

Updating Directory Information

The Directory at mga.edu

The directory at mga.edu is how all members of the general public and many members of our campus community find the person best suited to answer a question, help with a problem, or explore an area of mutual interest. **It is vital that all members of the MGA staff and faculty have up-to-date information in their MGA directory profiles – please update your profile any time there is a change in your job title, responsibilities, office location, or other detail.** Staff members should review their information for accuracy at least once a year; faculty members should review their information before the start of each term.

Updating your directory information

To update your directory information, visit <https://www.mga.edu/directory/me/index.php>. The login information is the same as your email login information; if you're unable to log in, please follow the directions on the right-hand side of the screen for assistance.

Once you're logged in, you can edit and update your profile:

"Edit profile image" will allow you to upload a professional photo for your profile. Images can be any dimensions, but should be limited to 500 kb in size. If you need a professional photo, you can contact marketing@mga.edu and our Marketing and Communications team will assist you.

Note: Please avoid using very informal photos for your profile image. While a picture of you working in your field can be acceptable, try to select a recent photograph of yourself in professional attire.

Enter up-to-date information in the remaining fields. Note that fields in red may need to be updated each term.

- **Doctorate?**
 - Check the "Dr." check box if you have a doctorate in your field of study
- **First name**
- **Last name**
- **Primary phone**
- **Title**
- **Certifications**
- **Department**
- **Website**
- **Biography**
 - **Note: Your biography should include professional biographical information only.** Keep personal information to a minimum in this section, and remember that this is being posted to a publicly-accessible website – anything you enter here will be available to all users of the MGA website and may be archived for later access, even if you delete the information later.
- **Office hours**

- **For staff members:** To avoid having to update your office hours as the University's hours of operation change in the summer, you should enter two sections here, "Fall/Winter/Spring Hours" and "Summer Hours (list dates for summer hours)"
- **For faculty members: Make sure to update your office hours each term.**
- **Courses**
 - **List courses you're teaching,** link either to course pages or to the course information in the MGA catalog.
- **Education**
 - List institutions and degrees earned
- **Professional experience**
 - **Suggested format:** First paragraph describes your current role and prior experience qualifying you as an expert in your discipline. Second paragraph describes major career accomplishments, areas of interest, and accolades in your field. For faculty members, a third paragraph can describe your courses taught and your involvement in research, academic centers, and other initiatives.
- **CV**
 - You may prefer to link to a remotely-hosted version of your CV, rather than trying to enter your full CV here.
- **Publications**
- **Professional affiliations**
- **Organizations**
- **Award honors**
- **Locations**
 - You can enter multiple locations if you wish. For each location, please enter the below information; if you wish to enter an additional location's details, click on "Add Another Location."
 - **Campus**
 - **Building**
 - **Office**
 - **Phone**
 - **Fax**

When you have completed entering **and verifying the accuracy** of the above, click on "**Submit Edits**" to publish your updated profile.