

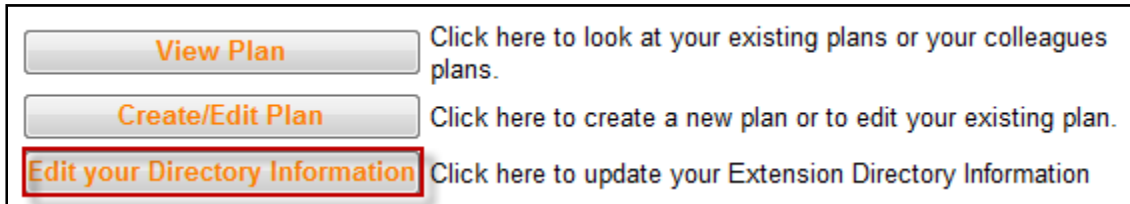
Edit your Directory Information

To make changes to some of the information that appears on your extension directory profile:

1. Log in to WebApps. If you do not know how to do this, refer to the login documentation first. Once you have logged into the [WebApps](#) system, click on the **Planning** module on the blue navigational toolbar.



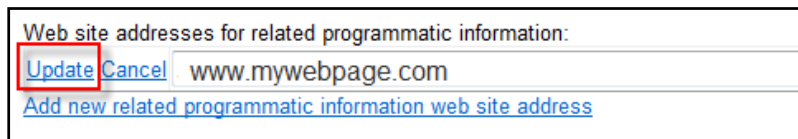
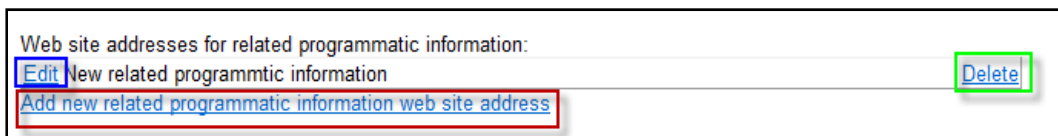
2. On the Planning page, click on **Edit your Directory Information**.



3. The **Directory Overrides** screen will open. Click **Edit My Data** to make changes.



4. **Web site addresses for related programmatic information:**
 - a. To add a new link, click on **Add new related programmatic information web site address**.
 - b. Click the word Edit next to the box that says **New related programmatic information**. Enter the URL for the Web site you want to add to your extension directory profile, then click on Update.



- c. To edit an existing link, click the word **Edit** next to the link you want to edit, then click Update to save your changes.
- d. To delete a link, click the word **Delete** next to the link you want to delete.

Criteria for acceptable related programmatic links:

- MU Extension or other University of Missouri Web pages related to your work.
- External (non-MU) sites at another academic institution or government agency.
- Sites must reflect the principles of unbiased, research-based information and cannot be construed as an endorsement of any product or service.

5. **Enter the exact name you wish to be displayed on the above card:** If you want a name other than the one on your social security card to be displayed in the extension directory, enter it here. Make sure you enter a first and last name.

Enter the exact name you wish to be displayed on the above card:

6. **Areas of Work:** To give customers an idea of what areas you can help them with, enter a list or description of your areas of expertise.

You can use HTML code in this section to create a bulleted list or paragraphs. Click [here](#) for instructions.

Areas of Work:

7. **Professional Background:** If you want to provide information about your professional background, enter it here. Best practice: Write your background in the third person as if this was a short bio someone would read when introducing you as a speaker.

Professional Background:

8. **Web site address for your professional page:** If you have an existing Web page with a professional bio, vitae, etc., enter the full URL for the Web page here. Otherwise, what you enter in the Professional Background field will serve as your professional page.

Example: www.mywebpage.com

Web site address for your professional page:

9. When you are finished entering and updating your information, click on **Save**.

Edit My Directory Information

[Save](#) | [Cancel \(does not cancel related programmatic information\)](#)