

When updating/editing a faculty/staff profile, please do not use Internet Explorer as it does not support the content management system. Google Chrome is the best Internet browser option for this task.

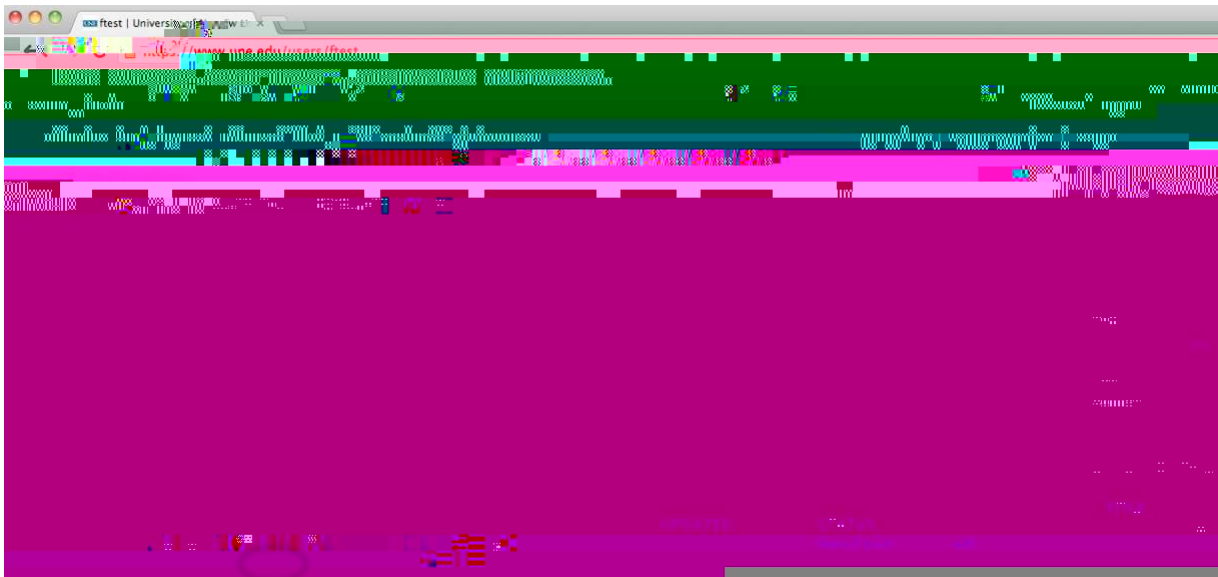
**Please read the instructions all the way through and fill out each field. Each field can be used in html code on the website to use your profile for different features on the website, if you skip a field it can affect how your profile functions on the website.**

**DO NOT upload a photo. All photos need to be approved and formatted by the web team.**

## Creating and Editing a Faculty/Staff Profile

### Logging in

Go to [www.une.edu/edit](http://www.une.edu/edit) and log in using the credentials you use to



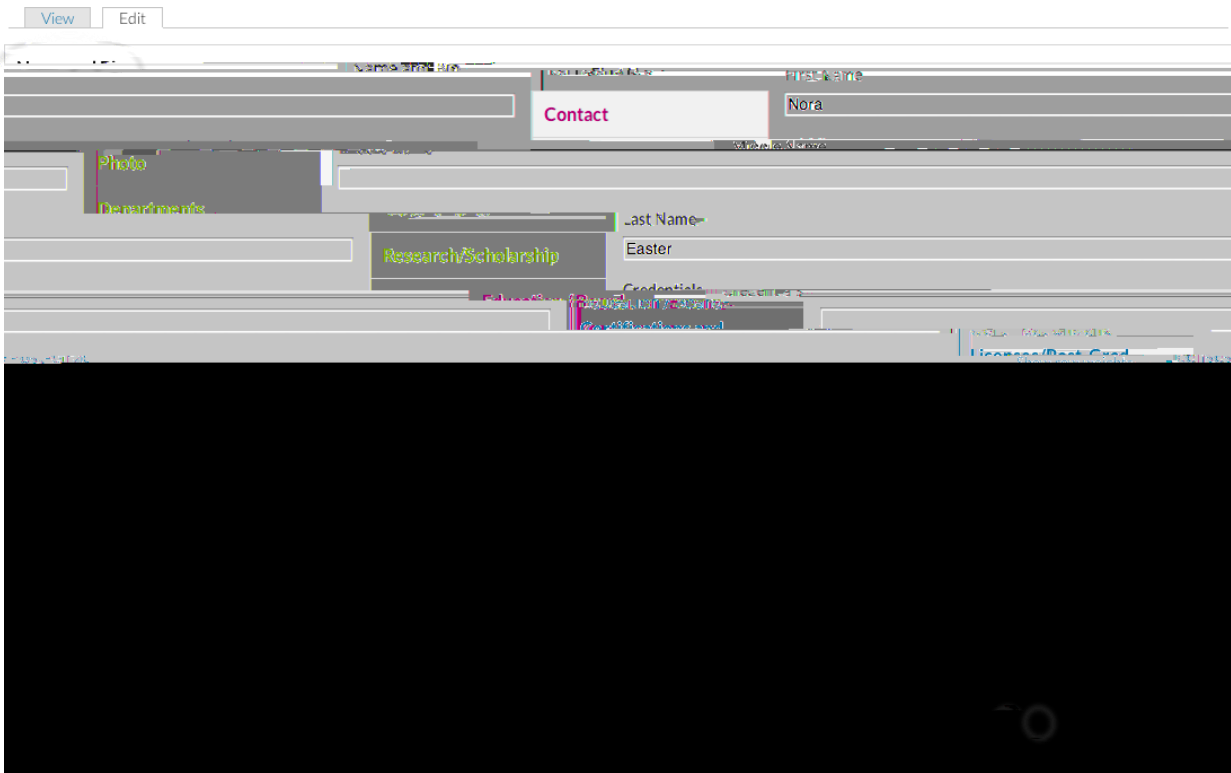
## Name, Bio, and Contact information

can edit the personal information displayed in your profile, including your credentials, area(s) of expertise, and bio.

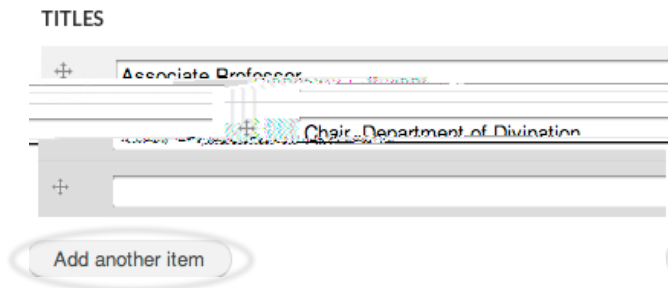
The section is a comma-delimited list of keywords, so you should omit prepositions and conjunctions. Write a term and select it if it appears on the screen; if it does not appear, hit and the term will be added to the list. You may list as many terms as you like.



At the top of the the row of function buttons to format the text (e.g. bold, italicize, add bullets). You can manually type your bio or paste it from elsewhere; to paste from a Word document, click on the clipboard icon with the letter to strip all the style from the text (particularly if you copied it from another website) paste it clipboard with the letter



You will notice that many of the fields below them. Use this function to create space to add your multiple titles, affiliations, publications, degrees, etc. By clicking on the crosshair symbols and dragging the items, you can rearrange their order.



Navigate by clicking on the tabs in the menu on the left to populate the information fields as you wish. You can of your screen.



## Photo

### **DO NOT UPLOAD A PHOTO.**

**The web design team will take care of uploading your portrait to ensure quality and consistency across the profiles. Please do not upload a photo on your own.**

If you have a photo that you would like to use send it to [mdestefano1@une.edu](mailto:mdestefano1@une.edu); if the photo meets the will load it to your profile. If you wish to have a new profile photo taken, please contact [photography@une.edu](mailto:photography@une.edu).

## Departments

In the \_\_\_\_\_ tab, select your department. **This is important! If  
yourself with your department, your profile \_\_\_\_\_ in \_\_\_\_\_ listing. This is  
how your profile will appear on you \_\_\_\_\_ If you skip this step your profile**

View

Edit

### Name and Bio

The image shows a software interface with a header containing 'View' and 'Edit' buttons. Below the header is a title 'Name and Bio' and a small icon. The main area is a grid of colored bars (red, green, blue, yellow) representing data. On the right side, there is a sidebar with a search bar and several items listed. At the bottom left, there is a timestamp '11:16:0400' and a date '06-25'. At the bottom right, there is a button labeled 'Add another item'.



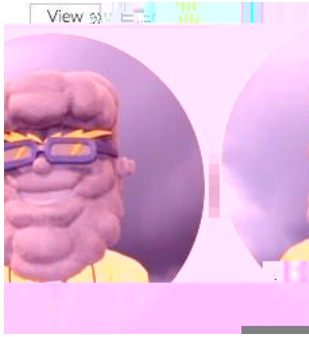




## Your updated profile

When you save your progress, you will see a green confirmation that your profile has successfully been updated. (Click on the "+" symbols to see the content of the sections that you populated.) Your updated profile will appear on your departmental page under "People," and you may return and edit it at any time.

f) Profile *Nora Easter* has been updated.



**Nora Easter, Ph.D.**

*Associate Professor*  
*Chair, Department of Divination*

Portland

Ginn Hall  
109

[neaster@une.edu](mailto:neaster@une.edu)

>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque dapibus imperdiet. Nam justo quam semper. Vestibulum

+Education

+Expertise

+Research

Selected Publications

1999

Easter, N. (1999). *Telling winds: interpretation of storm movements in Algonquia*