Setting up and updating your SPP faculty profile web page

1. Cut and paste this link in your browser:
   https://liberalarts.oregonstate.edu

2. If you see your name at the top right hand corner of the screen, click it and skip to Step 3. That will take you to your faculty profile page (or where you can set one up).
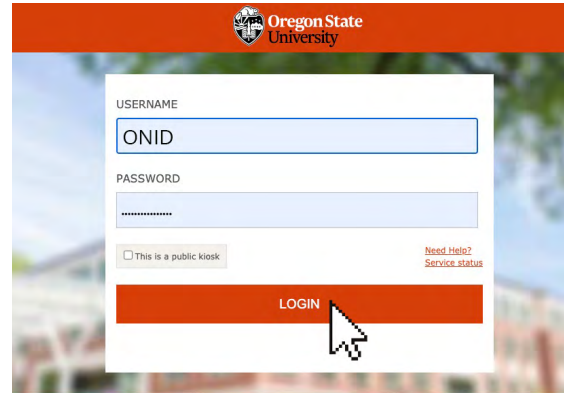
   - If you don't see your name at the top right hand corner of the screen, cut and paste this link in your browser:
   **https://liberalarts.oregonstate.edu/login**

   - Log in with your ONID username and password.

   - Click your name at the top right hand corner of the screen. That will take you to your faculty profile page (or where you can set one up).

3. Click the **Edit** tab.

4. The Edit screen contains a series of additional tabs. Click on the relevant tabs, such as **OSU Employee**, **OSU Person** and **OSU Faculty** to fill in the kinds of information and images you want to be displayed. (before editing, see notes on next page)
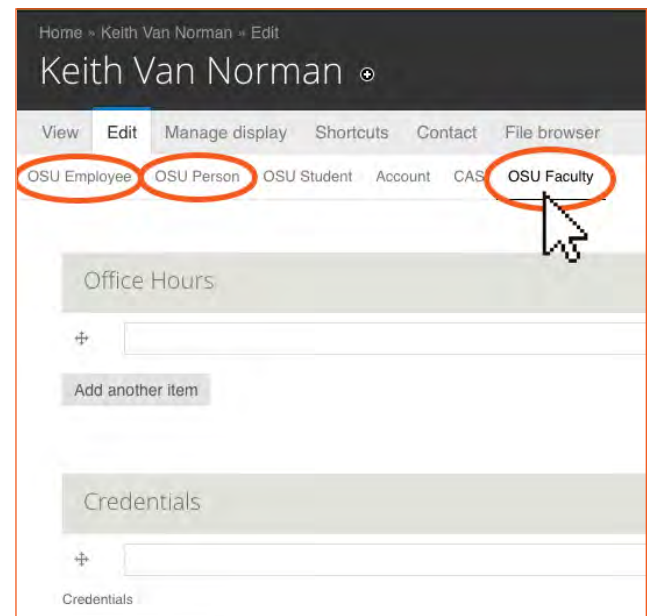
5. Click the green **Save** button at the bottom of each tab before editing another tab or your edits will be lost.

6. Click on the **View Tab** (next to **Edit**) to see the revised content.

Notes:

Under the **OSU Employee Tab**, please do not change your affiliation. If it is incorrect, please let Keith Van Norman know. Changing it manually may delete your faculty profile page from the CLA group. Do not change the text in the "Position" field. If your classification has changed, please contact Keith Van Norman to update it on the website.

Phone Number and Office Address:

In the **OSU Employee** tab, include your phone number. At the bottom of the page, in the "Location" Section, add your office address. If you don't have your own office, please use the main office address and phone for the unit.

Email Address and Photos:

In the **OSU Person** tab, include an OSU email address. All faculty staff and affiliates must include a photo in their profiles (exceptions can be made for concerns about personal safety.) Images should be a headshot, preferably one in which your face is fairly centered. Larger images are best. Please use a minimum size of 300 x 300 pixels. When you upload your photo in the **OSU Person** tab, Drupal will crop it to a square, so you may want to crop it before uploading in order to assure your face is centered and you don't have your head cut off. If you need to crop a photo and don't have photo editing software, **Croppola** is a free online service that works well.

Bio text updates:

Under the **OSU Faculty** tab, scroll all the way to the bottom of the page and edit your bio text in the "Additional Information" box.

Additional Information

> **TEACHING:**
>
> › SOC 312 - Sociology of the Family
> › SOC 315 - Methods I: Research Design
> › SOC 316 – Methods II: Quantitative Analysis
>
> **CV**
>
> **CURRENT PROJECTS:**

Switch to plain text editor

Remember to click the green **Save** button at the bottom of each tab before editing another tab or your edits will be lost.

If you have any questions or need additional help, please contact Keith Van Norman