

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.

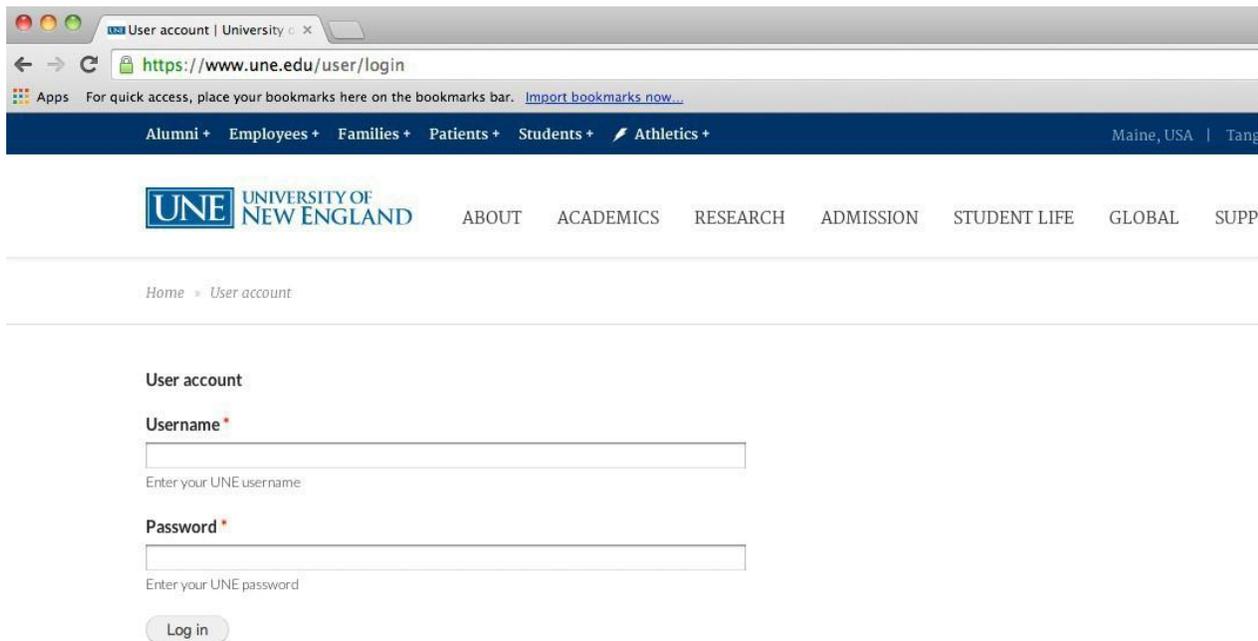
DO NOT upload a photo. All photos need to be approved and formatted by the web team.

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.



The screenshot shows a web browser window with the URL <https://www.une.edu/user/login>. The page header includes navigation links for Alumni, Employees, Families, Patients, Students, and Athletics, along with location information for Maine, USA. The main navigation menu includes links for ABOUT, ACADEMICS, RESEARCH, ADMISSION, STUDENT LIFE, GLOBAL, and SUPP. The breadcrumb trail shows Home > User account. The login form is titled "User account" and contains two input fields: "Username" and "Password", both marked with an asterisk. Below each field is a placeholder text: "Enter your UNE username" and "Enter your UNE password". A "Log in" button is located at the bottom of the form.

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



Home

ftest

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

History

Member for

9 months 1 day

Your Content

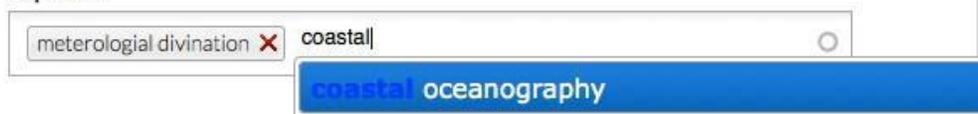
TITLE		UPDATED	STATUS
Nora Easter	edit /people/nora-easter	28 min 18 sec ago	Published

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.

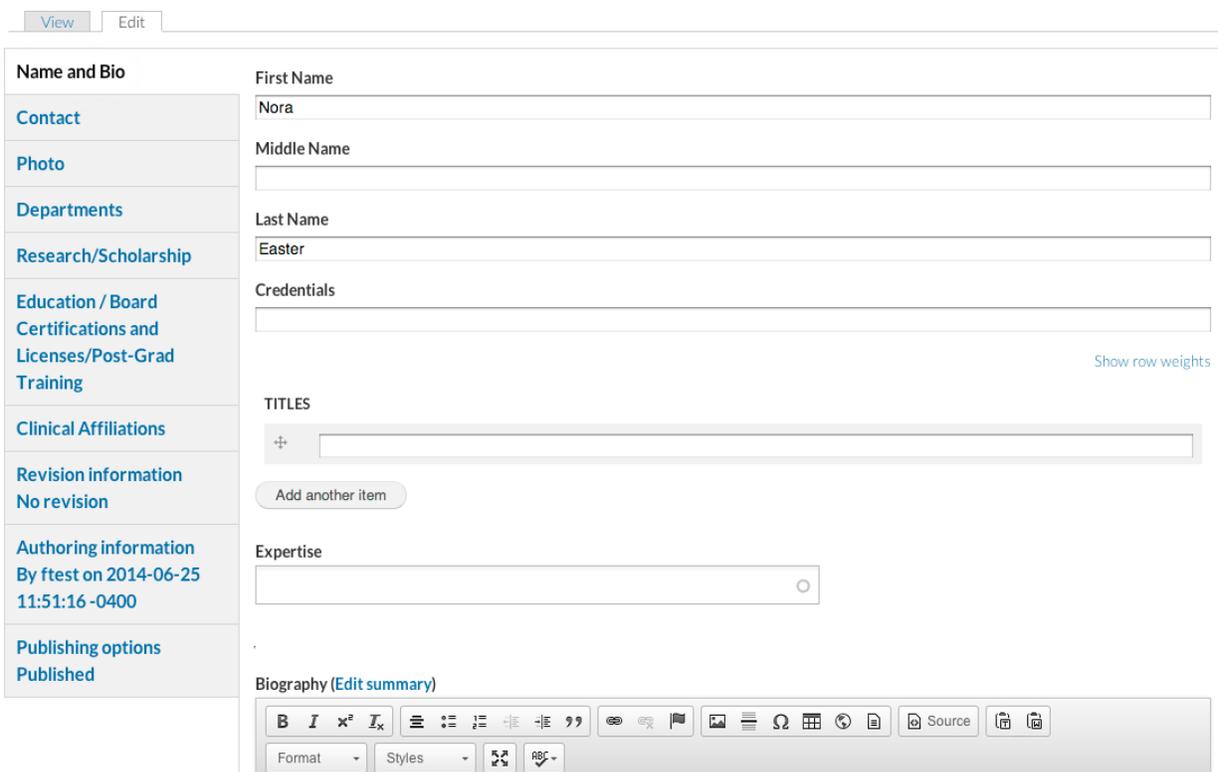
Expertise



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

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

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

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.

Name and Bio	Portrait
Contact	
Photo	 nora-easter.jpg (1.1 MB) <input type="button" value="Remove"/>
Departments	Alternate text
Research/Scholarship	<input type="text"/>
Education / Board Certifications and	<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.

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

Name and Bio	<p style="text-align: right;">Show row weights</p> <h3>EDUCATION</h3> <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>
Contact	
Photo	
Departments	
Research/Scholarship	
<u>Education / Board Certifications and Licenses/Post-Grad Training</u>	
Clinical Affiliations	
Revision information No revision	
Authoring information By ftest on 2014-06-25 11:51:16 -0400	
Publishing options 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

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.