1st page

Welcome to GCprofile!

What is GCprofile?

GCprofile is a self-service application that enhances collaboration by providing accurate user contact and organizational information. With GCprofile, you can…

- Easily update your contact information so that it is always accurate!

- Have one single profile across all the digital workspace services and approved applications.

- Quickly find others and start collaborating.

- Create teams and self-manage members (for supervisors).

Why use GCprofile?

Being able to connect with people is the first step to successful collaboration. Your profile lets others know who you are and helps you make important connections.

Having easy access to up-to-date contact information means that it is easy to connect, share and engage with the people you need to work better and smarter!

**Button:** Get started

2nd page

Your basic contact information

We used some information from your GCaccount information to get started. Please check to make sure that everything is up-to-date and add any missing information!

Full name Work email

(No placeholder text (pt)) (No pt)

English job title French job title

(No pt) (No pt)

Department

(Search for your department)

**Button:** Continue

3rd page

Your contact information

Add your contact details to let others know how to reach you!

Your work address

Street number and name - optional City - optional

(No pt) (No pt)

Province- optional Country- optional Postal code - optional

(No pt) (No pt) (No pt)

Your phone number

Work phone number – optional Mobile phone number - optional

(No pt) (No pt)

**Buttons:** Back, Continue

4th page

Your avatar

Let's put a face to that name! A photo will help others recognize you, builds trust, and makes your profile more personable. Your avatar doesn’t need to be a headshot, but keep it professional!

Note: you can upload any image size, it will automatically be resized to fit.

**Buttons:** Upload image, Back, Continue

5th page

Your team

Teams are created by supervisors to show who is working together and what they are working on.

Find your supervisor and request to join a team. You can skip this step if your supervisor doesn’t have a GCprofile or a team yet.

Supervisor Teams

(Search for your supervisor) (Choose from team list)

**Buttons:** Back, Save

6th page

You’re done!

Congratulations! Your GCprofile has been successfully created.

The information you submitted will appear on your profile for others to see.

You can add, remove or edit information on your GCprofile at any time.

You can now search for others on GCprofile and start collaborating!

**Buttons:** View your profile