

Updating Lookup

What is Lookup?

Lookup is a database containing information about every person and every University institution. You can update your Lookup page yourself and if everyone keeps their information up-to-date it can be a really useful resource for finding people.

Check and update your profile



Update the name fields so it displays your full name rather than just your initials.



Add a photo. It really helps people when they meet with you for the first time.



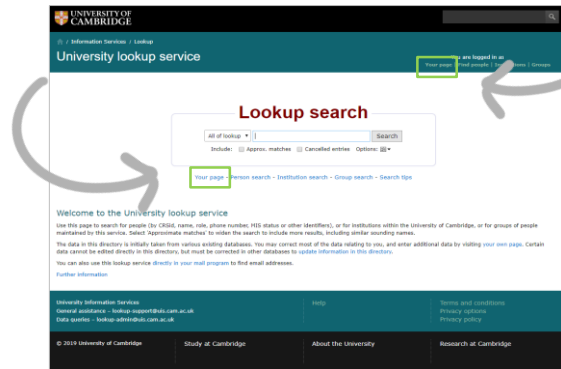
Make sure your job title and department/faculty/team information is up-to-date (especially if you have recently changed jobs).



Add the postal address for your office location plus your telephone number and other contact details.

How to edit your Lookup profile

1. Login using your Raven ID <https://www.lookup.cam.ac.uk/>.
2. Select 'Your page' either from the top right-hand corner or under the search box.



3. Select 'Edit'.
4. Update as many fields as you can. If you are happy for everyone within the University to see your information make sure the visibility is set to 'University'.



What is attribute visibility?

Private = only visible to you and administrators
Institution = visible to anyone in the same institution
University = visible to all University staff
World = may be visible outside the University