

1. Go to doane.edu
2. Select the Faculty and Staff Link
3. Click on the Drupal icon, and sign in, after signing in
4. Go to the Directory under the Faculty and staff page
5. Find yourself in our directory and click on your name
6. Click the Edit Your Profile button on the right side of the screen
7. Fill out your profile template, remember that there is a short and long-form bio
8. Fill out any other relevant information
9. Scroll down to the end of the page and click save
10. Your Employee Profile is now updated!