

Updating your College of IST web directory listing

May 2023

Follow the instructions below to update your web directory listing on the College of IST website.

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

If you have any questions, please email webmarcom@ist.psu.edu.

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1. Visit the College of IST website at <https://ist.psu.edu>.
2. Scroll to the bottom of the page and click the "Login" button in the "Resources" column.
 - a. Login to the IST website using your Microsoft credentials.
3. Navigate to the IST web directory at <https://ist.psu.edu/directory>.
4. Find your profile in the directory by searching for your name or typing in your unique page URL.
 - a. Your directory page URL will be **ist.psu.edu/directory/username**
5. 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*)
 - a. To update your **primary title** or **profile photo**, email webmarcom@ist.psu.edu. Profile photos must be saved as .jpg or .png and should be at least 300 x 300px.
7. Click the "Save" button at the bottom of the page to confirm your edits.

Fig. 1 – Personal Directory Page

Home / Directory / Jordan Ford

View Edit



Jordan Ford, M.Ed.
(he/him/his)

Director
Marketing and Communications

E103 Westgate Building
University Park, PA 16802
jaf378@psu.edu
(814) 865-6675

Fig. 2 – Editor View of Your Personal Directory Page

View Edit

Home » Jordan Ford

Full Name *
Jordan Ford

First Name *
Jordan

Last Name *
Ford

Pronouns
he/him/his

Degrees & Credentials
M.Ed.

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

First Letter of Last Name *

All ▲
A ■
B ■
C ▼