

How to Make Changes to the Personnel Profiles

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- ❖ New Employees must fill out and return the profile questions form to the Website Manager.
- ❖ College Relations will take a profile picture and resize to fit the profile.
- ❖ The Website Manager in charge of updating the profiles after they have been created.

1. Profiles are located in the site tree under **About Us> Human Resources> Bios/Profiles** folder

2. In the Edit tab fill in the following fields for a Profile Detail page:

a. Personal Information Group

- i. **Title:** (already filled in) Faculty and Staff Directory Profiles
- ii. **Abstract:** Person's full name
- iii. **Body Copy** – any information about the person
- iv. **Image Profile** – Picture from the Images/Profiles folder in CMS needs to be uploaded first (dimensions W155 x H217 pixels)
- v. **Thumbnail Image** – smaller version of the Image Profile (dimensions W98 x H137 pixels)
- vi. **Prefix** – (optional) Mr., Ms., Mrs., etc.
- vii. **First Name**
- viii. **Last Name**
- ix. **Suffix** – (optional) Jr., Sr, etc.
- x. **Professional Title** – The job title chosen from drop down. If it is a new title contact the Website Manager to add the title to the list
- xi. **Address Line 1** – Room number
- xii. **Address Line 2** – 1410 University Avenue
- xiii. **City State Zip** – Williston, ND 58801
- xiv. **Main Phone** – office phone number
- xv. **Extra Phone, Extra Phone 2** – optional phone numbers
- xvi. **Email** - @willistonstate.edu address

b. Office Hours Group (drop down arrow)

- i. Type in hours for each work day M-F as needed, can add optional text for each day
- ii. By default Sat & Sun will display Out
- iii. Special – Summer hours vary, call or email for an appointment

c. Left Column Group (Optional)

- i. **Featured Links Title** – Shows up in the left-hand column with a heading. Can change Featured Links to anything like Suggested Resources
- ii. **Featured Link** –
 - a. **Internal** – links to a page on our website
 - b. **External** – URL of another website (check open in a new window)
 - c. **Document** – links to a document uploaded to the CMS

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After you get all the information filled in go to the **Categories** tab to assign departments

