How to Change Supervisors in Penn Profiler

The purpose of this ‘How To’ is to guide users through the process of updating their supervisors in the Penn Profiler. The ability to update your own supervisor is new.

1. Log in to Knowledge Link http://knowledgelink.upenn.edu (You can also log in directly to the PennProfiler at http://knowledgelink.upenn.edu/pennprofiler)
2. Find PennProfiler in your Learning Plan.
3. Hover your cursor over the title of PennProfiler and click on the “Go to Content” link in the bubble that pops up.

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.