
Personal profile

How to edit personal profile

You can manage content of your personal profile through [Document Globe](#) application.

To use the application please enter your UKČO as login and enter your [CAS](#) password to authenticate.

As soon as the DG application connects you may select "UK/Seznam Webů" in the combo-box in the upper left corner. In order to edit your personal profile please follow the path:

KTIML->Root->Hlavní menu->People->Faculty->[Name Surname]->Článek

In the pane on the right side you can use a simple editor.

In order to upload the changes on the web you need to:

- save your changes
- publish the actual document on the server

Both actions can be performed by using a button in DG's main control panel.