

## Instructions to Edit CEN Bio in CSB Portal

The CEN Bio section is very important to populate. This is the section that most students will look at when they start the research process in hopes of meeting you.

Please contact Lily at [pezzullofrankl@uncw.edu](mailto:pezzullofrankl@uncw.edu) if you need help accessing your login information, if you have any questions or if you need assistance.

Log into the portal at: <https://csbapp.uncw.edu/csbsi/> and review your profile.

### To edit information:

- On the main page, click "Profile."
- Click on column header name to open the section (The blue words on the left)
- Once your edit has been completed, make sure to select "update" or "save" depending on the feature. (Each section will have a little different saving mechanism.)

### To edit/ upload profile photo:

- (Make sure you have a .jpeg file of your photo saved to your computer first)
- On the main page, click "Profile."
- Scroll down until you see the section titled "Update Photo."
- Click the words "Update Photo"
- Click "Choose File"
- Choose the .jpeg file saved to your computer
- Click "Open"
- Save