

When updating/editing a faculty/staff profile, please do not use Internet Explorer as it does not support the content management system. Google Chrome is the best Internet browser option for this task.

**Please read the instructions all the way through and fill out each field. Each field can be used in html code on the website to use your profile for different features on the website, if you skip a field it can affect how your profile functions on the website.**

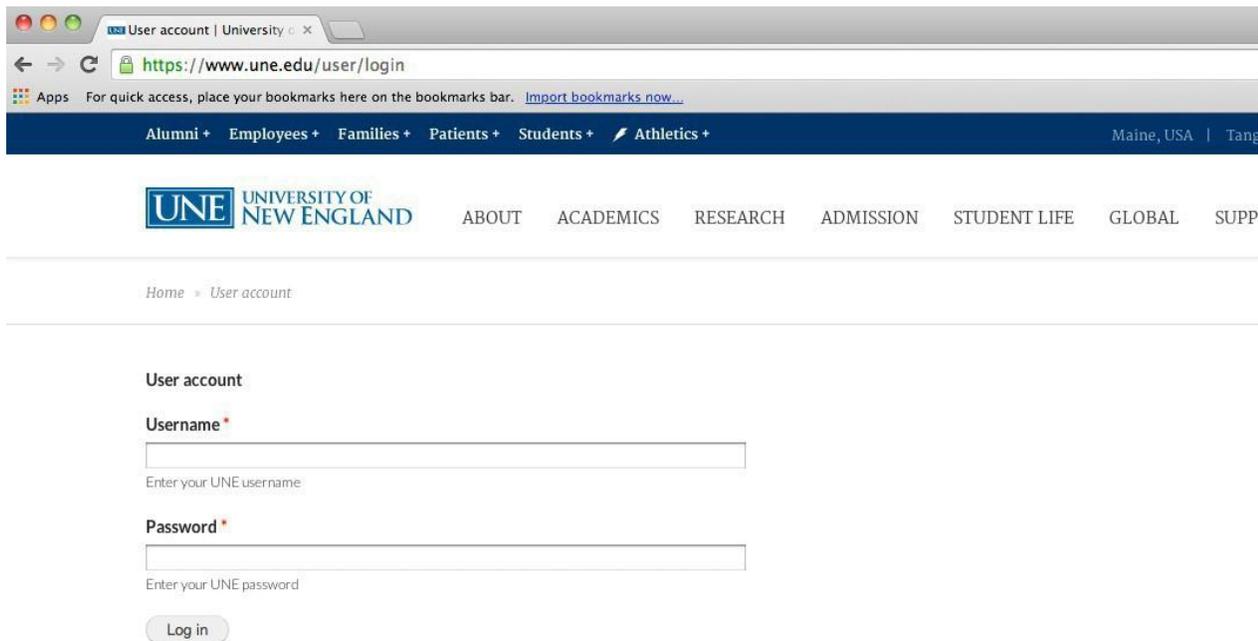
**DO NOT upload a photo. All photos need to be approved and formatted by the web team.**

## Creating and Editing a Faculty/Staff Profile

### Logging in

Go to [www.une.edu/edit](http://www.une.edu/edit) and log in using the credentials you use to log into U-Online.

If this is the **FIRST TIME** you have logged in here and you do not see a header reading **YOUR CONTENT**, the next step is to contact Melissa DeStefano [mdestefano1@une.edu](mailto:mdestefano1@une.edu) and tell them you have logged in and need access to you staff/faculty profile. They will then send you next steps. If this is **NOT YOUR FIRST TIME** logging in, proceed to the next step below.



Home » User account

**User account**

**Username \***

Enter your UNE username

**Password \***

Enter your UNE password

Log in

In the “Your Content” section, there should be a line with your name, followed by an “edit” button and /people/your-name. Click edit.

ftest | University of New England

https://www.une.edu/users/ftest

Apps For quick access, place your bookmarks here on the bookmarks bar. [Import bookmarks now...](#)

Structure Configuration Hello ftest Log out

Alumni + Employees + Families + Patients + Students + Athletics + Maine, USA | Tangier, Morocco | Online


[ABOUT](#)
[ACADEMICS](#)
[RESEARCH](#)
[ADMISSION](#)
[STUDENT LIFE](#)
[GLOBAL](#)
[SUPPORT](#)

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Home

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**ftest**

[View](#) [Edit](#)

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**History**

**Member for**  
9 months 1 day

**Your Content**

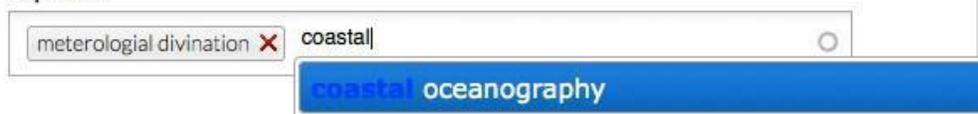
TITLE	UPDATED	STATUS
Nora Easter <a href="#">edit</a> /people/nora-easter	28 min 18 sec ago	Published

## Name, Bio, and Contact information

You will be brought to the “Name and Bio” tab; on this screen you can edit the personal information displayed in your profile, including your credentials, area(s) of expertise, and bio.

The “expertise” section is a comma-delimited list of keywords, so you should omit prepositions and conjunctions. Write a term and select it if it appears on the screen; if it does not appear, hit “Enter” and the term will be added to the list. You may list as many terms as you like.

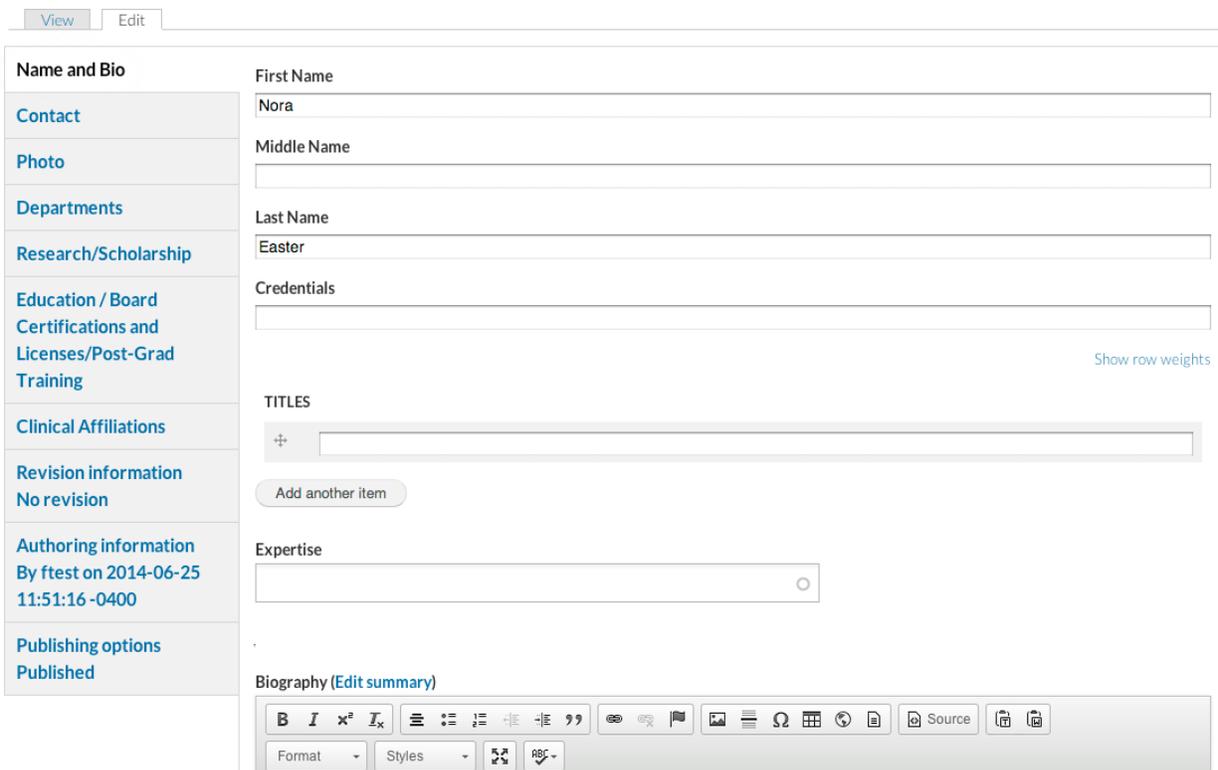
### Expertise



meterological divination X coastal

coastal oceanography

At the top of the “Biography” section, use the row of function buttons to format the text (e.g. bold, italicize, add bullets). You can manually type your bio or paste it from elsewhere; to paste from a Word document, click on the clipboard icon with the letter “W,” and to strip all the style from the text (particularly if you copied it from another website) paste it as “plain text” by clicking on the clipboard with the letter “T.”



View Edit

**Name and Bio**

First Name  
Nora

Middle Name

Last Name  
Easter

Credentials

Show row weights

TITLES

+ Add another item

Expertise  
coastal

Biography (Edit summary)

Format Styles

You will notice that many of the fields – such as “Titles” or “Department” have an “Add another item” button below them. Use this function to create space to add your multiple titles, affiliations, publications, degrees, etc. By clicking on the crosshair symbols and dragging the items, you can rearrange their order.

#### TITLES

+	Associate Professor
+	Chair, Department of Divination
+	

Add another item

Navigate by clicking on the tabs in the menu on the left to populate the information fields as you wish. You can save your progress at any time by clicking the “Save” button on the lower left of your screen.

View
Edit

<p><b>Name and Bio</b></p> <p><b>Contact</b></p> <p><b>Photo</b></p> <p><b>Departments</b></p> <p><b>Research/Scholarship</b></p> <p><b>Education / Board Certifications and Licenses/Post-Grad Training</b></p> <p><b>Clinical Affiliations</b></p> <p><b>Revision information</b> No revision</p> <p><b>Authoring information</b> By ftest on 2014-06-25 11:51:16 -0400</p> <p><b>Publishing options</b> Published</p>	<p>Location</p> <p>Room 105</p> <p>Building Ginn Hall (16591)</p> <p>Campus Portland</p> <p>Email neaster@une.edu</p> <p>Phone (207) 000-0000</p> <p>Website</p> <p>Title _____ URL _____ <small>The link title is limited to 128 characters maximum.</small></p> <p><input type="checkbox"/> Open URL in a New Window</p>
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Save
Preview

## Photo

### **DO NOT UPLOAD A PHOTO.**

**The web design team will take care of uploading your portrait to ensure quality and consistency across the profiles. Please do not upload a photo on your own.**

If you have a photo that you would like to use send it to mdestefano1@une.edu; if the photo meets the website’s specifications, we will load it to your profile. If you wish to have a new profile photo taken, please contact photography@une.edu.

<b>Name and Bio</b>	<b>Portrait</b>
<b>Contact</b>	
<b>Photo</b>	 nora-easter.jpg (1.1 MB) <input type="button" value="Remove"/>
<b>Departments</b>	<b>Alternate text</b>
<b>Research/Scholarship</b>	<input type="text"/>
<b>Education / Board Certifications and</b>	<small>This text will be used by screen readers, search engines, or when the image cannot be loaded.</small>

## Departments

In the “Departments” tab, select your department. **This is important! If you don’t associate yourself with your department, your profile won’t appear in your department’s listing. This is how your profile will appear on you Department’s People page. If you skip this step your profile will not appear on your department’s people page.** If you are affiliated with more than one department, you can add additional items.

The “Display Order” fields are used **by the web and tech team**, so whether they are blank or populated, you **do not** need to change them.

If you cannot locate your department in the alphabetized list (after also checking possible alternate names such as “Department of ...” and “Office of ...”), please let us know.

**For each Department you list yourself under, you must also select the appropriate corresponding contract type. This will put you under the appropriate header on each Department directory page.**

View

Edit

Name and Bio

Contact

Photo

Departments

Research/Scholarship

Education / Board  
Certifications and  
Licenses/Post-Grad  
Training

Clinical Affiliations

Revision information  
No revision

Authoring information  
By ftest on 2014-06-25  
11:51:16 -0400

DEPARTMENT



Department

Center for Global Humanities

Contract Type

Full-time Faculty

Display Order

1

Remove



Department

History Program

Contract Type

Affiliated Faculty

Display Order

2

Remove

Add another item

## Research/Scholarship

In the “Research/Scholarship” tab, you will enter your publications one by one using the “Add another item” button.

<b>Name and Bio</b>	<input type="checkbox"/> Eligible for Student Opportunities
<b>Contact</b>	<a href="#">Show row weights</a>
<b>Photo</b>	
<b>Departments</b>	
<b>Research/Scholarship</b>	<b>SELECTED PUBLICATIONS</b>
<b>Education / Board Certifications and Licenses/Post-Grad Training</b>	<input type="text" value="Publication Year"/> Format: 2014
<b>Clinical Affiliations</b>	<b>Citation</b>
<b>Revision information</b> No revision	  Format -    Styles -  
<b>Authoring information</b> By ftest on 2014-06-25 11:51:16 -0400	<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>
<b>Publishing options</b> Published	body p Text format: Full HTML  <a href="#">More information about text formats ?</a> <input type="button" value="Remove"/>
	<input type="button" value="Add another item"/>

After the “Selected Publications” section, there are fields for describing your other scholarly activity, grants, conference presentations, research interests, and current research. As with your bio, you can type directly into these fields or copy and paste text from elsewhere. You may enter as much or as little information as you wish.

## Education, Certifications, Licenses, and Clinical Affiliations

You can populate the “Education / Board Certifications and Licenses / Post-Grad Training” and “Clinical Affiliations” tabs as you did the previous tabs, entering items one by one and using the “Add another item” button to create additional space.

<b>Name and Bio</b>	<p style="text-align: right;">Show row weights</p> <p><b>EDUCATION</b></p> <div><p>+ Degree BA, Anthropology School Duke University Year 1988 Format: 2014 Remove</p></div> <div><p>+ Degree MA, Divination School Boston University Year 1990 Format: 2014 Remove</p></div> <div><p>+ Degree PhD, Meteorology School Dalhousie University Year 1994 Format: 2014</p></div>
<b>Contact</b>	
<b>Photo</b>	
<b>Departments</b>	
<b>Research/Scholarship</b>	
<b><u>Education / Board Certifications and Licenses/Post-Grad Training</u></b>	
<b>Clinical Affiliations</b>	
<b>Revision information</b> No revision	
<b>Authoring information</b> By ftest on 2014-06-25 11:51:16 -0400	
<b>Publishing options</b> Published	

## Revision information, Authoring information, and Publishing options

The bottom three tabs in the menu – “Revision information,” “Authoring information,” and “Publishing options” – contain information used by the web and tech team; you do not need to enter or change any information here.

## Your updated profile

When you save your progress, you will see a green confirmation that your profile has successfully been updated. (Click on the "+" symbols to see the content of the sections that you populated.) Your updated profile will appear on your departmental page under "People," and you may return and edit it at any time.

f) Profile *Nora Easter* has been updated.

View

Edit



**Nora Easter, Ph.D.**

*Associate Professor  
Chair, Department of Divination*

Portland

Ginn Hall  
109

[neaster@une.edu](mailto:neaster@une.edu)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque non purus vel ligula cursus vulputate. Vestibulum luctus pulvinar sapien fringilla malesuada. Quisque dignissim mattis blandit. Curabitur ultricies. enim a pharetra ullamcorper. magna ligula venenatis nulla. in adipiscing eros sapien vel tellus. Curabitur placerat, enim in ornare rutrum. felis odio rutrum lectus, dignissim cursus quam ante non urna.

+Education

+Expertise

+Research

**Selected Publications**

1999

Easter, N. (1999). Telling winds: interpretation of storm movements in Algonquian oral tradition. *American Ethnologist*, 21(1), 201-204.