FILLING OUT YOUR UNIVERSAL PROFILE

Login to Cornerstone by accessing the following URL: http://cornerstone.cscc.edu

Select “Sign in to one of the following sites:” and “Cornerstone Production (Live)” from the drop down. Type in your CSCC network login information when prompted (i.e. Username@cscc.edu, network password)

When the user is logged in, a Welcome message appears below the banner.

Tabs in the menu bar are dependent upon the user’s level of access.

For purposes of the Performance module, you will use the following tabs:

1. **Home** – click on this tab to access:
   - Scheduled Tasks
   - Announcements
   - Universal Profile: Users can create and view their profile

2. **Performance** – click on this tab to access:
   - Goals
   - Performance Reviews

3. **Help Resources Center** – click on this tab for additional guides and forms

**Setting up your Universal Profile**

Your Universal Profile page is the primary portal to access your profile information. From this page, employees can:

- Edit profile information
- Send and view kudos
- View important documents

To view your Universal Profile, click the Universal Profile link in Home drop-down menu.

**Bio Section**

There are three available tabs in the Bio section (but only the About section is visible to the college-wide community):

- **About** - contact information; basic information in your profile will be populated when you initially log in. Contact the Help Desk (287-5050) to request updates.
- **Resume** - professional data you upload (only you and your manager(s) can view resume information)
- **Career Preferences** – long term career goals (only you and your manager(s) can view career preferences)
You can edit existing information by clicking on the edit icon for each section. Add information by clicking on the “+” icon in each section.

**Upload/Change Photo**

To add or change your profile picture, click on the gear icon in the top right corner of your profile and select “My Account” to bring up the Preferences page. Hover over the image box and click on the dropdown arrow. Select “Change”. Browse and upload a profile photo below. Recommended size is 150 x 174 pixels. Use the cropping and focus tool to adjust the view of the photo once the upload is complete.

**Feedback**

Employees have an opportunity to recognize an accomplishment or contribution made by a fellow employee by sending a “Cougar Paw” from myPLAN. *(See the “Sharing Kudos (CougarPaws)” Quick Guide for more information.)*

**Snapshot**

The score of your 2014-2015 review has been loaded.

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**For Further Assistance:**

**Log-In Issues** - The IT Support Center/HELP Desk answers computer-related questions. Call 287-5050.

**Technical Questions** - Send general inquiries regarding the Cornerstone system to cornerstoneperform@csc.edu.

**Process Questions** – Policy-related questions should be directed to your HR Business Partner.

**FAQs** – General questions may be answered at [http://csc.edu/myplan](http://csc.edu/myplan).

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