**Step 1:** Visit the Gerald D Hines College of Architecture and Design Site: [https://uh.edu/architecture/](https://uh.edu/architecture/)

**Step 2:** Under the about dropdown menu click on Faculty and Staff Directory tab.

**Step 3:** Within the directory search menu, type in your name and press search.
Step 4: After finding your name, click on the red arrow located on the right side of your profile box.

Step 5: On the next screen, located at the bottom of the profile box is an icon reading “Are you NAME? You can edit your profile” – click on this.
Step 6: You will be taken to a screen requiring you to enter your CougarNet ID and password.

Step 7: Once in that backend of the profile section you should be able to update upload a CV/Resume, profile picture, portfolio images, biography, and areas of interest.
Please note: You are not able to update your name, email, phone number, or position title within this system. Only University Human Resources can make those changes as they refer to your official capacity with the University. You are more than welcome to add an secondary title right underneath your main position title within the “Job Role (if applicable)” section.

**Step 8:** After completing updates, be sure to press the green floppy disk to lock in your updates. To exit the profile screen, click on the lock in the upper right-hand corner of the screen.