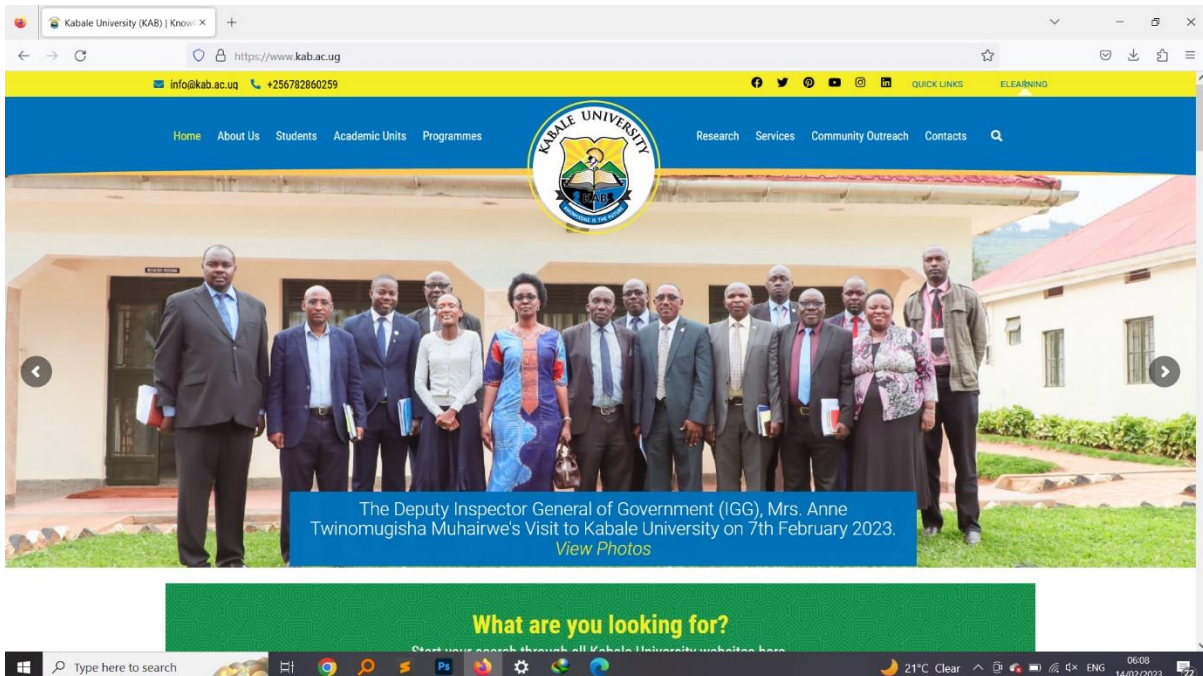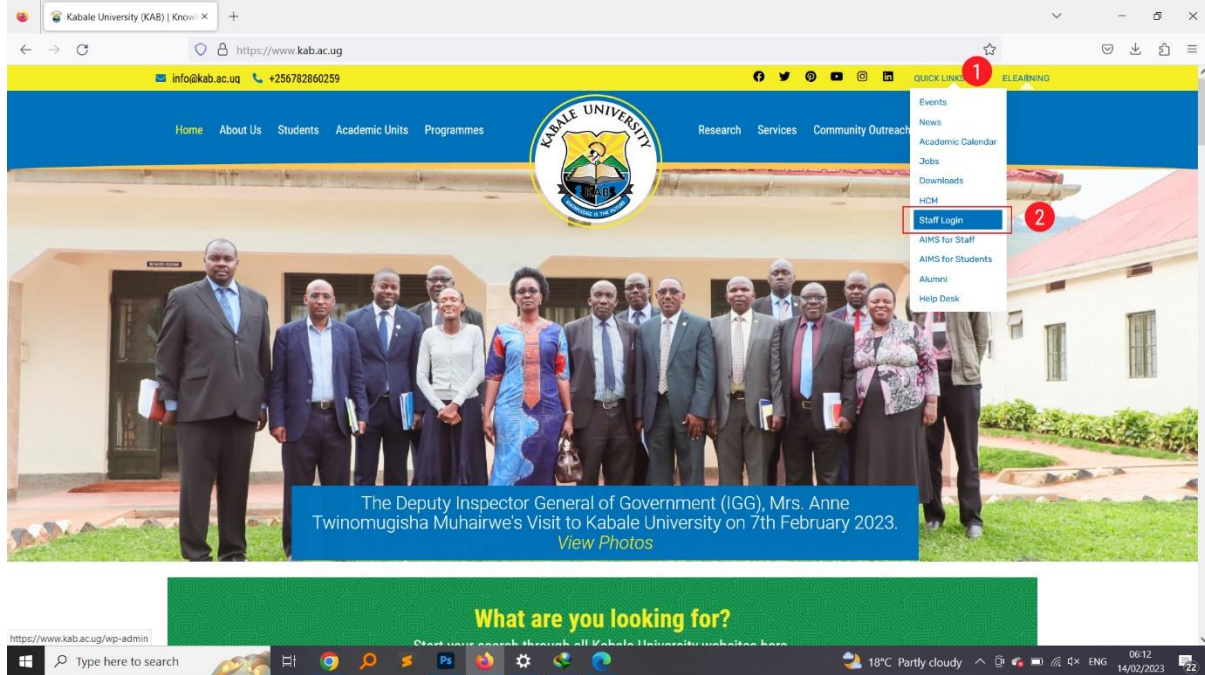# UPDATING YOUR STAFF PROFILE ON THE UNIVERSITY WEBSITE

A staff profile is a web page on the University website that contains information related to an Individual Staff member and his or her related work. To modify or edit an existing profile page on the University website, follow the steps below;
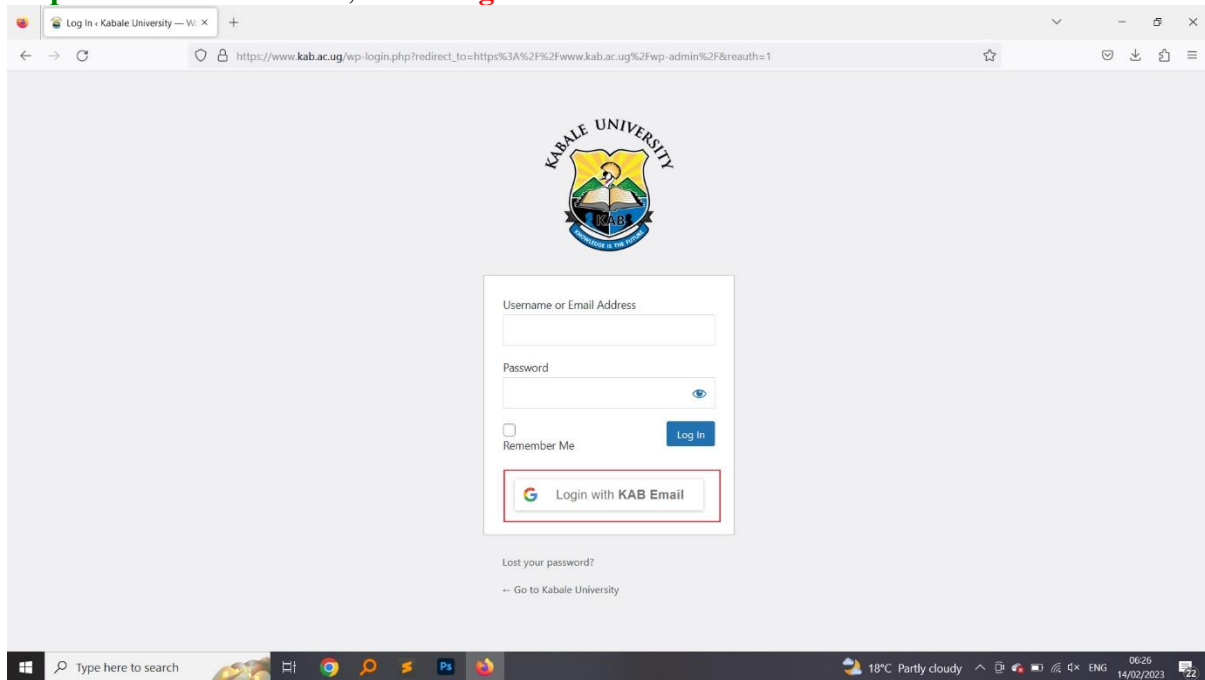
Step 1: Access Kabale University Main Website on a computer using www.kab.ac.ug or click here.
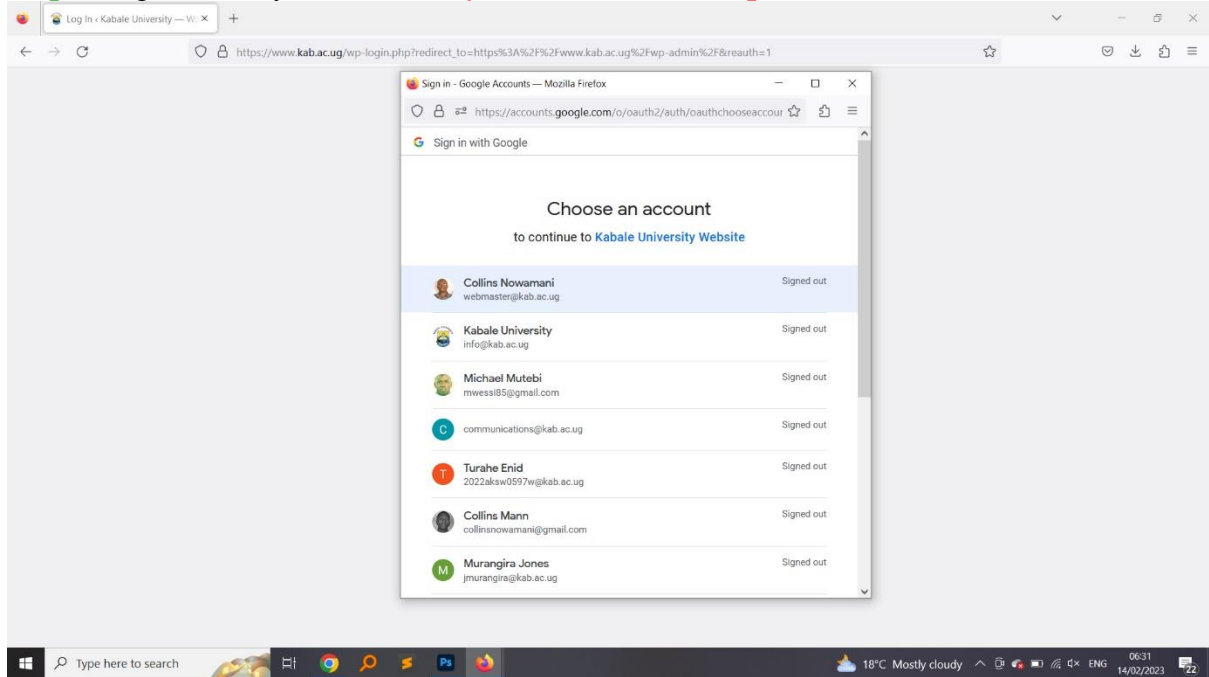
Step 2: Click on **Staff Login** located under **QUICK LINKS** at the top menu.
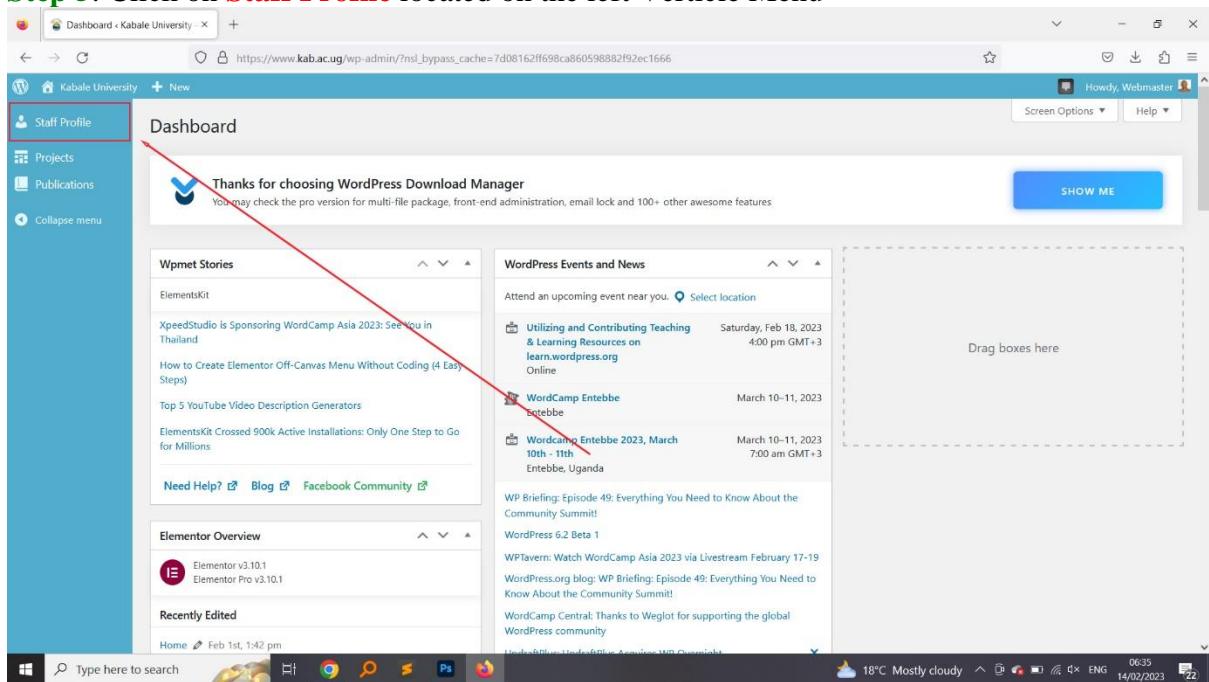

Step 3: On the next screen, Click **Login with KAB Email** Button

Step 4: Sign in with your **University Email address** and **password**

Step 5: Click on **Staff Profile** located on the left Verticle Menu

Step 6: Select the section (E.g Biography, Qualifications, Contact Details, .. etc) to Update, Enter and Format your details, and save by clicking **Update Staff Profile** Button.

Step 7: To view saved changes, click **View Profile**

Step 8: After updating, secure your profile account by signing out. Hover on **Howdy, ...** in the top right then Click **Log Out**

That's it