

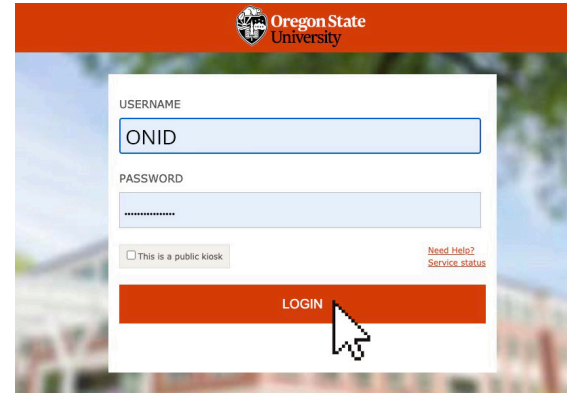
Setting up and updating your CLA faculty profile web page

1. Cut and paste this link in your browser:

<https://liberalarts.oregonstate.edu>



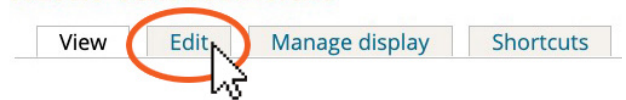
2. If you see your name at the top right hand corner of the screen, click it and skip to Step 3. That will take you to your faculty profile page (or where you can set one up).



- 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>

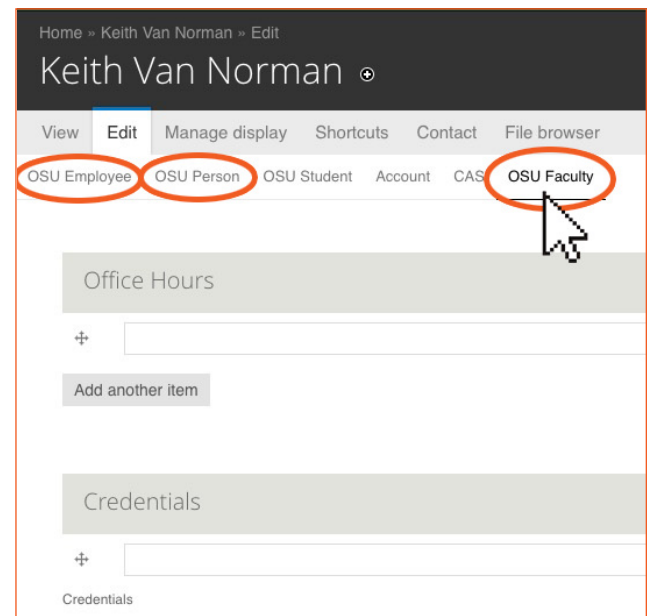
- Log in with your ONID username and password.
- Click your name at the top right hand corner of the screen. That will take you to your faculty profile page (or where you can set one up).

Keith Van Norman



3. Click the **Edit** tab.

4. The Edit screen contains a series of additional tabs. Click on the relevant tabs, such as **OSU Faculty**, **OSU Employee**, and **OSU Person** to fill in the kinds of information and images you want to be displayed. (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. If you go back to your faculty profile page, you should see the new 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.

Under **Position**, it should have only your job classification: Instructor, Associate Professor, etc. This is CLA Standardization. Please do not make up titles.

Photos:

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 the software, [Croppola](#) is a free online service that works well.

Location:

Use your full office address. If the faculty or staff does not have their own office, please use the main office address for the unit.

Contact:

Include OSU email address as well as office phone if you have one. Use the full, 9-digit number for the office phone number, separated with dashes.

Bio:

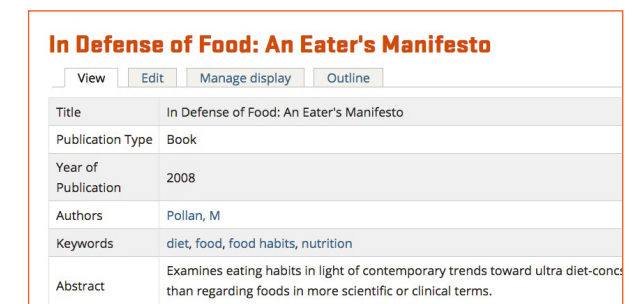
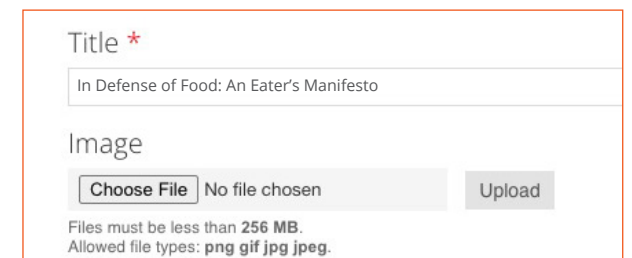
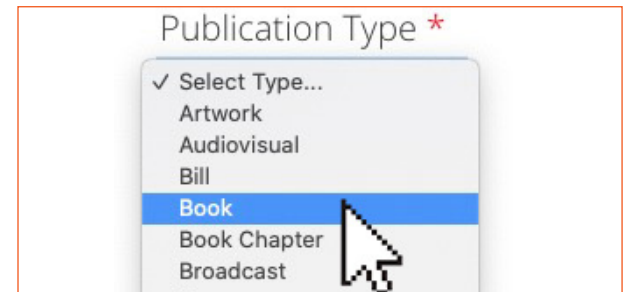
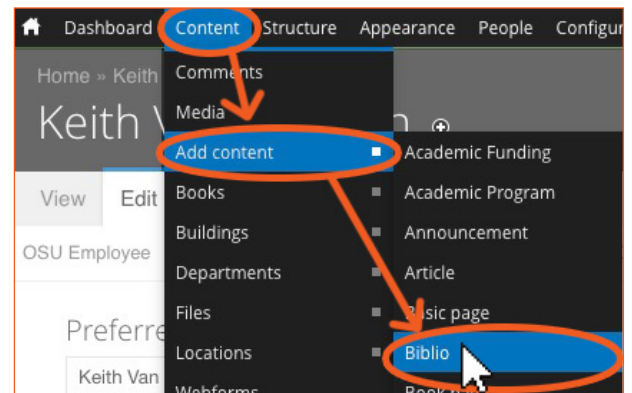
CLA Marketing & Communications may edit your bio for style standardization. We do not change the content. Some things, such as titles (for example director should be lower cased) may be changed to adhere to OSU marketing's preference for AP style.

Adding Publications:

See next page.

Adding Publications to your faculty profile page:

1. To begin, go to the menu at the top and select **Content > Add Content > Biblio**.
2. After the screen loads, from the **Publication Type** drop-down, select the publications type (Book, Journal Article, etc.). If it does not automatically redirect you, click Next.
3. On the next page, enter the **Title** and, if you have an image of the cover, choose the image file and upload.
4. Below the Title, select the different tabs on the left (**Authors**, **Abstract**, etc) and fill out as much information as you have. The **Authors** section is how Biblio will link this publication to your faculty profile page. The only additional required field in this section is **Publication > Year of Publication**.
5. When you're finished, scroll to the bottom and click **Save**.
6. You will be presented with a table of information about this particular publication. Clicking on the **Author** link will list all publications by that author on the CLA site. Clicking on **Keywords** links will list all publications on the site that contain that keyword.



Note: This publication should automatically be added to the list of publications on your faculty profile page. If it doesn't appear on your page, contact [Keith Van Norman](#) to link the publication to your account.