

Drupal 8 Faculty & Staff Profile

Office of Institutional Advancement and Communications

CCNY

Agenda

- Introduction
- How to log in
- How to find profile
- How to edit profile
- Contact information
- Open Q&A



Introduction

Overview & Purpose

- To get familiar with the general practice of building and updating user profile using our open-source Drupal 8 content management system.
- The directory is now merged with the new CCNY website
- Collaboration with the Office of Information Technology to provide general contact information
 - Ex. Name, Phone number, Room number, E-mail

(Please note if you need to make any changes such as name change or do not have the correct permission please contact the Office Of Institutional Advancement And Communications.)

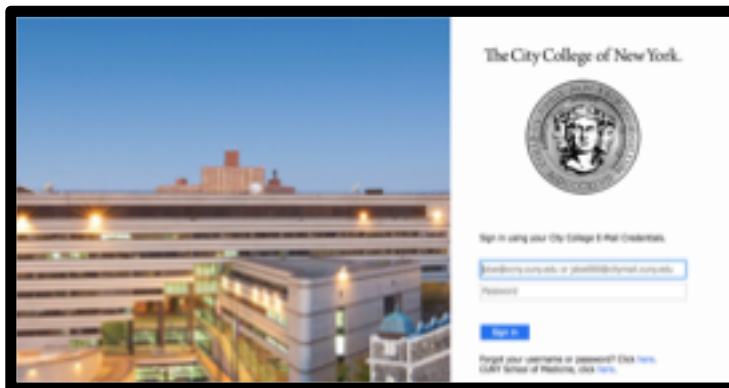
How To: Logging In

Login Link

- From the main menu click on “Login” and then “Content Editor” which will redirect you to CCNY SSO login system for authentication

City College Credentials

- Sign in using your City College e-mail credentials
 - **Username** - Enter full email
 - Ex. jdoe@ccny.cuny.edu
 - **Password** - Enter the password that accompanies your username



How To: Finding Profile

Finding Content

Once you are logged in click on "Content" located on the top left toolbar

Search For Profile

- **Title**
Ex. Name of profile
- **Content Type- Change to "Profile"**

- **Click on title or edit to make changes on the profile**



The screenshot displays a web interface for managing content. At the top, there are filter tabs for 'Title', 'Content type', 'Published status', 'Language', 'School/Division', and 'In the News Item'. Below these are dropdown menus for 'Profile', 'Any', 'Any', and 'All'. There are two green buttons labeled 'FILTER' and 'RESET'. Below the filters is an 'Action' dropdown menu with 'Delete content' selected, and a green button labeled 'APPLY TO SELECTED ITEMS'. The main part of the interface is a table with the following columns: TITLE, CONTENT TYPE, AUTHOR, STATUS, UPDATED, SITE, and OPERATIONS. The table contains two rows of data.

TITLE	CONTENT TYPE	AUTHOR	STATUS	UPDATED	SITE	OPERATIONS
Joseph Bak	Profile	Joseph Bak	Published	02/04/2016 - 11:39	Department of Mathematics	Edit
Anil Agrawal	Profile	Anil Kumar Agrawal	Published	02/04/2016 - 11:39	Grove School of Engineering	Edit

How To: Editing Profile

Steps on how to edit profile

- ** You should already be logged in**
- Click on “Content” and find profile
- Name of Faculty or Staff
 - “First Name” “Last Name” “Middle Initials”
- **Title**-This is the format of how your name will be sorted in the website
- **Profile Basics**- Providing general contact information

How To: Editing Profile

Steps on how to edit profile (Continued)

- **Profile Photo**- Uploading photo for profile
- **Details**- Providing information on job role
- **Administration**- Division or department the profile belongs to
- **Profile Accordion**- Creating sections for detailed information such as:
 - Biography
 - Education
 - Publication
- **Save**

We are here to help!

Office of Institutional Advancement and Communications

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THANK YOU