

The Web Group at District Office OIT is proud to announce the **Faculty Directory**, a web application that allows faculty members to add and update an online profile, including information about office hours, classes taught, and websites. Students will be able to search this Faculty Directory for more information about their instructors. We are piloting the Faculty Directory at Harold Washington College during Fall Term 2007. Participation by faculty and staff is completely optional.

A Quick Look at Your Faculty Profile

Once a profile is posted, it will look similar to the profile shown here. There are several parts to a profile: Contact Info, Courses you are teaching, your Degrees, a Personal Statement, and links to up to three websites. You can also upload one photo. **Only First Name, Last Name, and title and Email Address are Required.** All other fields are optional.

Upon first login to the Faculty Directory, a profile is created. Faculty members can choose whether or not to display their profile.

How To Update Your Profile

1. Go to this Website: <http://www.ccc.edu/profile/>
2. Click Login to Update Your Profile
3. Login using your Novell Username and Password. Currently faculty members use their Novell Username and password to access the CCC Blackboard Server and MyFaculty.CCC.edu.
4. Complete your profile. **Only First Name, Last Name, and title and Email Address are Required.** All other fields are optional.
5. If you want to display your profile, select YES.
6. Click Update. Your profile will now be displayed in search results.
7. To upload a photo click Proceed to Upload A Photo.
8. Click Browse and locate the image on your computer. At this time only .jpg images can be uploaded.
9. Click Upload. Photos may be scaled down.

How To Preview Your Profile

After logging in to the Faculty Directory, click View Profile from the menu on the left.

FACULTY DIRECTORY

Your Photo →

Contact Info → Kristen Freilich
District Director
kfreilich@ccc.edu
Room: 710
Office Ph: 312-553-3317

Department: OIT

Office Hours: Monday-Friday 9am-5pm

Colleges: • District Office

Courses: None at this time. → **Courses you are teaching**

Degrees: BA from Northwestern University → **Degrees**

Personal Statement: I support Faculty and Staff in their technology endeavors. This past winter I founded the Books for Kids Chicago book drive, dedicated to providing new or like-new books to the children at our Child Development Centers. Although there are organizations that do this on a grander scale, a benefit of the home-grown book drive was that CCC employees and community members gave directly to the children of our students. → **Personal Statement**

Websites → [The District Office Website](#)

How To Search the Faculty Directory

1. Go to this Website: <http://www.ccc.edu/profile/>
2. Click Search the Faculty Directory
3. Enter the First or Last name of the faculty member you are searching for.

The link to Search the Faculty Directory will eventually be more prominently featured on the Harold Washington College Website.

How To Get Help

If you need help accessing or updating your Faculty Profile, please complete the Help Form located on the Faculty Directory Login Page.