**Faculty & Staff Directory Update Instructions**

Thank you for taking a few minutes to update your profile information which will appear on your unit’s new website under the Faculty & Staff Directory. Providing accurate information here will help promote your academic unit as well as your own research and interests. We hope to publish your unit’s website sooner rather than later, so please verify you have the information and images appearing that you’d like up whenever you get a chance in the next week or two.

First, please log in to your unit’s unpublished “developing” website by following these steps, and proceed following the guidelines:

1. Go to <http://liberalarts.oregonstate.edu>/login
2. When the ONID login screen appears, enter your ONID username and password – you'll then be directed to the unpublished CLA site. We are using this “dev” site in order to avoid
3. On the far right of the black administration bar at the top of the window you’ll see “Hello \_\_your name\_\_\_” – click on your name.



1. This brings you to your profile; **click on the Edit tab** (just right of View) beneath your big orange name.



1. While in the Account tab now, please verify that your account information is correct. Be sure to **save** your additions and changes before changing tabs (the Save button is at the bottom of each).
2. After saving any changes, click through the appropriate **gray buttons (OSU Employee, OSU Person, Account, and OSU Faculty)** to add or edit your information. Please be sure to **save** any additions or changes by scrolling to the bottom of the page **before** clicking on another gray button.



Please consult the following guidelines for help adding/editing your information. **You are responsible for making sure your information is accurate and up-to-date.**

**Note:** There will be some information you will not be able to correct this way, instructions on how to make those updates (specifically regarding office location) are at the end of this document.

**Important Guidelines:**

Please fill out the appropriate information under each of the applicable tabs; the most pertinent likely being**: Account, OSU Employee, OSU Person, and OSU Faculty**. The following are the most important guidelines to be aware of, but we suggest going through each tab and filling in the information you’d like to reflect on the website.

* Your image 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.**
* Please change or add your email address if it’s incorrect or missing (in both the “OSU Person” and “Account” tabs).
* Include a biography about yourself, see examples on [Music](http://liberalarts.oregonstate.edu/school-arts-and-communication/music/faculty-staff-directory)’s new website. (You can update this in the OSU Person tab, along with your preferred name as it will appear on the site.)
* A field for office hours will be coming. For now, please add this term’s information in your Biography (in the “OSU Person” tab).
* You can upload your CV and discuss your research, career, and/or personal interests in the “OSU Faculty” tab.
* If your office address is incorrect, you can go into Banner and change it. (Instructions are at the end of this document.)
* Images and publications which will appear in the My Media and My Publications tabs of your profile can be added by following the instructions of page 3 of this document.
* **Tip:** If you experience any formatting issues after saving, try changing the Text Format (just above the Save button) from *Filtered* HTML to *Full* HTML.

**Here are some guidelines to help you through populating your profile using the tabs** (from left to right). **Note:** Start by verifying your **name and email address** are accurate in the “Account” tab, which should come up first when you go to edit your profile.

Remember to hit **Save** after filling in each separate tab,

otherwise your changes will disappear.

**“OSU Employee” tab**

* Fill in your position and contact information.
* Office Address and Postal Address can be chosen from the dropdown, if yours isn’t listed you can temporarily choose “None” for now. This information is brought in through Banner, so if incorrect or missing you’ll need to change it [there](https://adminfo.ucsadm.oregonstate.edu:7770/prod/gokssso.p_login) (see more detailed instructions at the end of this document).
* “Affiliated With” refers to the unit in which you work.
* Headquarters refers to the campus on which you work.
* **Save**

**“OSU Person” tab**

* Fill in your name and Preferred Name here.
* Upload a profile image, preferably a headshot in which your face is fairly centered, using a **minimum size of 300 x 300 pixels** (larger is better). When you upload your photo, 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.
* Please add a biography, this should be limited to 1-3 short paragraphs.
* **Save**

**“OSU Faculty” tab**

* You can add your credentials one at a time, using the “Add Another” button.
* Your CV can be uploaded, preferably in .pdf form. It must be less than 8MB.
* Your “Functional Group” refers to your employee type.
* Choose your “Faculty Type” if applicable.
* Career Links can be your professional website, linkedin account, etc. Add a title and URL.
* Please limit your Research/Career Interests to 1-3 short paragraphs. Please remember this is a way for students to get to know you at a glance;
	+ This is not a CV, there is another place to upload that in your OSU Person tab.
* “Personal Links” refers to your personal website(s).
* Please limit “Personal Interests” to 1-3 short paragraphs.

Make sure you always **save** everything; then take a look at your updated profile by clicking on your first or last name in your unit’s developing Faculty & Staff Directory, or clicking your full name in the upper right hand corner next to “Log out.”

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To **add images** to your profile (of your work for example), or **publications**, follow these instructions:

The **My Media** and **My Publications** tabs will display even if there is no content, which is why a message stating the user has no media or publications has been put there. This can be avoided this by adding content using the following instructions.

**To add your own media (i.e. images which show under the My Media tab of your profile)…**  go to the Admin menu (the black bar that appears at the top of the screen only when logged in) and go to Content > Add content > Image Album, to add images.



1. Select the Unit or Group this should belong to (i.e. Art, Music, etc.)
2. Leave the Group content visibility set to Public
3. Start typing the name of the person or people on whose profiles this image album should appear, if desired (i.e. your name) – once the name appears in the drop down box, select it.  To add additional users (such as in the case of collaborators) just click the “Add another item” button and repeat this step
4. Add an Album Title
5. Provide a brief Album Description
6. Upload at least one image
7. If this should be added into a Book structure, select the Book (i.e. Art) to put it into (this is optional and will only matter if your unit has or would like an Our Media page, see [Art’s](http://liberalarts.oregonstate.edu/school-arts-and-communication/art/our-media))
8. Click Save and the images should appear in the My Media section of the person’s profile who was selected in step 3.

**To add your own publications**, go to the Admin menu > Content > Add content > Biblio

At this moment, group members will have to enter their Bibliographic items manually, see [these instructions](http://oregonstate.edu/cws/training/book/drupal-deep-dive/osu-drupal-7/bibliography).  If you have bibliographic information in an EndNote, MARC, RIS, or BibTex file, though, feel free to send it to Sher.Fenn@oregonstate.edu in Central Web Services who will be happy to import it for you.

**Instructions for changing information in Banner**

Some of your information can be changed through the new unit website, while some (like office and department address) feeds directly from Banner. Below are instructions to update your Banner information:

1. Go to <http://onid.oregonstate.edu>
2. Click the “Login To ONID” link in the upper left portion of the screen.
3. In the ONID Login screen, enter your ONID username and ONID Password, then click the Login button.
4. When the screen reloads, locate and click the [OSU Online Services](https://adminfo.ucsadm.oregonstate.edu/prod/twbkwbis.P_WWWLogin) link in the "Quick Links" section of the site.
5. Enter your ONID username in the Username field and enter your ONID password in the Password field and click the Login button.
6. On the new screen, click the Personal Information link.
7. Click the Update Address(es) and Phone(s) link and update your information.

**Note:** If you need to change your work location information, you or your unit’s website manager will need to contact [Enterprise Computing Services](http://oregonstate.edu/is/ecs) to change it in Banner. In the meantime, you can choose “none” or leave the field blank to avoid displaying inaccurate information on your profile.