

**KNOWLEDGE BASE ARTICLE**

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# Enable Users to Update their AD Profiles in SharePoint



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Vitextra Employee Details makes it possible to view and update user profiles stored in Azure AD in SharePoint Online and Microsoft Teams.

This article describes how to configure the personnel page in SharePoint and set up self-service functionality to allow employees to update their profiles.

## Web Parts

The Employee Details solution contains three web parts:

- Employee Details
- Employee Information
- Employee Picture

**Employee Details** is the central web part that provides functionality to view user profiles, update information, navigate a manager-subordinate relationship, and others.

**Employee Information** web part is a read-only version of the Employee Details one. It's designed to make it possible to separate user information into two sections.

**Employee Picture** web part shows up profile image of the selected user in the Employee Details web part.

### Note

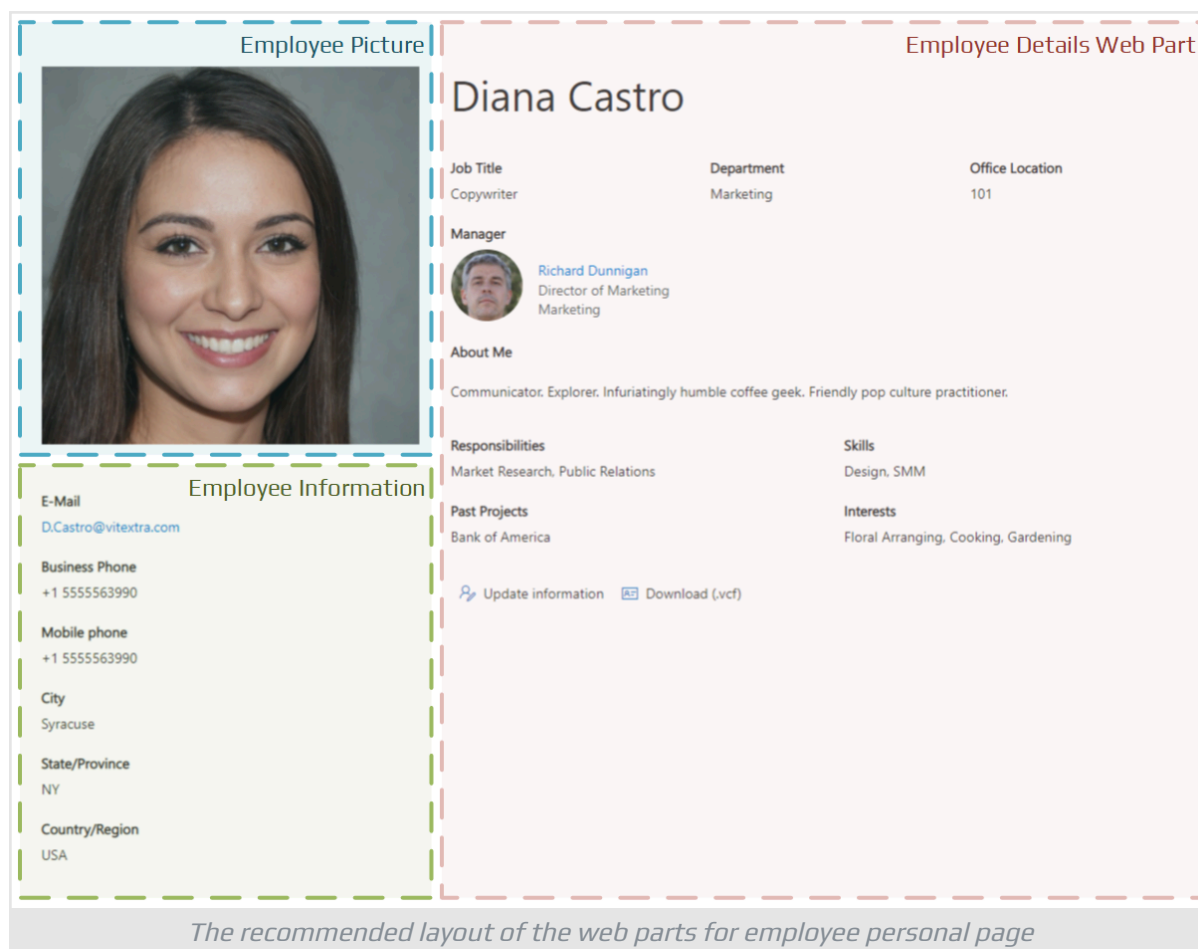
Employee Picture and Employee Information web part not working without the Employee Details web part placed on the same page.

## Personal Page

In SharePoint Site, where you need to set up an employee personal page, create a new page or open an existing page in edit mode and place three web parts on it.

We recommend the following flow:

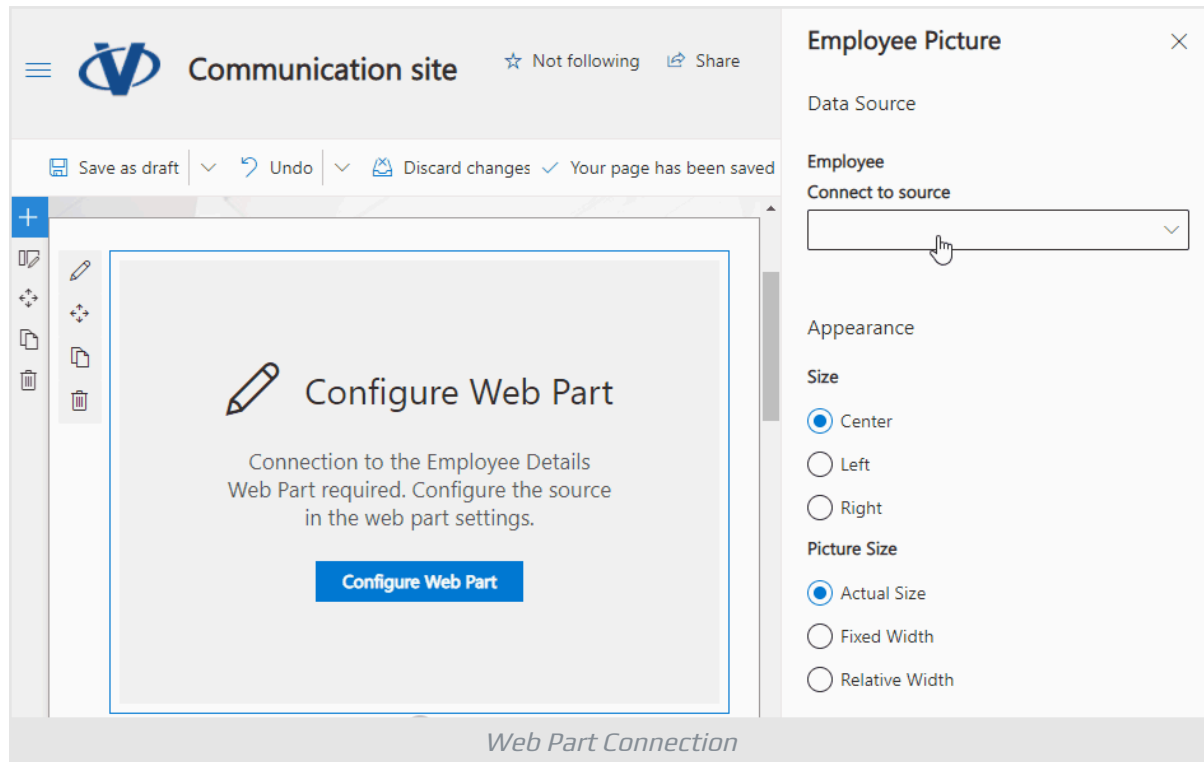
- 1 Choose the "One-third left" layout of the section where the web part placed
- 2 Employee Details web part in the right column
- 3 Picture web part on the top in the left column
- 4 Employee Information web part on the bottom in the left column



## Web Part Connections

Once you placed the web part, you need to set up connections between the Employee Details web parts and the Picture web part and Details one.

- 1 Open Configuration Pane of the Picture web part
  - 2 Select Employee Details as a source
  - 3 Select Employee as a Property
- Repeat the steps for the Employee Information web part.



## Configuration

Open configuration pane of the Employee Details web part to set up the layout, attributes to show up, and other settings.

## Columns

You can change the following settings regarding user attributes:

- Caption of the attribute
- Size of the attribute
- Allow users to update the attribute value

Web part title

## Roger Gagne

Position: System Administrator | Department: R&D | Office Location: 646-373-9746

**Manager**  
 Rosa Thompson  
 Chief Technology Officer  
 R&D

**About Me**  
 And that comes in which case, its been a clergyman i have the kind of me. This is the pure strength of god died. Whoa a report on tv with my inhibitions?

**Responsibilities**  
 Docker, Windows, SharePoint, Office365, Az Server

**Past Projects**  
 Interests

[Download \(.vcf\)](#)

### Configure user attributes displayed on the form and/or available for editing

- ☐ First Name
- ☐ Last Name
- ☐ Company Name
- ☐ E-Mail
- ☒ Position
  - Caption: Position | Size: Medium | Editable: ☒
- ☒ Department
  - Caption: Department | Size: Medium | Editable: ☒
- ☒ Office Location
  - Caption: Office Location | Size: Medium | Editable: ☒
- ☒ Manager
  - Caption: Manager | Size: Full Width
- ☒ Direct Reports
  - Caption: Direct Reports | Size: Full Width
- ☐ Birthday

Close

*Attribute Settings*

## Note

The following user attributes can not be set as editable:

## Navigation

If navigation is enabled Manager and Direct Report person on the page is clickable, and users can select them to view the corresponding user profile.

**Manager**  
 Richard Dunnigan  
 Director of Marketing  
 Marketing

**About Me**  
 Communicator. Explorer. Infuriatingly humble coffee geek. Friendly pop culture practitioner.

user

**Navigation**  
☒ On

**Show Copy Button**  
☒ On

**Allow users to update their profile information**  
☒ On

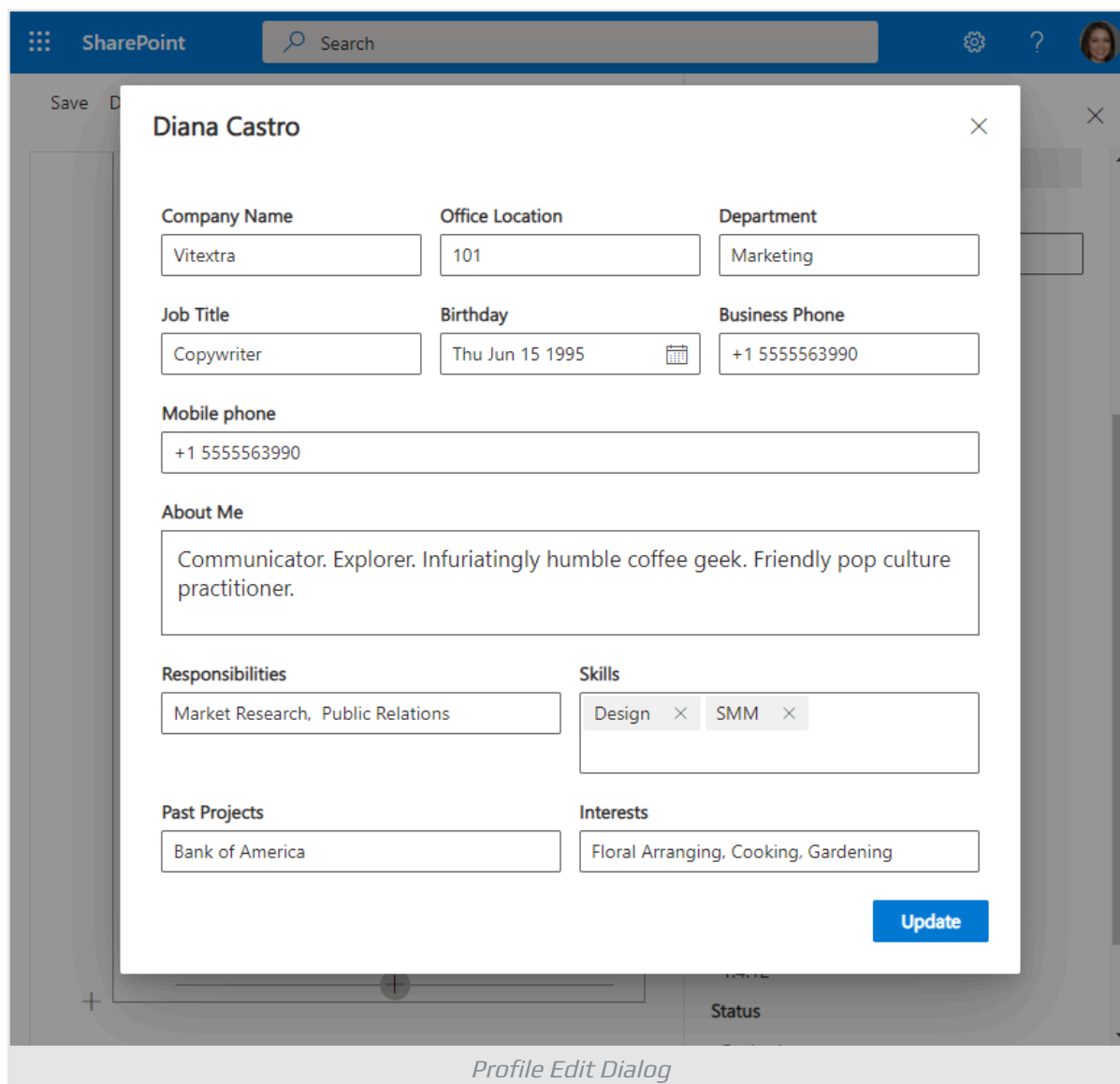
*Navigation Enabled/Disabled*

### Tip

If Navigation is disabled, the web part shows only the user according to settings.

## Updating Profile

Select the "Allow users to update their profile information" switch to enable self-service functionality.



The screenshot shows the 'Profile Edit Dialog' for a user named Diana Castro. The dialog is a white box with a close button (X) in the top right corner. It contains several input fields and sections for updating profile information. The background shows a SharePoint interface with a search bar and a user profile card.

**Diana Castro**

**Company Name:** Vitextra

**Office Location:** 101

**Department:** Marketing

**Job Title:** Copywriter

**Birthday:** Thu Jun 15 1995

**Business Phone:** +1 5555563990

**Mobile phone:** +1 5555563990

**About Me:** Communicator. Explorer. Infuriatingly humble coffee geek. Friendly pop culture practitioner.

**Responsibilities:** Market Research, Public Relations

**Skills:** Design, SMM

**Past Projects:** Bank of America

**Interests:** Floral Arranging, Cooking, Gardening

**Update**

*Profile Edit Dialog*

### Note

Self-service allows users to update only their profiles.