1. Log directly into the PennProfiler at http://knowledgelink.upenn.edu/pennprofiler

Click on the “Set supervisor” link in the left navigation bar.
The Manage supervisor screen appears with detailed instructions. Enter the name (or Penn ID or PennKey) of your new supervisor and then click in the box. This will activate the search and you will have one or more persons to choose from. Select the correct one.

Click the Submit button.

Note that a red alert box appears at the top of the screen confirming “User updated”. Click the Log out button in the upper right of the screen and you have successfully changed your supervisor.