

As part of an ongoing effort by SHESC and the College of Liberal Arts and Sciences to keep our iSearch database as complete and accurate as possible, all faculty, staff and graduate assistants are being asked to review their profiles.

### **What is iSearch?**

Launched in January 2017, iSearch is the people directory at ASU. All university employees and students are listed in the directory and have profile pages. Your profile can include a range of information, from basic contact details to course assignments to research areas. It is a window into your work at the university for colleagues, students, journalists and the public. ASU and CLAS have established formatting standards and requirements for some elements of your profile.

### **Isn't this the same as myASU?**

While some information on your profile is pulled from the myASU portal, iSearch is the *public-facing* directory for employee and student information. So while your iSearch profile includes only the biographical and other information you choose to make public, myASU contains all of your personal details – most of which will always remain private.

### **Why do I need to do this?**

While a complete and updated profile is required by the university, there are clear benefits for you. Prospective students learn about your work and the opportunities available to them at SHESC. Current students and coworkers know how to get in touch with you. And journalists looking for experts can more easily learn about you, generating public awareness of your work and the school's. CLAS has also developed a tool that audits/scores our iSearch profiles – please help keep our score high!

### **Do I also have to update my profile on the SHESC website?**

Your profile page on the SHESC website (accessible from the “People” menu) is a clone of your iSearch profile. Changes made to your iSearch profile will automatically be imported onto the SHESC website. That process is not immediate, however, and typically takes 12 to 48 hours – so changes made to your profile may not be reflected on the SHESC website for a day or two.

iSearch Guide

Staff Checklist

Home / View Profile / Edit Profile

Jane Doe

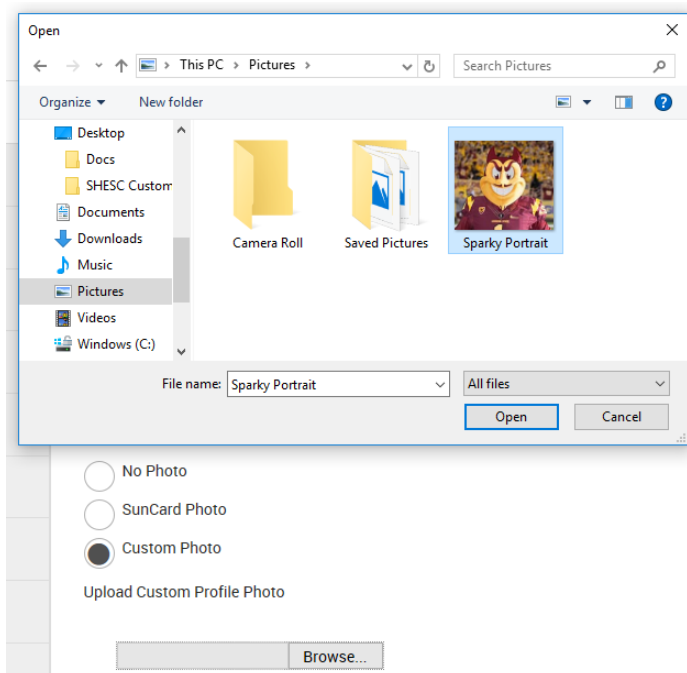
Basic
Links
Affiliations
Expertise Area
Biography
Research
Teaching
Public Work

- To access your iSearch profile, visit <https://isearch.asu.edu>
- Click the “Edit My Profile” button in the top right (log in with your ASURITE if you are prompted).
- Navigate the categories and fields using the left-hand menu.
- You may fill out any areas of the profile you feel are relevant. However, the following fields are *required* for all ASU staff.**
- All changes made in iSearch will also update your SHESC website profile in one to two days, with the exception of your office location.

Profile Photo

\*\* Your photo should be a headshot (head even with the camera, facing forward) on a neutral background. All photos will be cropped to be **square** during the upload process. Official portraits by the ASU Marketing Hub photographer are complimentary and are **strongly preferred**. To view a calendar of walk-in hours for ASU portraits, visit <https://asu.photoshelter.com/page2>. The photos are taken in Stauffer Hall B, room 101.

- Click “Basic” in the left-hand menu, if you are not already there.
- Select the “Custom Photo” option.
- Click “Choose File” or “Browse”.
- In the dialog box, navigate to where your image is stored on your computer, click on it and then click the “Open” button.
- Use the “Resize Image” slider to resize the image for cropping, if necessary. If you receive an error message, your photo may be too small or too large of a file. (If the latter, resize – don’t crop – in Microsoft Paint or another program).
- Scroll to the bottom and click the “Save” button. Your new photo will update on the iSearch profile immediately.



## ☐ Phone

- 1) Under the “Phone” section, click the “Edit Phone” link.
- 2) A new tab will take you to the Human Resources portal. If you do not already have a phone number listed as “Work,” click the “Add a Phone Number” button.

### Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type	*Telephone	Ext	Country	Preferred	
Work	480/965-5538			<input type="checkbox"/>	
Home	555/555-1234			<input checked="" type="checkbox"/>	

Add a Phone Number

Save

- 3) In the Phone Type dropdown, select “Work.” Add or edit your office phone number in the format 480/965-5555. **Please note that your Home and other non-work phone numbers displayed here will remain private and are not imported into iSearch.**
- 4) Click the “Save” button. When you see the Save Confirmation page, you may close the tab.
- 5) It will take up to 24 hours for this change to appear in iSearch. Don’t worry if you do not see the new phone number on your profile page immediately.

## ☐ Location

\*\* All staff are responsible for keeping this field up to date.

- 1) Under the “Location” section, click the “Edit Address” link.
- 2) A new tab will take you to the Human Resources portal. If you do not already have an address listed as “Campus Location,” click the “Add a new address” button. Otherwise, click the pencil icon next to your Campus Location address to change it.
- 3) The “Address 1” field should include *only* your building code and room number. For example, SHESC 226. A list of campus buildings and their building codes can be found at <https://tours.asu.edu/tempe/buildings>.

### Edit Address

Country: United States [Change Country](#)

Address 1: SHESC 226

Address 2:

Address 3: 900 S Cady Mall

City: Tempe State: AZ Arizona Postal: 85281

OK

Cancel

- 4) The “Address 2” and “Address 3” fields are optional. You are encouraged to list the street address of your building in one of them. For example, 900 S. Cady Mall. (Addresses for academic buildings can be found at <https://tours.asu.edu/tempe/academic-buildings>.) **Always** enter your city, state and ZIP – typically Tempe, AZ 85281.
- 5) Click the “OK” button. On the next screen, click the checkbox for “Campus Location” under Address Types. Then click the “Save” button. When you see the Save Confirmation page, you may close the tab. **Please note that your Home and other non-work addresses will remain private and are not imported into iSearch.**
- 6) It will take up to 24 hours for this change to appear in iSearch. Don’t worry if you do not see the new address on your profile page immediately.
- 7) **Please note:** Whenever you add or change your office location, you must **also** email Brian Schraum at [Brian.Schraum@asu.edu](mailto:Brian.Schraum@asu.edu) to update the SHESC website manually.

## Biography and Short Bio

- 1) Click “Biography” in the left-hand menu.
- 2) In the Biography text box, type or paste a biography for yourself. **The biography must:**
  - a. Be at least 100 words but not more than 300 words in length.
  - b. Be written in the third person – use your name and pronouns (he/she/they/him/her/his/hers/their) in the text rather than “I” or “my” references.
  - c. **Not** include information about your education or degrees. If you would like to include this information, list it in the Education text box. It is **optional**.
- 3) In the Short Bio text box, type or paste an abbreviated biography. This text will appear in search results only. **The short bio must:**
  - a. Be no more than 40 words in length.
  - b. Be written in the third person and may include your **last name only** (no first name).
  - c. Serve as a brief description of your job duties. For example, “Smith provides academic advising services to undergraduate students in the School of Human Evolution and Social Change.”
- 4) Scroll to the bottom and click the “Save” button.

**Optional fields:** Social media links, academic areas of expertise, honors and awards, industry experience, research or teaching details, upload your CV, additional photos, videos or audio clips. These fields will likely be empty for most university staff but you may use them as appropriate.

**Job title change? Questions? Email [Brian.Schraum@asu.edu](mailto:Brian.Schraum@asu.edu)**