

## USER LOGIN FOR BIO UPDATES

User account

Log in Request new password

E-mail or username \*

Enter your e-mail address or username.

Password \*

Enter the password that accompanies your e-mail.

Log in using CAS

LOG IN

- To login, go to <http://education.umd.edu/user> and click “Log in using CAS” to login using your UMD credentials.

## UPDATING YOUR BIO

HOME / DIRECTORY / BRUCE WAYNE

Bruce Wayne

View Edit

- On the profile edit screen, you will see two tabs at the top: **View and Edit**. The view tab will take you back the previous screen where you can view your profile. Click the Edit tab to go to the profile edit screen.

## UPDATING ACCOUNT INFORMATION

Bruce Wayne

View Edit

Account Faculty

First Name

Bruce

Last Name

Wayne

- The Account tab allows you to change account information, including your first and last name

## UPDATING YOUR PROFILE INFORMATION

View Edit Scheduled

Account Faculty

Photo

Browse

Department \*

Dean's Business Office

ETS

Innovation and Partnerships

Office of Advancement

- You will see either Faculty, Staff or Student on the second tab, where you can fill in details of your profile that website visitors will view. Fields (see list below for Faculty and Staff) that are not filled in, will not be visible on the website.

## **Available Fields for Faculty Professional Profile (Bio)**

- Photo
- Department (required)
- Position
- Division
- Education:
  - Highest Degree
  - Highest Degree University
  - Year
- Phone Number
- Location
- Research Interests
- Bio
- Curriculum Vitae
- Publications
- Honors & Awards
- Grants & Projects
- Fellowships
- Labs
- Courses

## **Available Fields for Staff Professional Profile (Bio)**


- Photo
- Department (required)
- Position
- Phone Number
- Location
- Bio

## Photo Naming and Tagging Instructions

1. Headshots:
  - a. Please name your file as follows - File name:  
lastname\_firstname\_headshot
  - b. Alt Text: Person's name (Jane Smith)
  - c. Media tags:
    - i. Headshot
    - ii. Department/Unit tag (TLPL, HDQM, CHSE, Dean's Business Office, ETS, Office of Advancement, Office of the Dean, Innovation and Partnerships, Student Services)
  - d. Photo size: 260 x 260 – Headshot should be at least 260 pixels wide and 260 pixels high
  - e. If you had your headshot taken by the professional photographer in 2017, your photo is available here:  
<https://umd.box.com/s/eqvvhpkltv9g0ihabtvftgn14uora4nt>

## Uploading and Linking a File

1. To Upload a file within the body of your bio
  - a. Position your cursor where you would like to insert the file.
  - b. Click on the Media browser icon (button to the right of the Globe icon)
  - c. Click on Choose file and upload a file with a logical, descriptive file name
  - d. Hit Upload
  - e. Hit Next
  - f. On the Screen that says Destination, leave the default marked and hit Next
  - g. In Media Tags, enter in Department/Unit tag (TLPL, HDQM, CHSE, Dean's Business Office, ETS, Office of Advancement, Office of the Dean, Innovation and Partnerships, Student Services)
  - h. Set Alignment to left
  - i. In the field that says "Link Text" enter in the text that should be linked, ie APHA Journal Article on Play and Human Development and hit Submit
2. To Link a file within the body of your bio
  - a. Position your cursor or highlight the text where you would like to insert the file.

- b. Click on the link icon (  )
- c. Select Upload/Browser Server button at the bottom. Click on Library and select the file, or do a search using the filter (*note that most images and docs were migrated over from our current COE website and will most likely be in the Drupal repository*)
- d. Hit Submit
- e. If applicable, set Alignment to left
- f. You can add linking text In the field that says “Link Text”, ie APHA Journal Article on Play and Human Development and hit submit