Want to develop your online academic identity?

Want to further your professionalization?

Update your ESA Profile!

The ESA Website (hosted on the Commons) is built for the purpose of helping English Program students collaborate, create networks, and learn from each other. Creating a profile helps you connect with other English Program students who work at the same institutions you do, as well as with others who share similar research interests.

Creating a profile is *simple* and takes only a few minutes. Use the instructions on the back to get started.

Create or Edit a Profile

1. To create a profile you must be logged in to the Commons and a member of the ESA blog (login to the commons, and you can join the ESA blog by clicking the **Add Me** button in the top left panel on this site)
2. Navigate to the the bar at the top of the screen, hover over **New** and on the drop down menu, select **Profile** from the Profiles menu.
   a. If you are *editing* a profile, you will instead:
      i. Navigate to the bar at the top, hover over **English Student Association (ESA)**, select **Dashboard** on the drop down menu.
      ii. Select **Profiles** from the Profiles menu (on the left sidebar)
      iii. In the list of names, select yours to make the edits that you wish.
3. Enter your name in the **Last, First** format.
4. Type a brief description of you. The box supports text, images, links, and HTML.
   a. Please keep this brief—just a few sentences. Emphasize your main interests, research questions, fields of study, institution(s) at which you teach etc.
   b. Refrain from stating your year (e.g. "I am a first-year student in the program…") because this will require you to update your profile every fall.
   c. You may also consider including a link to your personal website or other relevant personal online pages.
   d. **If you are no longer a student, but an alumnus/a of the program, please locate the box named "Profile Type" and check "alumni" and uncheck "student."**
5. Enter your title(s) (ex. PhD Student, Assistant Professor, Social Media Fellow)
6. Enter your email address, if you choose. This will allow other ESA members and anyone visiting the ESA site to contact you.
7. Enter your institutional affiliations (the Graduate Center if you are a current student, but also where you teach, etc.). You can also choose from the most used institutions by clicking the link.
8. *The institutions you enter will appear as links one your profile. Clicking an institution will show profiles of people also affiliated with that institution.*
9. Enter your research interests. You can choose from the most used research interests by clicking the link.
10. *The research interests you enter will appear as links one your profile. Clicking an interest will show profiles of people with the same research interest.*
11. Upload a profile picture. Pictures should be small, 250-300px wide. If you do not enter a picture, the site will attempt to use your CUNY Academic Commons profile picture.

12. Click **Publish**.

Tips:

- To remove or change your photo, click **Remove Featured Image** below the photo (located at the bottom of the Edit Profile page). Once removed, you will have the option to upload a new one by clicking **Select Featured Image** and uploading one. You will also have the option to select the grey, default image.
- When adding Institutional Affiliations or Research Interests, you can see and select from Affiliations and Research Interests other students have entered by clicking the link "Choose from the most common institutions/Interests"
- To delete an Institutional Affiliation or a Research Interest, click the grey "x" to that precedes it.
- Multiple Institutions or Research Interests can be added at once if separated by commas.