icsps

Illinois Center for Specialized Professional Support,
Illinois State University, College of Education

ICSPS Networking Directory

Step-by-Step User Guide

The ICSPS Networking Directory supports our mission to advance learner success by connecting education and workforce professionals to share expertise, troubleshoot challenges, and exchange effective, research-based practices.

Section 1: Creating a New Profile

1. Open your web browser and navigate to the ICSPS Networking Directory login page: **https://icsps.illinoisstate.edu/cte/networking-directory**
2. If you are a **new user**, click **Create Profile**.
3. Fill in your information on the profile creation screen, including:
   - Contact information
   - About / bio information
   - A profile image
   - A secure password
4. Store your password in a secure location (a password manager is recommended).
5. Click **Submit Profile** once all fields are complete.

Section 2: Email Verification

1. After submitting your profile, a **verification email** will be sent to the email address you provided.
2. Open the email and click the **View Profile** button.
3. You will be redirected to the ICSPS Networking Directory login page.
4. Enter your **email address** and **password**, then click **Login**.

Section 3: Profile Approval

After your first login, you may see a message stating **"Your profile needs approval."** This is normal for all new users.

1. Contact one of the approved network admins at icsps@ilstu.edu and request that your profile be approved. Please allow 48-hours for approval.
2. While awaiting approval, you **can still view** all users in the network directory. However, you will not be able to edit your profile information until approved.
3. Once approved, the approval message will disappear and you will have full access to browse the directory.

Section 4: Using the Networking Directory

Searching for a Person

1. **Filter by name:** Use the filter column on the **left-hand side** of the screen. Type in the person's first or last name to locate them.
2. **Alphabetical index:** Use the navigation bar at the **top of the page** to browse members alphabetically by first name. Click any letter to jump to names beginning with that letter.

Editing Your Profile

Once your profile has been approved, you can update your profile information at any time.

1. Look to the **bottom left-hand side** of the screen while logged in.
2. Click the **Edit Profile** option located there.
3. Update any of your information — contact details, bio, or profile image.
4. Save your changes when finished.

Logging Out

When you are finished, click the **Logout** tab located in the **upper left-hand corner** of the screen to securely sign out of your account.