

Creating your Personal Profile Webpage in the COE Website Content Management System

1. Open your web browser. We strongly recommend using Firefox *.
2. Navigate to: <http://www.cms.wayne.edu>
3. Enter your AccessID and password

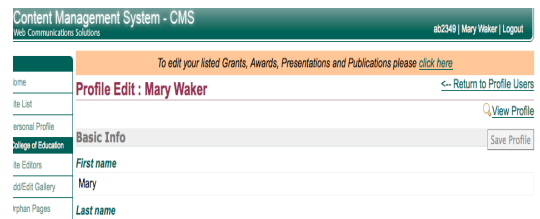


4. Click on the “Personal Profile” icon

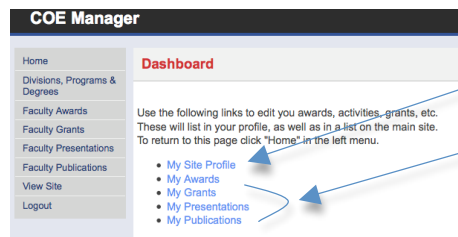


5. Under COLLEGE OF EDUCATION, click on “Edit Profile”
6. To enter text, click on a box and type your information**.
7. Click “Save Profile” (located on the Basic Info line) after each entry to save your webpage.
8. Add your photo*** by clicking on the “Picture” box at the bottom of the page. Click the “Browse” button to find your photo on your hard drive. Once you select your photo, click on “Save Profile: on the Basic Info line to load the photo to your webpage.
9. To view your profile, click on the “View Profile”
10. Under the “Responsibilities” area, please include your program area and division (e.g. Art Education, Teacher Education) as well as a brief description of your position.
11. Make sure to save your profile (“**Save Profile**” link) before you start entering your publications, presentations, awards or grants.

12. At the top of the page there will be an orange colored bar including “To edit your listed Grants, Awards, Presentations and Publications please **click here**.” This is where you enter this type of information.



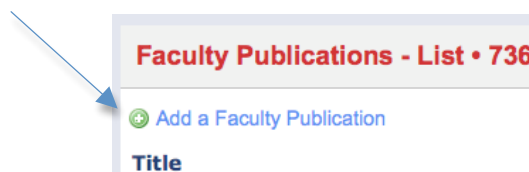
13. The next screen is the “Dashboard” screen.



This link takes you back to the profile start page.

These links take you to the Awards, Grants, Presentation, and Publication entry pages.

14. Click the “Add a Faculty Publication (award, grant, etc.)” link



15. Complete the information requested (pay attention to the instructions for authors) and click the “Save” button

Faculty Publication - Add

◀ Back to list
➤ Add a Faculty Publication

Profile id:
Waker, Mary (ab2349)

* Title:
[Text Field]

* Author(s):
[Text Field] Place * around your name in the list for bolding Ex: Abbott, O., *Arya, P*, Bhavnagri N.

* Publication:
[Text Field]

Volume:
[Text Field]

Page(s):
[Text Field]

* Year:
[Text Field] 4 digits please Ex: 2010

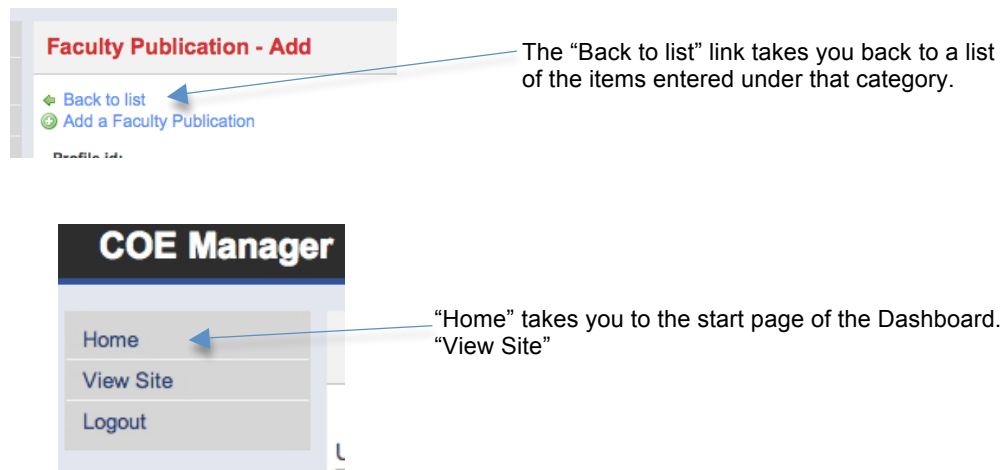
Month:
Select one [Dropdown]

Abstract:
[Text Area]

Show on site:
 Yes

Save

16. You can add another publication by clicking on the “Add a Faculty Publication” link after you save the first publication entry.



*If Firefox isn't on your computer, you can download it free at: <http://www.mozilla.com/en-US/firefox/>

**Note: A quick way to enter your information is to copy it from an existing document. If you want to copy text from Word and paste it into your webpage fields, make sure to save your Word document in plain text format (.txt) first to avoid carrying over any formatting.

*****IMPORTANT:** Your photo must be sized correctly to display on your webpage. Maximum size is 400 x 400 pixels and 72 dpi resolution. You can use an image editor such as Photoshop or www.picnik.com to resize your photo or you can contact Mary Waker in the Education Technology Center for help.