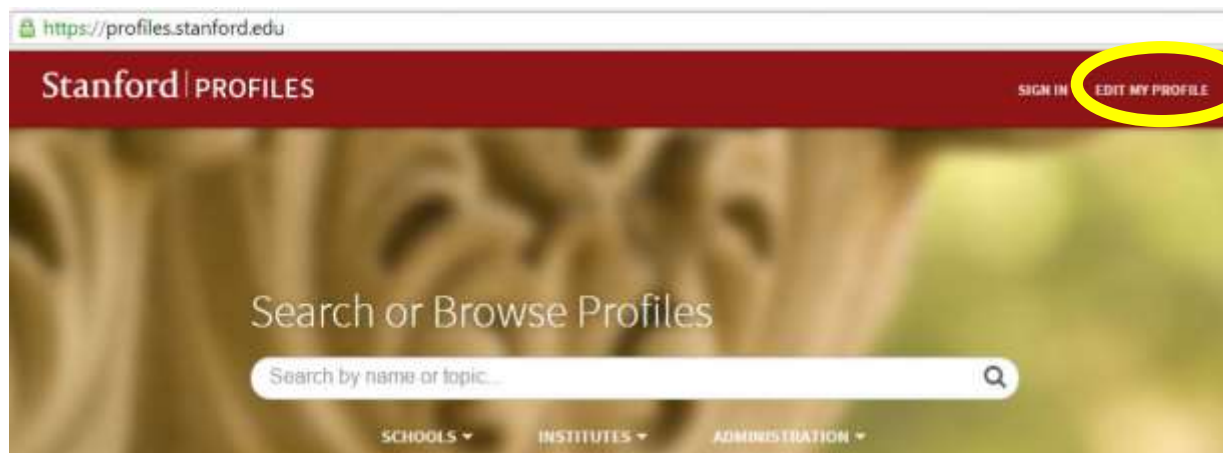


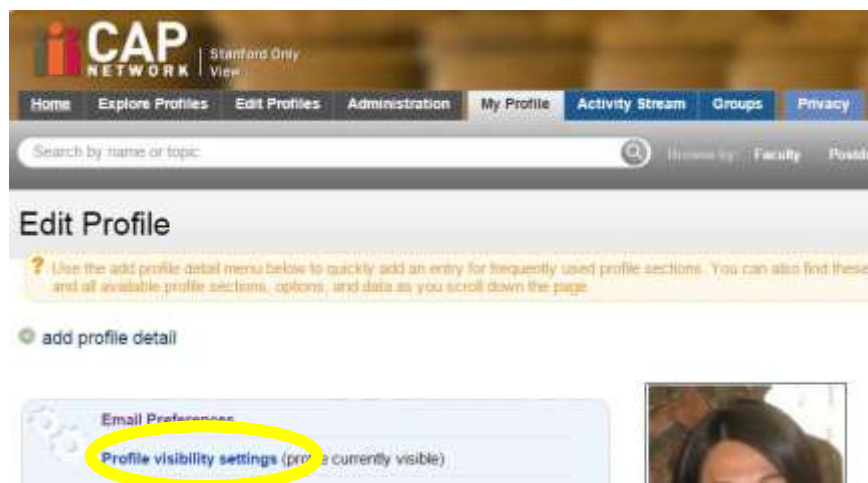
How to Maintain Your CAP Profile

Entries in your CAP profile will reflect on the People section of multiple websites – [School's website](#), [ERE website](#), and your research group website as well as [Stanford Profiles main website](#). **It is your responsibility to maintain your profile page.**

1. Go to <https://profiles.stanford.edu/> . Click "EDIT MY PROFILE" at the top right corner on the red banner. Sign in with **your SUNet ID & password**.



2. For each field, click "edit" or "add a new listing" and enter your information.
3. You can control visibility as "Public" or "Stanford-only (visible only for SUNet users)" for each field:
 - Click "**Profile visibility settings**" in the light blue box next to your photo.
 - For the fields which you would like to show on the School and Department websites, set it "**Public**."
 - **Keep the first field "Make my profile visible to" as "Public"** -- otherwise, you will not be listed in the School or ERE website at all.



4. To learn more about CAP, visit <https://cap.stanford.edu/> .