

**Setting Up Your Staff Web Profile:**

**Request your profile template**

* Log into <https://nutrition.tufts.edu/user> using your Tufts UTLN and password to activate your Friedman School account.
* Send an email to support@tuftsnutrition.zendesk.com once you have activated your account asking for permission to edit your staff profile.
* Receive a response and the URL for your profile page.

**Populate your page**

* Log into the [Friedman School](https://nutrition.tufts.edu/user) website at <https://nutrition.tufts.edu/user>, using your Tufts UTLN and password.
* Go to the URL the communications team provided you through the support ticket
* Select *Edit* to include a write up about your role at the Friedman School, etc. under the **Bio** and **Education** sections
* Upload a picture under the **Image** section
* Please do not edit the other fields
* Remember to save!

**Let us know!**

* Send Susan Williams the URL to your profile page so we can link to it from the [Friedman School Staff Profiles page](https://nutrition.tufts.edu/about/administration/staff)
* Questions? Ask C.Williams@tufts.edu