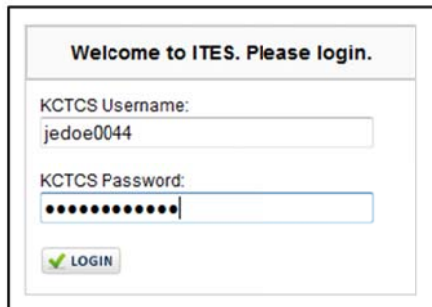


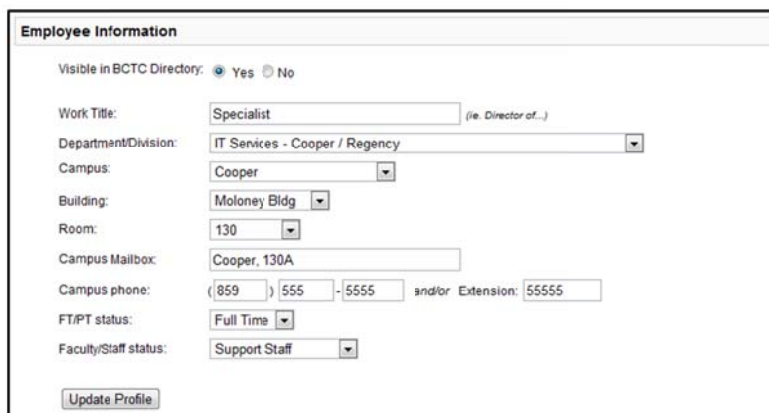
## How do I update my BCTC directory profile?

To update your profile, please do the following:

- 1) Point your browser to <http://legacy.bluegrass.kctcs.edu/directory/>.
- 2) Search for your name.
- 3) Click on **View Profile**.
- 4) Click on **Edit Profile** at the top your profile.
- 5) Please login into ITES using your **KCTCS username** and **password**.



- 6) Please update your employee information and click **Update Profile**. Click on **View Profile** to see the changes.



- 7) You also have the option to show or hide optional information on your directory profile page. When complete, click **Update Profile** to save your changes.
- 8) That's it. You've successfully updated your BCTC directory profile page.