Create a Faculty Page

- You must know the faculty member user id before you can start. If you are not sure what this is, it is the start of their LSUHSC email address (i.e. userid@lsuhsc.edu). If they do not have an LSUHSC email address for some reason, the SOM Webmaster will have to create the faculty page.
- Open any current faculty member page in your department that uses the faculty template. The URL for this would follow this format: http://www.medschool.lsuhsc.edu/department/faculty_detail.aspx?name=lastname_firstname.
- 3. Click the "Sign In" link in the center of the footer



- 4. You will receive a prompt asking you to login though, when on campus, you may be signed in automatically. Enter your id and network password and click "ok".
- 5. Once signed in you will now see an "Edit Page" link in the footer. Click this link.



6. At the top of the screen right corner there are 3 icons:



7. Click on "New Faculty" link, and you will see the following screen:

C LSUHea School of Medic	althNewOrleans ^{cine}	Back	(O) Help
New Faculty Instructions: Enter the user id for the faculty If a faculty page for this user ha	member and select Find User. as already been created, the URL for the faculy page will be displayed. Copy this URL to your faculty page.		
User ID: Find User			
	Signed in as All changes are being logged.		
Disclaimer	© 2013 LSUHSC-NO		Privacy Polic

- 8. In the User Id box, enter the faculty member's user id and then click the "Find User" button.
- 9. You will see one of three following screens:
 - If the user id is not found, a message in red will appear at the bottom of the page: "No user found with this user id."

	SUHealthNew	<u>'Orleans</u>	Back	(O) Help
	id for the faculty member and select Fin	nd User. d, the URL for the faculy page will be displayed. Copy this URL to y	our faculty page.	
User ID:	texam Find User	,		
No user found	I with this user id.	Oire die er		
Disclaimer		Signed in as All changes are being logged. © 2013 LSUHSC-NO		Privacy Policy

If faculty page for the user already has been created the following screen will appear. Copy the link to use on the departmental faculty page link for that faculty member.

	SUHealthNew	Orleans	Back	(O) Help
	id for the faculty member and select Find	User. the URL for the faculy page will be displayed. C	opy this URL to your faculty page.	
User ID:	mmaron Find User	Name: Link:	Maronge, Mariiyn faculty detail.aspx?name=Maronge Mariiyn	
Disclaimer		Signed in as mmaron. All changes are b © 2013 LSUHSC-NO	sing logged.	Privacy Polic

A new faculty screen will appear with a message at the bottom of the page in green "Faculty page created". Copy the link to use on the departmental faculty page link for that faculty member.

	SUHealthNew	vOrleans	Back	Help
	id for the faculty member and select F	ind User. ed, the URL for the faculy page will be displayed. Copy	this URL to your faculty page.	
User ID:	mmaron Find User	Name: Link:	Maronge, Marilyn faculty detail.aspx?name=Maronge Marilyn	
Faculty page	created	Signed in as mmaron. All changes are being	logged.	
Disclaimer		© 2013 LSUHSC-NO		Privacy Policy

10. Once the faculty page has been created, the page can be edited by following the 'Edit an existing page' Instructions.

Edit an existing page

This section describes how to log into the editing interface and make simple text edits. More advanced editing procedures are described in the <u>CMS User Manual</u>.

1. Navigate to the faculty listing links page you wish to edit.

	LSUHeal School of Medicine		Orleans			Departments & Ce Google" Cust	nters Contact Donate
	SCHOOL OF ALTH PROFESSIONS	SCHOOL OF	SCHOOL OF GRADUATE STUDIES	SCHOOL OF MEDICINE	SCHOOL OF	SCHOOL OF PUBLIC HEALTH	LSU FACULTY PRACTICE
Faculty		inks New O		MEDIOINE	Hertente		THOULD THE TRUCTION
	<u>Ari</u> Ma Ma	<mark>aculty</mark> f, Abdus S., MD argolis, Mark A., MD arr, Alan B., MD, FAC erritt, Christopher, MI	33	PARTM	ENT (of Exan	APLES

2. Click the "Sign In" link in the center of the footer or "Edit Page" if you are logged in already.

Sign In	Signed in as	Edit Page Page History
Last Update: 5/13/2013	Last	Update: 5/13/2013
© 2013 LSUHSC-NO	© 20	13 LSUHSC-NO

3. You will be brought to the editing interface. This is the main screen from which all editing features will be accessed. Faculty pages have a different layout but work the same way as a regular page.

School of Medicine	NewOrleans	(O) Help	New Page	List Files	Stop Editing
	P	age Title: Faculty	- Examples - LS	UHSC School	of Medicine Edit
Left Content <u>New Section</u> Import Section From Another Page	Navigation Menu: Edit Eaculty Residency Links New Orleans Main Content Edit Faculty Arif Abdus S., MD Marr, Alan B., MD, FACS Mernit, Christopher, MD			Content <u>v Section</u>	
	Review: <u>Mark As Reviewed</u> Page Last Reviewed: 5/16/2013 3:24	:33 PM			
Disclaimer	Signed in as a All changes are be © 2013 LSUHSC-NO	ing logged.			Privacy Policy

4. Choose the content you wish to edit and click the blue "Edit" button. You will be taken to the rich text editor.

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Fac	ulty															
Arif, A	bdus	S., M	D													
Margo Marr, J	lis, M	ark A	., ME													
Merritt																
body p																

5. Make the changes as you would in MS Word, and then click the "Submit" button. You will be taken back to the main editing interface. To return to the actual page, click the "Stop Editing" button at the top of the page.



Edit an existing faculty page

This section describes how to log into the editing interface and make simple text edits. More advanced editing procedures are described in the <u>CMS User Manual</u>*.

1. Navigate to the faculty listing page you wish to edit by finding the name of the faculty member by clinking on it



2. A screen should come up with the faculty member on it (as example below). If it is not the member you wanted to update then navigate back to the faculty listing page and choose the one you want. <u>Also, any faculty member can update their own faculty page.</u>

School of Medicine		Orleans			Departments & Ce Google ^{er} Cus	enters Contact Donate tom Search
SCHOOL OF ALLIED HEALTH PROFESSIONS	SCHOOL OF	SCHOOL OF GRADUATE STUDIES	SCHOOL OF	SCHOOL OF	SCHOOL OF PUBLIC HEALTH	LSU FACULTY PRACTICE
Faculty Residency L	inks New O	rleans				
	1	Maronge, Marilyn R		ent c	of Exan	APLES
			n In e: 5/16/2013			
Disclaimer		© 2013 LSI				Privacy Policy

3. Click the "sign in" link in the center of the footer



1. You will receive a prompt asking you to login though, when on campus, you may be signed in automatically. Enter your id and network password and click "ok".

Signed in as	Edit Page Page History
Last	Update: 5/13/2013
© 20	13 LSUHSC-NO

- 2. Once signed in you will now see an "Edit Page" link in the footer. Click this link to make your edits.
- 3. You will be brought to the editing interface. This is the main screen from which all editing features will be accessed.

Photo	Edit
Name	Maronge, Marilyn R. Edit
Title(s)	Edit
Contact Info	Edit
Website(s)	Edit
Degrees	Edit

4. Choose the one of Content headings (Photo, Name, Title, Contact Info, Websites, Degrees, Bio Medical Training, Clinical Interests, Clinical Interests, Research Interests, Teaching Activities, Committees & Administrative Responsibilities, Selected Publications, Additional Info, Affiliated Hospitals & Clinics, Videos, Center of Excellence, and In the News) you wish to edit, and click the blue "Edit" button. You will be taken to the rich text editor.

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в	I	Ц	-	×2	X2	E	3Ξ	×	5	R	8	3		8	病	P0	Norma	1	•
Mar	ong	e, M	arilyn	R.															
	p																		

- 5. Make the changes as you would in Word, and then click the "Submit" button.
- 6. After making changes a few of the headings, I have the finished the updates to look like this:



7. You will be taken back to the main editing interface. To return to the actual page, click the "Stop Editing" button at the top of the page.



Saving work in the CMS

It is a best practice to save your changes often to avoid any potential conflicts with other content contributors to your site. CMS sessions expire 20 minutes after editing begins, so if you do not save your changes within this time frame, you may receive a session expiration error requiring you to reenter your edits. The only way to save your work is to click the "Submit" button which is always located at the bottom of the CMS Editor.