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.

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**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/xgKlAg

**Systems Status Information**

Permission Level

Level 1 or Higher - See permission level document for details
Frequently Asked Questions

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

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 our personnel page.

Steps for editing your personnel page

Step 1: Log into your unit’s site

Go to your department's web site, and scroll to the very bottom. You will see a link that says "Login for Faculty, Staff and Students" or something similar. See below. Click that link.

Next, you will be sent to an intermediate login page. Click the link that says "To login to this site, click here." See below.
Next you will get to the CAS login screen. Login with your normal myID.

You should now be logged in. You will probably land on a "My Content" page which will show you the pages you can edit.

Are you having login problems?

If you are having trouble logging in, please put in a ticket via [https://helpdesk.franklin.uga.edu](https://helpdesk.franklin.uga.edu).

**Step 2: Navigate to the "My Content" page.**

If you did not automatically land on the "My Content" page, you should see a button in the white menu at the top of your browser that says "Content" - click that button. See below.

Once you are on the "My Content" page, you should see your own personnel page. Click the "edit" button next to the page.

I'm logged in as Zora Neale Hurston, use myID on this site is zhurston. Below is all the content that zhurst on has the permission to edit.

**Step 3: Go to the "edit" view of your personnel page.**

Click the "edit" button. See below.
Step 4: Make your edits

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

Edit Personnel Zora Neale Hurston

Full Name
Zora Neale Hurston

First Name *
Zora

Last Name *
Hurston

TITLE

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.

Courses regularly taught

COUR/SUBJ 1100 (1040)
TEST 3000 (1042)

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 site administrator.

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.
And when someone clicks on the course 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. 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.
Step 5: Save your changes

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

Save and keep published  Preview

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!