

## **Office Hours and Profile**

Faculty Support Network Console

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

Faculty Support Network Conso	Uelcome to the Faculty S	Support Network Console!	
Select a tile to submit an academic alert, submit a CARE re	ferral, track academic alerts you have submitted, or po practices. If you need additional	ost your office hours for students and the support team support, please contact the FRC!	to see. Check out our helpful links for guides, tips and best
Helpful Links	Submit Academic Alert	CARE Referral	Contact Faculty Resource Center
What Happens When Faculty Submits an Alert How To: Submit Academic Alert How To: CARE Referral How To: Submitted Alert Tracking How To: Post Office Hours		€°	719-255-4872 frc@uccs.edu Contact FRC Support
	Submitted Alert Tracking	Share Office Hours	
	R.C.		A

- 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.

Brandon Poulliot		Edit
Name	Phone	
Brandon Poulliot	100.000	
About Me	Email	
0	bpoullio@uccs.edu	
Office Hours Information	Scheduling Link	
Monday Start	Monday End	
Tuesday Start	Tuesday End	
Wednesday Start	Wednesday End	
Thursday Start	Thursday End	
Friday Start	Friday End	



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

Update Photo
You can upload a JPG, GIF or PNG file. Maximum file size is 16 MB.
Drag and resize to adjust thumbnai.
Show my photo on publicly accessible pages
Cancel

- 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.

	Brandon Poulliot		Edit
120	Name Brandon Poulliot	Phone	
	About Me	Email bpoullio@uccs.edu	
	Office Hours Information	Scheduling Link	
	Monday Start	Monday End	



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.

		* = Required Informatio
*Name		Phone
First Name		7192554154
Brandon		
Middle Name		
*Last Name		
Poulliot	Ţ	-
Suffix		
About Me		*Email
Instructional designer and technologist with the Faculty Resource Center at UCCS.	1	bpoullio@uccs.edu
ice Hours		
Office Hours Information		Scheduling Link
All office hours are virtual. Please reach out to		https://calendly.com/bpoullio
schedule alternate times or in-person meetings.		8
Monday Start		Monday End
3:00 PM	0	5:30 PM (0)
Tuesday Start		Tuesday End
	0	©

12. Review completed profile and office hours information.

Brandon Poulliot		Edit
Name	Phone	
Brandon Poulliot	(719) 255-4154	
About Me	Email	
Instructional designer and technologist with the Faculty Resource Center at UCCS.	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	Monday End	
3:00:00 PM	5:30:00 PM	
Tuesday Start	Tuesday End	
Wednesday Start	Wednesday End	
8:00:00 AM	10:00:00 AM	
Thursday Start	Thursday End	
Friday Start	Friday End	
12:00:00 PM	3:00:00 PM	