

# Updating your College of IST web directory listing

March 2022

Follow the instructions below to update your web directory listing on the College of IST website. If you have any technical difficulties, please contact [webmarcom@ist.psu.edu](mailto:webmarcom@ist.psu.edu).

1. Visit the College of IST website at <https://ist.psu.edu>
2. Navigate to your page in the [College of IST web directory](#) by searching for your name on the main directory page or typing in your unique page URL.
  - a. Your directory page URL will be **ist.psu.edu/directory/username**
3. Scroll to the bottom of the page and click the “**Login**” button in the “Resources” column.
4. Login to the IST website using your Microsoft credentials.
5. Once logged in, click the “**Edit**” tab above your photo (**Fig. 1 on the following page**)
6. Update as desired any of the fields listed on your page (**Fig. 2 on the following page**)
7. Click the “**Save**” button at the bottom of the page to confirm your edits.

## Special Considerations

If any of the information listed on your directory page that you cannot access is incorrect, please email [webmarcom@ist.psu.edu](mailto:webmarcom@ist.psu.edu) with the necessary corrections.

### Primary Titles

Requested changes to primary titles will be verified with the Office of Human Resources before they are updated. If you wish to change your primary title, please contact [hr@ist.psu.edu](mailto:hr@ist.psu.edu).

### Profile Photo

To add or update your profile photo, email your image to [webmarcom@ist.psu.edu](mailto:webmarcom@ist.psu.edu). Files must be saved as .jpg or .png, should be at least 300 x 300px, and cropped as a square.

### Time Limit

Please note that to comply with standards set by Penn State’s security office, you must save your entry within 10 minutes. If you do not save your changes within the 10-minute window, they will be lost due to a login timeout.

**Fig. 1 – Personal Directory Page**

Home / Directory / Hayley Wildeson

View Edit



**Hayley Wildeson**  
(she/her/hers)

**Web Designer & Project Manager**  
Marketing and Communications

E103 Westgate Building  
University Park, PA 16802  
[hew5037@psu.edu](mailto:hew5037@psu.edu)

(814) 863-0590

**Fig. 2 – Editor View of Your Personal Directory Page**

## Edit Directory Page Hayley Wildeson

Home / Hayley Wildeson

View Edit

**Pronouns**

she/her/hers

**Degrees & Credentials**

These will display after your last name on your profile page (eg. MBA, M.S., Ph.D.)

**Primary Title \***

Web Designer & Project Manager

Show row weights

**Additional Title(s)**

1

**Add Another Item**

**Office Phone**

(814) 863-0590

Show row weights

**Office Address**