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## **Creating and Managing Your Professional Digital Footprint**

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Creating and managing your digital footprint workshop was sponsored by the Administrative Leadership committee with Dr. Sanjukta Pookulangara from the University of North Texas. This workshop underscored the importance of our online image and lead the participants through various steps to improve our online presence. First, we checked what the internet is currently saying about us by conducting a search of our names. It is recommended that everyone do this about once a month to keep track of bogus information or ensure that friends/family tag us in inappropriate images that they may post to their own sites. We used part of the time to delve into “Linked In” to create or update our accounts. Dr. Pookulangara suggested that we keep our most recent or highly cited publications on our site and to join groups to keep the profile active. As educators, it is important that we are aware of issues related to how our online presences and how we are perceived.

