

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 <u>Kabale University Main Website</u> on a computer using <u>www.kab.ac.ug</u> or <u>click</u> <u>here</u>.







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

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

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

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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.

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<u>Step 7</u>: To view saved changes, click **View Profile**

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Image: Staff Profile Image: Staff Profile Image: Projects Image: Publications Image: Collapse menu Collapse menu	New	Collins has solid experience in HTML, PHP, MySQL, CMS and use of SEC well as the use of major content management systems that include World Collins has a Bachelor's Degree in Computer Science from <u>Mbarane Unive</u> (MUST) and currently pursuing a Master of Science in Information System holds professional certifications in; • Huawei Certified Academy Instructor (HCAI) • Huawei Certified ICT Associate (HCIA) - Datacom Staff Category Administrative Unit(s) ICT Service Unit Communication and Branding Office	The drive traffic and eng rress, Joomla and drupa rsity of Science and Tec ns(MSeIS) at MUST. Co	age users a d. <u>innology</u> Jilins also	dy, We	rsion 6.1	•
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Step 8: After updating, secure your profile account by signing out. Hover on Howdy, ... in the top right then Click Log Out



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