information that would be relevant to others on campus. Students are more likely to reach out to you if they know a little about you.

I came to Excellent University in 2011. My research and teaching interests include twentieth-century and contemporary American literature and documentary film and the use of historical fiction as a teaching support in elementary education. In my free time I work with several local organizations focused on promoting literacy and creative writing for youth. I completed my undergraduate studies at Indiana University of Pennsylvania, and my graduate and doctorate degrees from [Carroll Mason University in Virginia](#).

This information will appear to students who can make appointments with you in MyCoyotePLAN.

6. Click the **Submit** button to save your changes.