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 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 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.

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

Member for:
9 months 1 day

### Your Content

<table>
<thead>
<tr>
<th>TITLE</th>
<th>UPDATED</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nora Easter</td>
<td>28 min 18 sec ago</td>
<td>Published</td>
</tr>
</tbody>
</table>
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.

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.”
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.

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.

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

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.

<table>
<thead>
<tr>
<th>Name and Bio</th>
<th>Education / Board Certifications and Licenses / Post-Grad Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact</td>
<td></td>
</tr>
<tr>
<td>Photo</td>
<td></td>
</tr>
<tr>
<td>Departments</td>
<td></td>
</tr>
<tr>
<td>Research/Scholarship</td>
<td></td>
</tr>
</tbody>
</table>

#### Education

<table>
<thead>
<tr>
<th>Degree</th>
<th>School</th>
<th>Year</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA, Anthropology</td>
<td>Duke University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA, Divination</td>
<td>Boston University</td>
<td>1990</td>
<td>2014</td>
</tr>
<tr>
<td>PhD, Meteorology</td>
<td>Dalhousie University</td>
<td>1994</td>
<td>2014</td>
</tr>
</tbody>
</table>

#### 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.

1) Profile Nora Easter has been updated.

Nora Easter, Ph.D.
Associate Professor
Chair, Department of Divination
Portland
Ginn Hall
109
neaster@une.edu

Selected Publications
1999