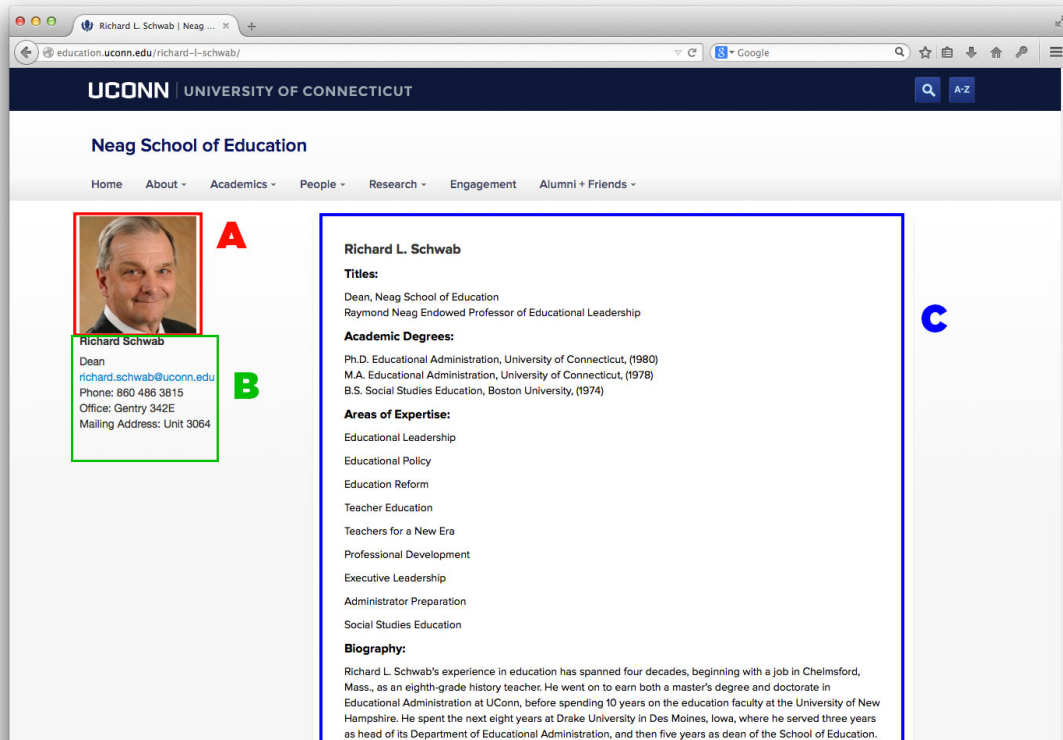


Updating Faculty/Staff Profile Pages



The directory profiles on the new Neag School of Education website (in Aurora) are composed of two major sections. The area to the left in gray is modified within your user profile. The area to the right in white is modified within your user page.

Please note that the Media Library used on Aurora is shared by all users. Follow the file naming conventions noted below to help keep the library clear of clutter.

See the following sections for instructions on:

- A. Adding a headshot to your profile
- B. Modifying your basic contact information
- C. Editing your user page
- D. Adding a CV

If you run into issues or have any other questions, please contact Jamison Judd at jamison.judd@uconn.edu or (860) 486-2645

Accessing the Administrator Interface

To access the administrator interface, click the “Webmaster Login” link located in the footer of any page on the Neag School of Education webpage. You will be directed to the standard UConn single-sign-on page where you can enter your NetID and password.

Accessing the User Profile Page

After logging into the administrator interface, there are two ways to access your profile:

- In the far right of the top navigation strip, you should see a message that says “Howdy, {your name}”. Hover over that and choose “Edit my profile” from the menu that pops out.
- On the left side navigation bar, hover over “Users” and choose “My Profile”

Accessing your User Page

Click the Pages link in the left side navigation bar. You should see a Page listed with your name. Click on the blue page name to edit your page.

Notes about the Media Library

We are limited on space (500 MB) in the Media Library for all resources site-wide.

Do not upload any additional files outside of your CV and photo!

Please contact the Office of Technology with any other requests for hosting space and we’ll work with you to accommodate your needs.

A. Adding a headshot to your profile

File requirements:

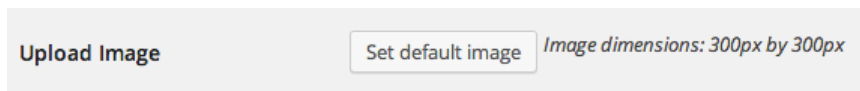
- Photos should be cropped square to 300px wide by 300px tall
- Photos should be saved in JPG format
- Name your file with your first and last name
ex: richard-schwab-photo.jpg

Style guidelines:

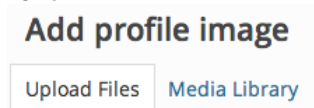
- Photos should be a clear, front-facing headshot cropped to slightly below the shoulders
- Photos should be shot against a solid or neutral color, or blurred through the use of narrow depth of field (large aperture)

Uploading your photo:

- Access your **User Profile** using the instructions on Page 2
- At the bottom of your User Profile, under the “University Profile Info” section, you should see an entry for “Upload Image” with a button that says “Set default image”



- Click the button to access the media library
- To upload a new image, choose the “Upload Files” tab at the top left



- Click the “Select Files” button to browse your computer for your resized and properly named image.
- After selecting your file, the system will upload your image and present you with the option to change the details about the file in the Media Library.
- Enter your full name in the Title field and hit the blue “Select profile image” button in the bottom right to set your image.
- Your image should now show up in your profile below the “Set default image” button.
- Click the blue “Update Profile” button to save your profile changes

B. Modifying your basic contact information

Access your **User Profile** using the instructions on Page 2

Style Guidelines:

The information in your user profile is used to build the listings of faculty and staff across the Neag School of Education website. It is imperative that the style guidelines are adhered to in order to maintain consistency and brevity in the display of tabular information. Required styling notes are indicated below.

User editable fields that display as part of your profile:

Field Name	Styling Notes
First Name	
Last Name	name only, do not include any degrees
E-mail	use your official @uconn.edu email address
Website	full web address
Title	abbreviated title listed in the UConn phonebook
Phone 1	office phone number in 860 486 0000 format
Phone 2	999 999 9999 format (optional)
Fax	office fax number in 999 999 9999 format
Office Location	Building and room number ex: Gentry 101
Office Hours	
Mailing Address	

Do not edit any of the other fields in your user profile. Doing so may break the visibility and/or relationship of your user profile to the faculty/staff tables

C. Editing your user page

Your user page information displays as the right-hand side of your faculty/staff profile. Access your **User Page** using the instructions on Page 2.

The User Page is a free-form HTML page that can has a basic editor similar to Microsoft Word. Existing information from your old profile was migrated over in the transition to Aurora.

The first thing in the User Page should be your name, formatted however you prefer as a Heading 1.

Sections should be formatted as a Heading 3, and content should be formatted as paragraphs or bulleted lists, as appropriate.

Some of the standard sections for the User Page are as follows:

- Titles
- Academic Degrees
- Areas of Expertise
- Biography
- Funded Research
- Selected Publications/Presentations
- Honors/Awards
- Associations/Committees/Outreach
- In the News

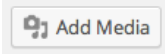
When you are finished editing your User Page, be sure to click the blue Update button on the right to save and publish your changes.

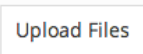

D. Adding a CV

Saving and Naming your CV file:

- Save your CV as a PDF
- If your CV was created in Word, open it up and select File >> Save As. Select PDF as the Format and Word will convert your file to a PDF.
- Save or rename your file to include “CV” and your full name. The Media Library where it will be uploaded is shared amongst all users, and it is very important that files be well named.

Adding a CV to your User Page

- Access your **User Page** using the instructions on Page 2.
- Add a Heading 3 Section for Curriculum Vitae
- Position your cursor underneath that section and click on the Add Media button 

- Click the “Upload Files” tab   then choose the “Select Files” button.

- Browse to the PDF of your CV on your local computer and Open it.

The system will upload the file and provide you with an editor on the right-hand side to change the file details.

- Modify the File Title to something like “Jamison Judd’s CV”. The title is what will be used as the link text.
- Click the blue “Insert into page” button to add a link to the CV file you just uploaded into your User Page.
- Click the blue Update button on the right to save and publish your changes.