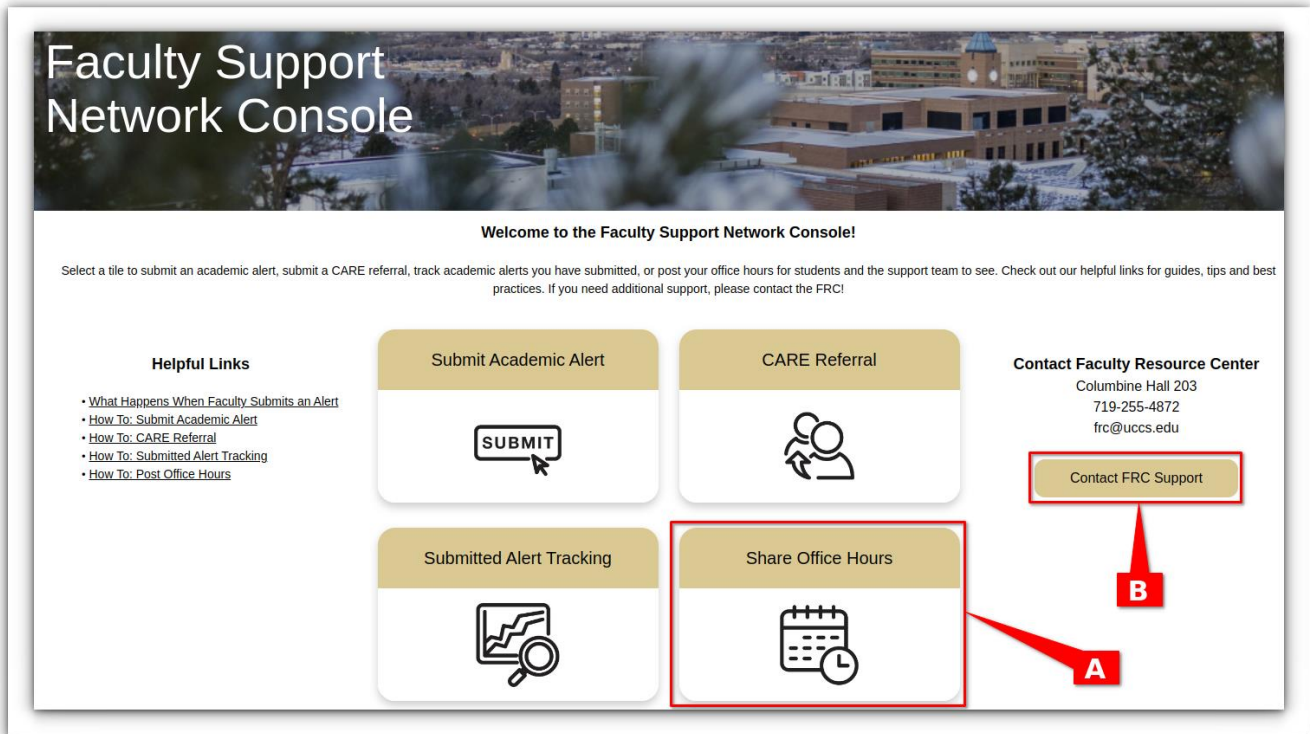**UCCS** University of Colorado
Colorado Springs

# 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.
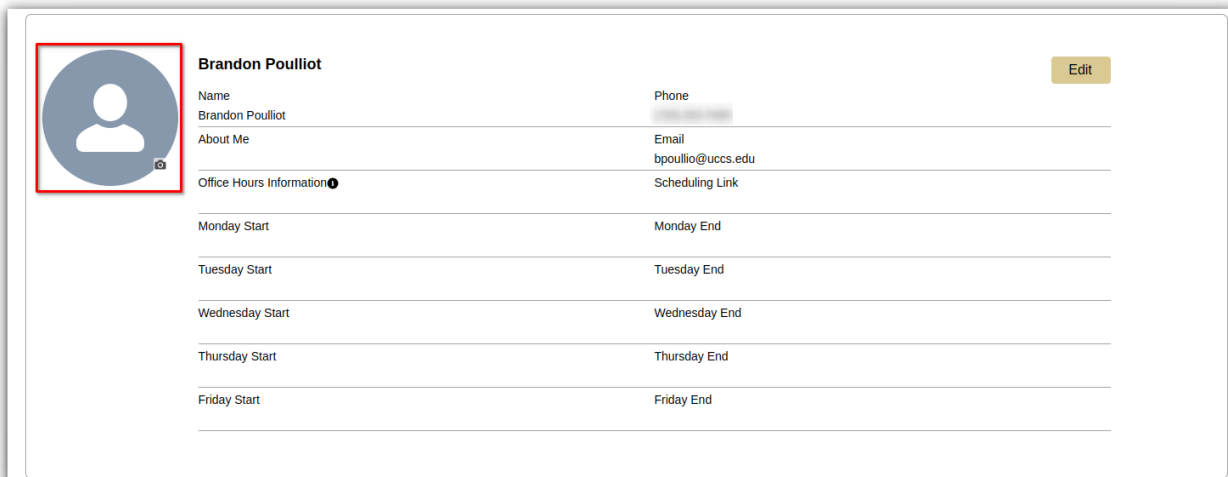
5. Upload an image, adjust, and crop as necessary.
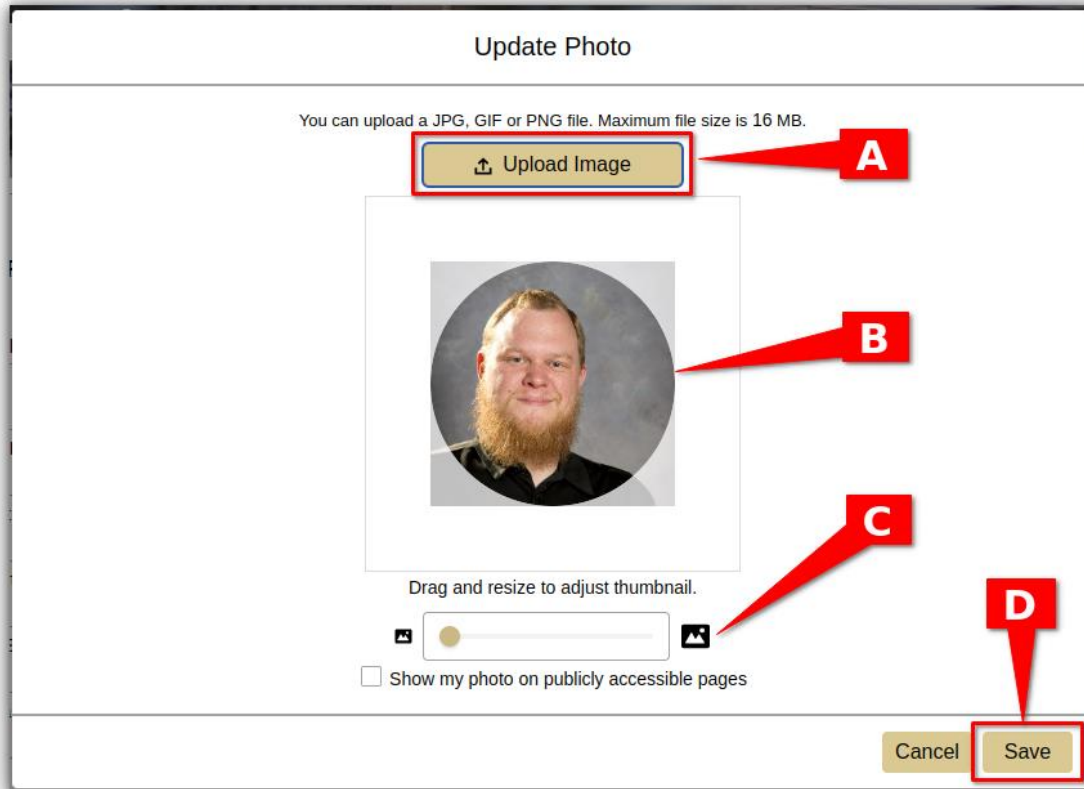
6. Click **Upload Image** to upload an image from your device.
7. Click and drag the uploaded image to position within the cropping circle.
8. Use the slider to zoom the image in or out if needed.
9. Click **Save** to save the profile image.

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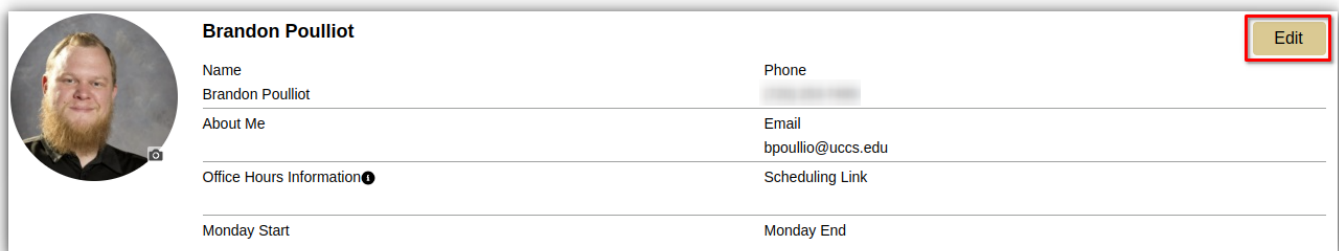
11. Add profile information if desired (A), provide **Information** or a **Scheduling Link** and use drop-down menus to enter start and end times for each day (B), and click Save (C) when finished.

12. Review completed profile and office hours information.