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.)
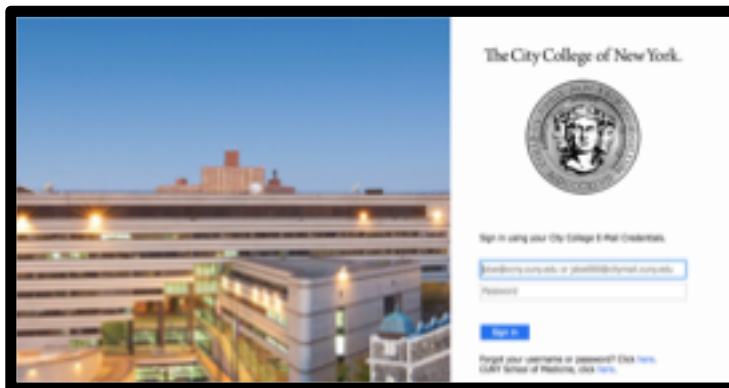
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How To: Logging In

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**

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!

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THANK YOU

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