Quick Tips for Editing Your Online Faculty Info

The Westminster website has an online faculty information directory which provides visitors with a standard set of information about full-time faculty. Visitors can sort by last name or department and then look at detailed information for individual faculty.

This Quick Tip provides instructions for editing your own faculty information. You may view the online faculty information directory by browsing to: http://www.westminstercollege.edu/apps/faculty/ and then navigate to your own record.

Information Maintained by the College
The Registrar's office and IT maintain the following information about you in the college database and your computer user account. Please contact them if you notice an error in any of the following:

- Faculty Rank (registrar)
- Department (registrar)
- Westminster Email Address (IT)
- Office Location (IT)
- Office Phone (IT)
- Registered Web Pages on your W: drive (IT)

What You Can Edit
You may add additional information about yourself at your discretion. To edit your information, navigate to your record and click on the link that says, "Click here to edit your info" at the bottom of the page. You will need to supply your username and password (same as those you use to log into any Westminster computer).

You may edit the following information:

- Biography
- Research/Teaching Interests
- Any WebCT Course(s) you are teaching
- Your Picture*

*The web team will be happy to put your picture online, and students really appreciate being able to put a name to a face. You may either send us a digital image of yourself as an email attachment, have us take a picture of you, or bring us a photograph for scanning. For consistency on our website we ask for color photos only. Please contact us on the IT Support Phone at x2023.