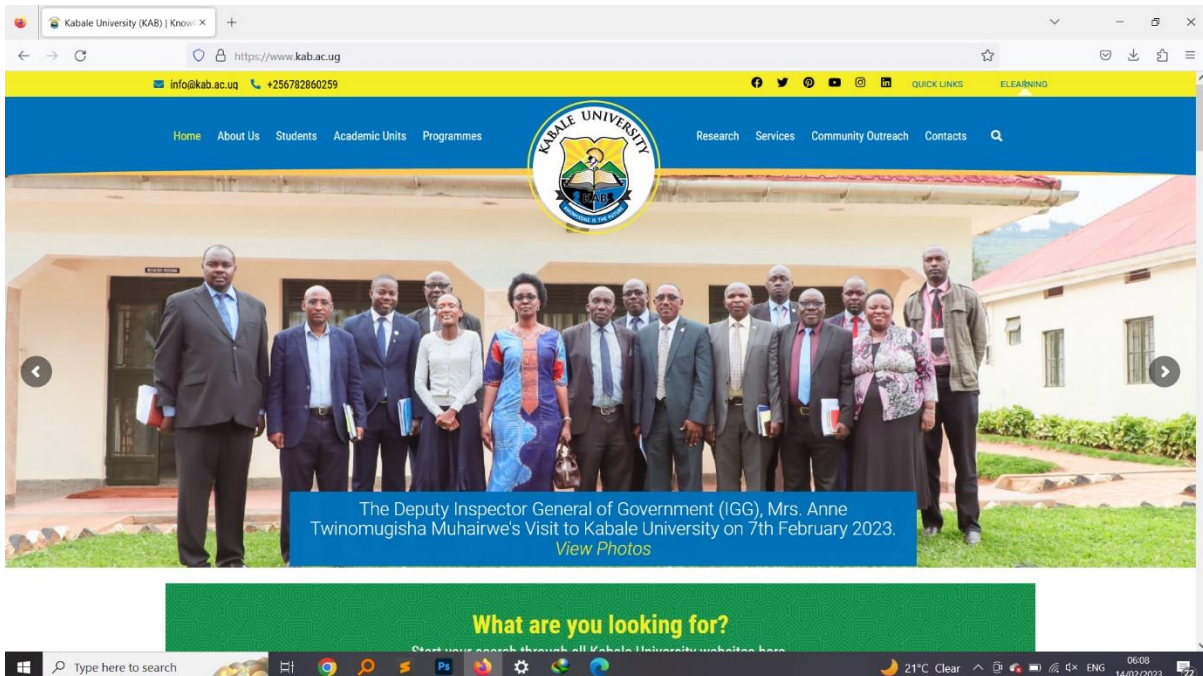




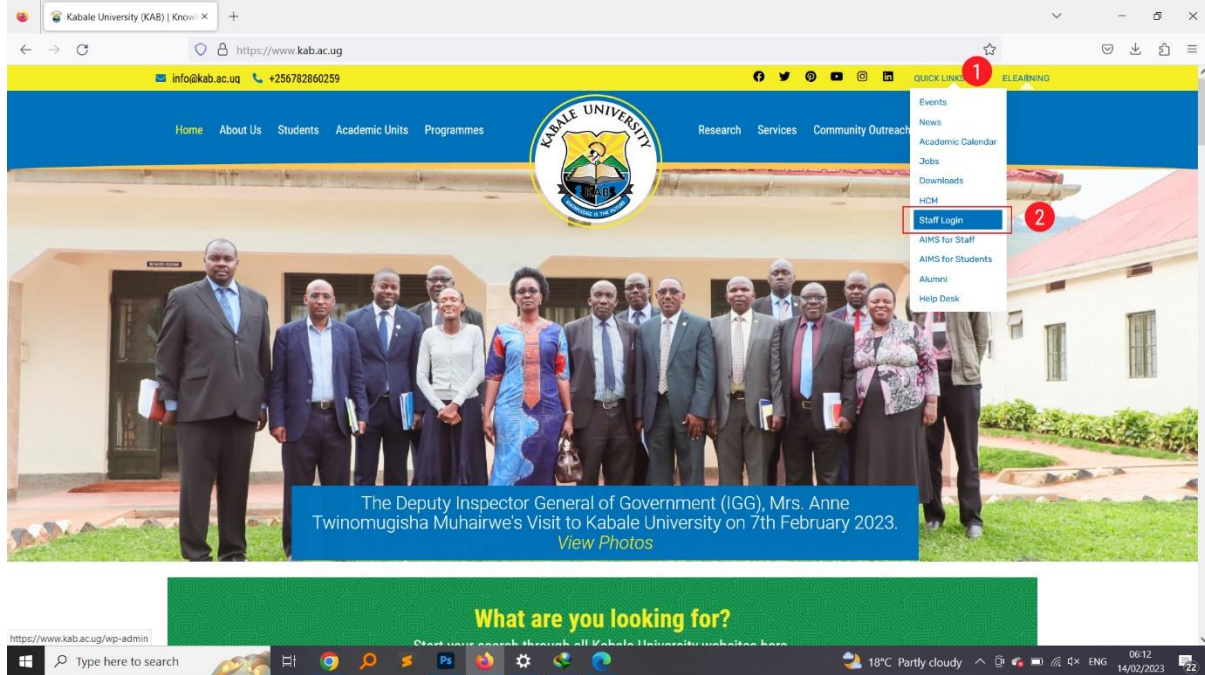
## UPDATING YOUR STAFF PROFILE ON THE UNIVERSITY WEBSITE

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;

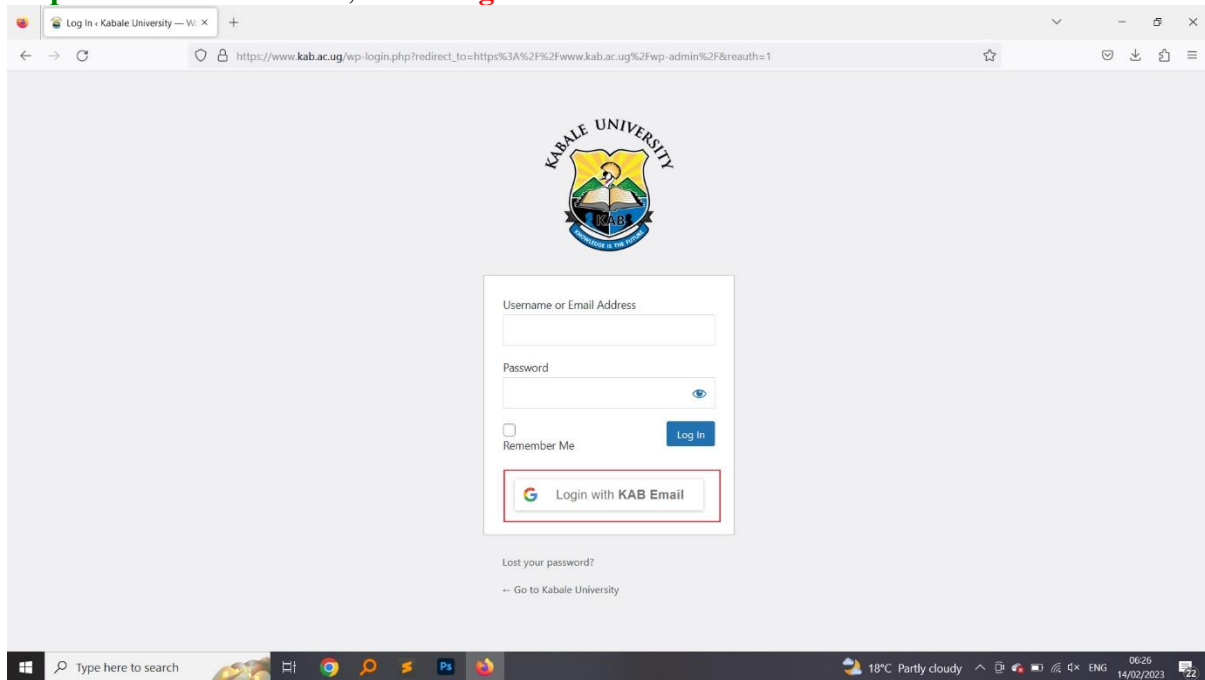
**Step 1:** Access [Kabale University Main Website](https://www.kab.ac.ug) on a computer using [www.kab.ac.ug](https://www.kab.ac.ug) or [click here](#).



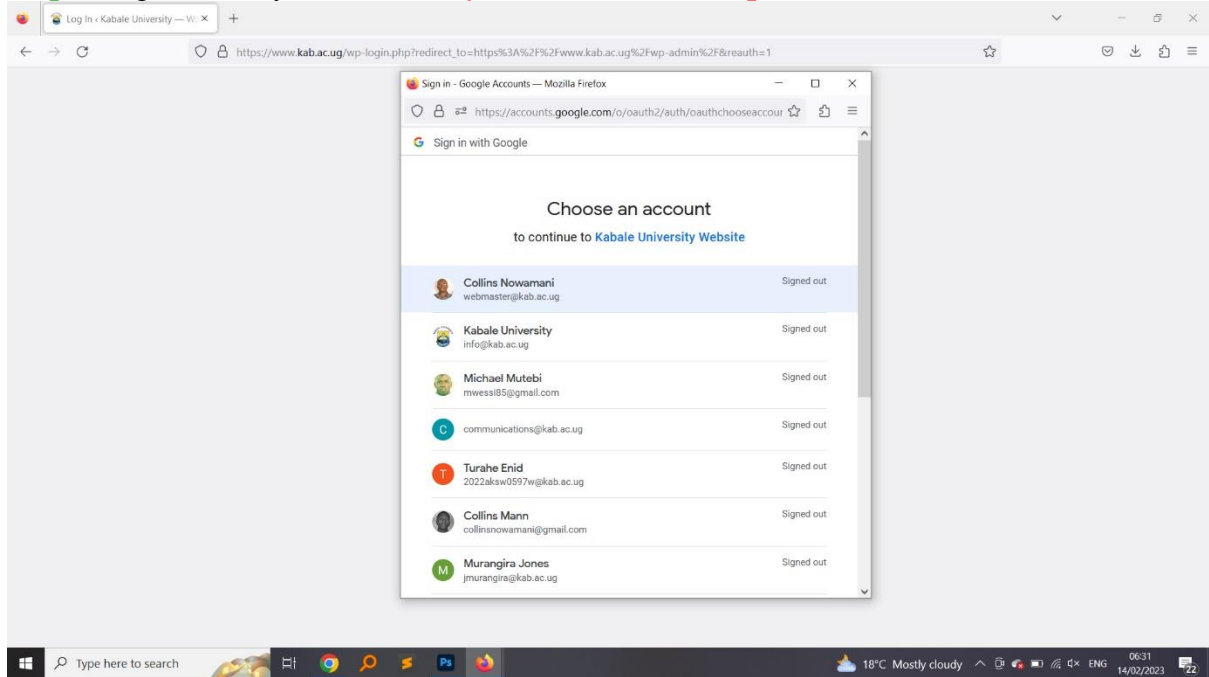
**Step 2:** Click on **Staff Login** located under **QUICK LINKS** at the top menu.



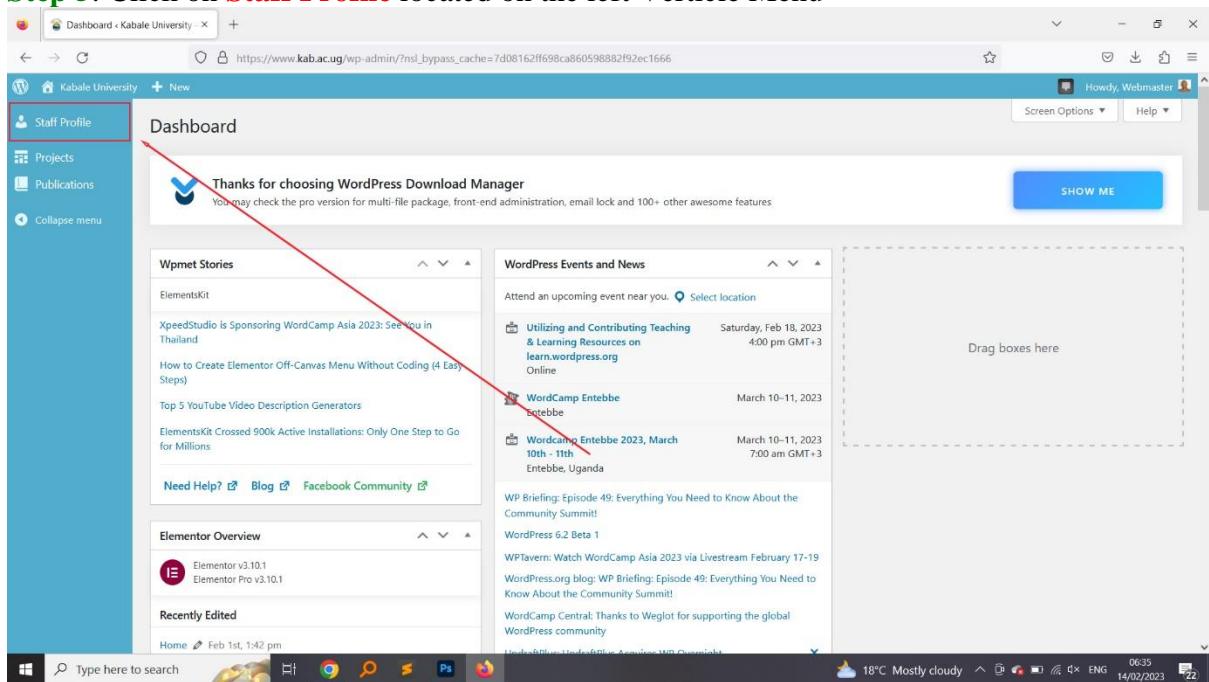
**Step 3:** On the next screen, Click **Login with KAB Email** Button



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



## Step 5: Click on **Staff Profile** located on the left Vertical 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.

Staff Profile

Nowamani Collins  
Web Systems Administrator

Biography

Qualifications

Research and Publications

Research Platforms

Social Links

More Information

Contact Details

Update Staff Profile

View Profile

Biography

Collins is a highly competent webmaster with over 10 years of professional experience in structuring, developing, implementing and maintaining both static and dynamic websites. Experienced with all stages of the development cycle for web projects from concept, completion, implementation, and maintenance.

Collins has solid experience in HTML, PHP, MySQL, CMS and use of SEO to drive traffic and engage users as well as the use of major content management systems that include WordPress, Joomla and drupal.

Collins has a Bachelor's Degree in Computer Science from [Mbarara University of Science and Technology \(MUST\)](#) and currently pursuing a Master of Science in Information Systems(MScIS) at MUST. Collins also 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

Thank you for creating with WordPress. Version 6.1.1

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

Staff Profile

Nowamani Collins  
Web Systems Administrator

Biography

Qualifications

Research and Publications

Research Platforms

Social Links

More Information

Contact Details

Update Staff Profile

View Profile

Collins has solid experience in HTML, PHP, MySQL, CMS and use of SEO to drive traffic and engage users as well as the use of major content management systems that include WordPress, Joomla and drupal.

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Unit(s): ICT Service Unit  
Communication and Branding Office

Thank you for creating with WordPress. Version 6.1.1

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

The screenshot shows a web browser window displaying a staff profile page for Kabale University. The page title is "Staff Profile" and the URL is "https://www.kab.ac.ug/wp-admin/admin.php?page=staff\_profile". The profile is for Nowamani Collins, a Web Systems Administrator. The biography section contains text about his experience and qualifications, including a Bachelor's Degree in Computer Science from Mbarara University of Science and Technology (MUST) and professional certifications like HCAI and HCIA. The staff category is "Administrative" and the unit is "ICT Service Unit, Communication and Branding Office". In the top right corner, a user profile for "Howdy, Webmaster" is visible, with a "Log Out" button highlighted by a red box and a red circle with the number 2. Another red circle with the number 1 is near the user profile. The browser's address bar and taskbar are also visible.

That's it