Editing your personnel page or directory listing on your unit’s site

Complexity Level: Beginner
This is a beginner topic. Little to no advanced knowledge is required.

Permission Level
Level 1 or Higher - See permission level document for details

Overview
If you are faculty, staff or even a graduate student, you can edit your personnel page/directory listing on your unit’s site. This is a great way to keep your information current and share your research and other academic pursuits. These instructions will guide you through logging in and editing your personnel page.

Table of Contents
- Overview
- Who can edit their directory listing?
  - Additional units
  - Is there a way to import the information I fill out in UGA Elements onto the website?
  - I have a personnel page on several Franklin unit websites. How does that work?
- Steps
  - Log into your unit’s site
    - Use the Login Page link found in the Footer

Login
To manage any part of your web site, you will have to be logged into the Drupal CMS.

If you need help logging in, please review this login help document.

Contact the Franklin OIT Help Desk
Submit a ticket

Help Desk
http://helpdesk.franklin.uga.edu

Email
helpdesk@franklin.uga.edu

Call
706-542-9900

Hours of Operation
Monday - Friday
8:00 a.m. - 5:00 p.m.

Website Information
Homepage
http://oit.franklin.uga.edu
Directory
http://oit.franklin.uga.edu/
Service Offerings
https://kb.franklin.uga.edu/x/xgKIAg
Systems Status Information

Steps
- Log into your unit’s site
  - Use the Login Page link found in the Footer
Login problems
  • Navigate to your personnel page or directory listing in the Directory
  • Make your edits
    • Special fields
    • The text editor field
      • Detailed help on adding links, pdfs, and images to text editor fields
        • Adding links to content
        • Inserting PDFs and other Documents
        • Adding images to content
        • Adding tables and making them responsive
    • Fields for Graduate Students
  • Save your changes

Who can edit their directory listing?

These instructions are for those units who have sites made with Drupal 8.

Click here to view the list of Franklin Drupal 8 sites and unit administrators

Additional units

If you don’t see your unit’s name on the above list, the site may be using Drupal 7— an earlier version of our content management system— instead.

Here’s the list of Drupal 7 sites and unit administrators.

Click here to view the instructions for units with Drupal 7 sites.

Is there a way to import the information I fill out in UGA Elements onto the website?

We wish we could integrate with the Elements application, but for now the information on your unit’s website must be entered separately.

I have a personnel page on several Franklin unit websites. How does that work?

You must log into each site where you have a page and update your information. However, the same login process applies for all sites. So if your home department is Communication Studies, but you are also an affiliate of Women’s Studies, you’ll use the same login process for each site to update your personnel page.

Steps

Log into your unit’s site

Use the Login Page link found in the Footer

In the footer for our Drupal 8 sites, there’s a link to a login page.
This will take you a login page, which leads to the CAS login screen.

Use your UGA myID and password to login.

Login problems

If you are having trouble logging in, please put in a ticket via https://helpdesk.franklin.uga.edu.
Once you log in, this will take you to your user profile.

However, this is not the same thing as your personnel page.

I'm logged in as a demo account, “zhurston.” You'll be logged in as your myID.

The info you see above is not the same thing as a personnel page; it is only your user account info.

We can't do anything with this, so ignore the "edit" button here.

Navigate to your personnel page or directory listing in the Directory

Simply navigate to your page via the directory like you normally would as a visitor. It may be under “People” or “Directory” in the main menu.

In this example, I am logged in as “zhurston” who has a role that allows her to edit her own personnel page only.
If you have the ability to edit your personnel page, you should see an edit button there.

If you don't see the edit button, please put in a ticket to the Franklin OIT Helpdesk via helpdesk.franklin.uga.edu.

Make your edits

Most of the time, working on your personnel page is simple: you just fill out the fields.
Special fields

Some fields have a circle next to them. They are either fields you can add links to, or they are fields that reference other content on the site.

In the above example, Zora can indicate the courses she regularly teaches. These courses have been pre-loaded on the site by your unit’s web committee.

If I start typing in a course code, say “COUR” in this example, I’ll get some options from which I can select.

Because Zora has indicated that she is a teacher of three courses, including COUR 4400/6400 which I just added, a link will automatically appear her personnel page when she saves it.

Courses Regularly Taught:
- COUR/SUBJ 1100
- TEST 3000
- COUR 4400/6400
And when someone clicks on the course COUR 4400/6400 from somewhere else on the site, her name and picture automatically appear next to it.

Some sites also have pre-loaded Research Areas. It works the same way as Courses.

The text editor field

This kind of field is the most flexible field. It allows you to insert and format text, links, and images.

The above example shows the Biography, but there may also be a text editor-type field on Education, or Grants, etc.

Detailed help on adding links, pdfs, and images to text editor fields

- Adding links to content
- Inserting PDFs and other Documents
- Adding images to content
- Adding tables and making them responsive

Fields for Graduate Students

There are special fields for graduate students under a drop-down at the bottom of the edit page.

Here, you will find optional additional fields, such as fields for indicating your graduation date, thesis title, committee members and more.
How and if your department makes use of these fields on the site depends on which unit you are part of.

If there's a field with a little circle at the end, you can reference to Faculty members who exist on the site. Just begin typing their name, and the field should autocomplete.

By doing this, your committee members' photos will automatically appear on your directory page, and your photo will in turn appear on their pages.
Save your changes

When you are done working with your page, save it.

You can now see your changes, which are live on your unit's site.

You may want to save often in case you accidentally click away or close your browser and lose your changes.

You can edit your personnel page as often as you need to!