How to Maintain Your CAP Profile

Entries in your CAP profile will reflect on the People section of multiple websites – School’s website, ERE website, and your research group website as well as Stanford Profiles main website. It is your responsibility to maintain your profile page.

1. Go to https://profiles.stanford.edu/. Click “EDIT MY PROFILE” at the top right corner on the red banner. Sign in with your SUNet ID & password.

2. For each field, click "edit" or "add a new listing" and enter your information.

3. You can control visibility as "Public" or "Stanford-only (visible only for SUNet users)" for each field:
   - Click "Profile visibility settings" in the light blue box next to your photo.
   - For the fields which you would like to show on the School and Department websites, set it "Public."
   - Keep the first field "Make my profile visible to" as “Public” -- otherwise, you will not be listed in the School or ERE website at all.

4. To learn more about CAP, visit https://cap.stanford.edu/.