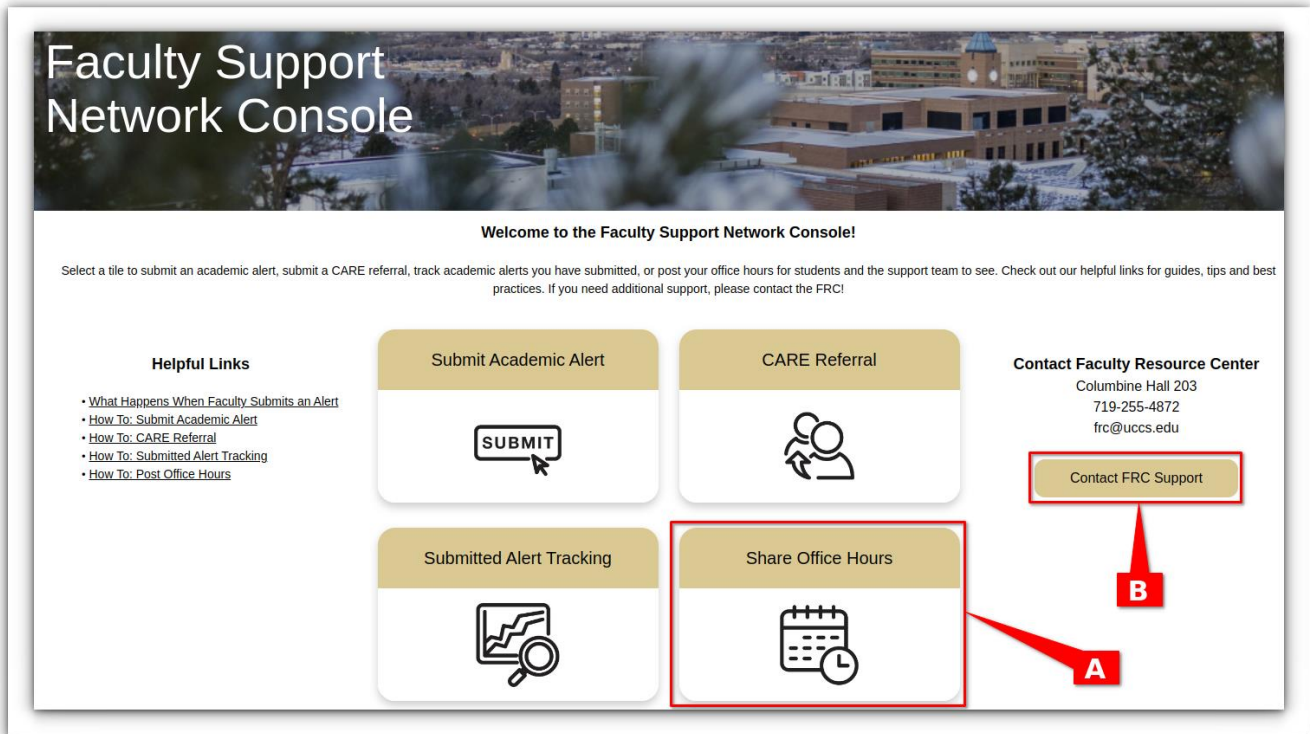




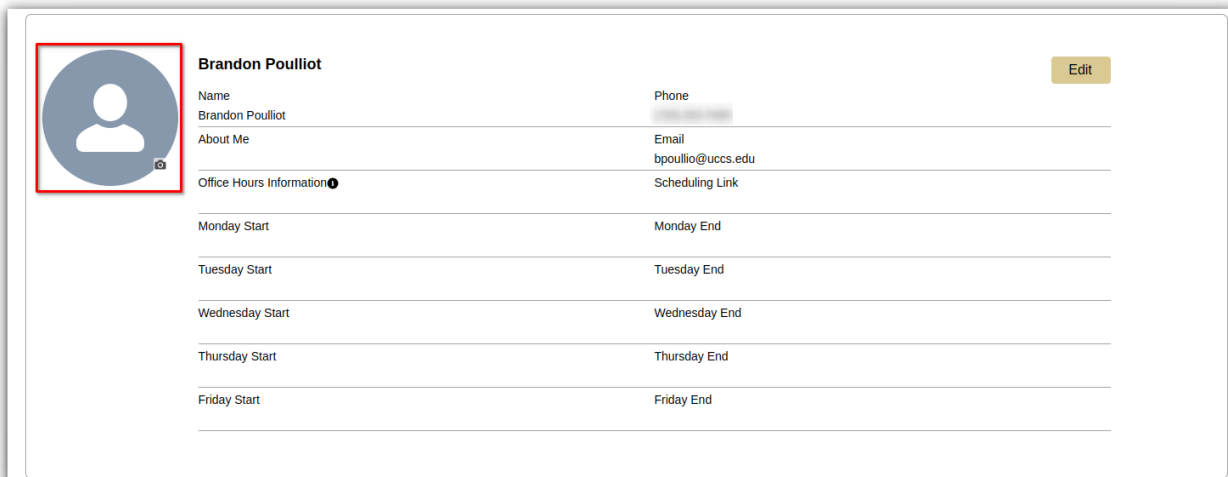
Office Hours and Profile

Faculty Support Network Console

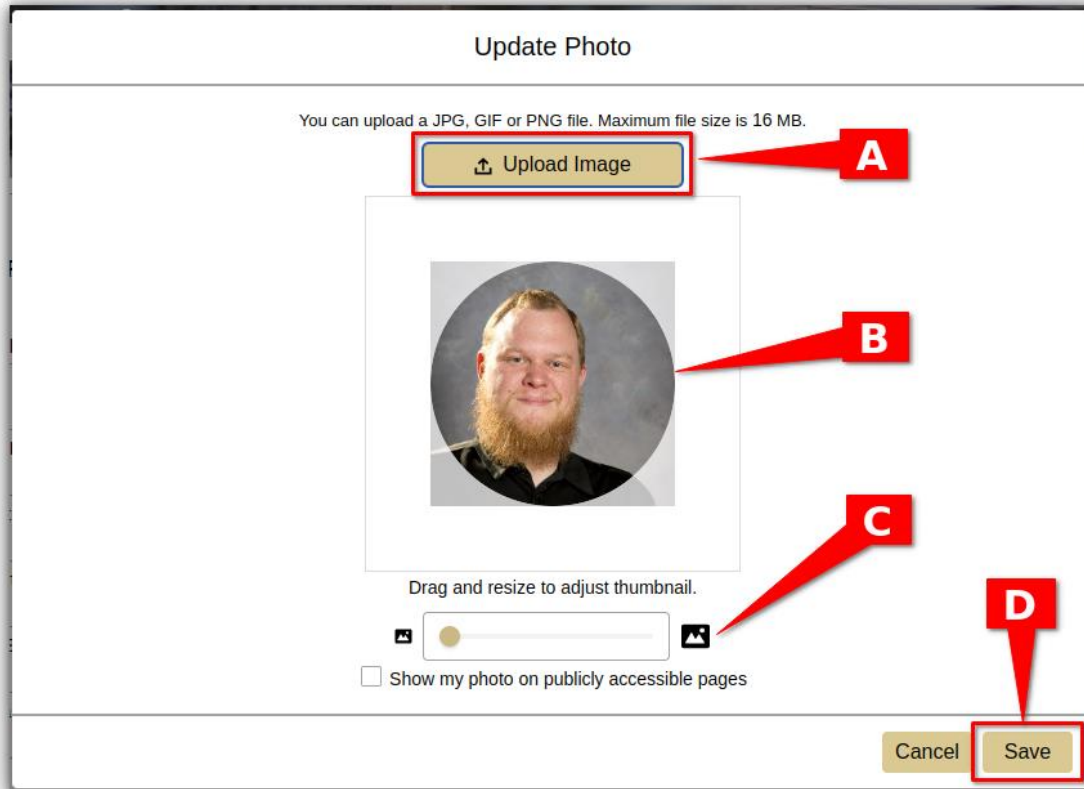
1. Navigate to the Faculty Support Network Console home page:



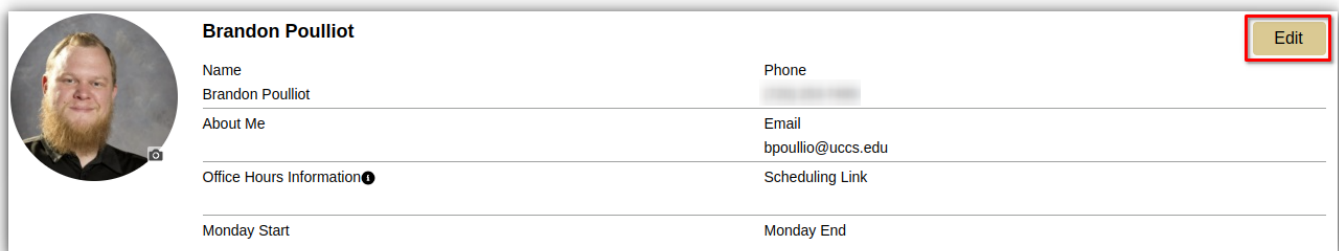
2. Click the **Share Office Hours** tile to set up your profile and provide your standard office hours.
3. Click **Contact FRC Support** for support using the Faculty Network Support Console.
4. Click on the placeholder icon of a person to upload a profile photo.



5. Upload an image, adjust, and crop as necessary.



6. Click **Upload Image** to upload an image from your device.
 7. Click and drag the uploaded image to position within the cropping circle.
 8. Use the slider to zoom the image in or out if needed.
 9. Click **Save** to save the profile image.
10. Click **Edit** to edit profile information and office hours.





11. Add profile information if desired (A), provide **Information** or a **Scheduling Link** and use drop-down menus to enter start and end times for each day (B), and click Save (C) when finished.

Edit User

* = Required Information

A (Red box around Name and Email fields)

B (Red box around Office Hours section)

C (Red box around Save button)

Name		Phone	
First Name	Brandon	7192554154	
Middle Name			
Last Name	Poulliot		
Suffix			
About Me	Instructional designer and technologist with the Faculty Resource Center at UCCS.		
Email	bpoullio@uccs.edu		

Office Hours Information		Scheduling Link	
All office hours are virtual. Please reach out to schedule alternate times or in-person meetings.		https://calendly.com/bpoullio	
Monday Start	3:00 PM	Monday End	5:30 PM
Tuesday Start		Tuesday End	
Wednesday Start		Wednesday End	

12. Review completed profile and office hours information.

Brandon Poulliot Edit

Name	Brandon Poulliot	Phone	(719) 255-4154
About Me	Instructional designer and technologist with the Faculty Resource Center at UCCS.		
Office Hours Information	All office hours are virtual. Please reach out to schedule alternate times or in-person meetings.		
Scheduling Link	https://calendly.com/bpoullio		
Monday Start	3:00:00 PM	Monday End	5:30:00 PM
Tuesday Start		Tuesday End	
Wednesday Start	8:00:00 AM	Wednesday End	10:00:00 AM
Thursday Start		Thursday End	
Friday Start	12:00:00 PM	Friday End	3:00:00 PM