

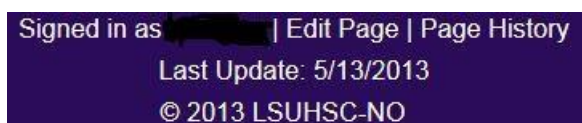
Instructions for Creating a New Faculty Page in CMS

Create a Faculty Page

1. 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.
2. 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.lsuhs.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:



[Help](#)



[New Faculty](#)



[Stop Editing](#)

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

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New Faculty

Instructions:
Enter the user id for the faculty member and select Find User.

If a faculty page for this user has already been created, the URL for the faculty page will be displayed. Copy this URL to your faculty page.

User ID:

[Find User](#)

Signed in as [redacted] All changes are being logged.

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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."

New Faculty

Instructions:
Enter the user id for the faculty member and select Find User.

If a faculty page for this user has already been created, the URL for the faculty page will be displayed. Copy this URL to your faculty page.

User ID:

[Find User](#)

No user found with this user id.

Signed in as [redacted] All changes are being logged.

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- 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.

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New Faculty

Instructions:
Enter the user id for the faculty member and select Find User.

If a faculty page for this user has already been created, the URL for the faculty page will be displayed. Copy this URL to your faculty page.

User ID: **Name:** Maronge, Marilyn
 Link: faculty_detail.aspx?name=Maronge_Marilyn

Signed in as mmaron. All changes are being logged.

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- 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.

New Faculty

Instructions:
Enter the user id for the faculty member and select Find User.

If a faculty page for this user has already been created, the URL for the faculty page will be displayed. Copy this URL to your faculty page.

User ID: **Name:** Maronge, Marilyn
 Link: faculty_detail.aspx?name=Maronge_Marilyn

Faculty page created.

Signed in as mmaron. All changes are being logged.

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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

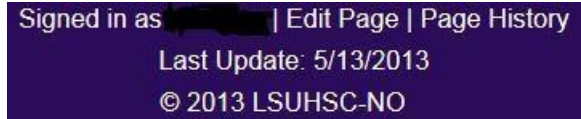
This section describes how to log into the editing interface and make simple text edits. More advanced editing procedures are described in the CMS User Manual.

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

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

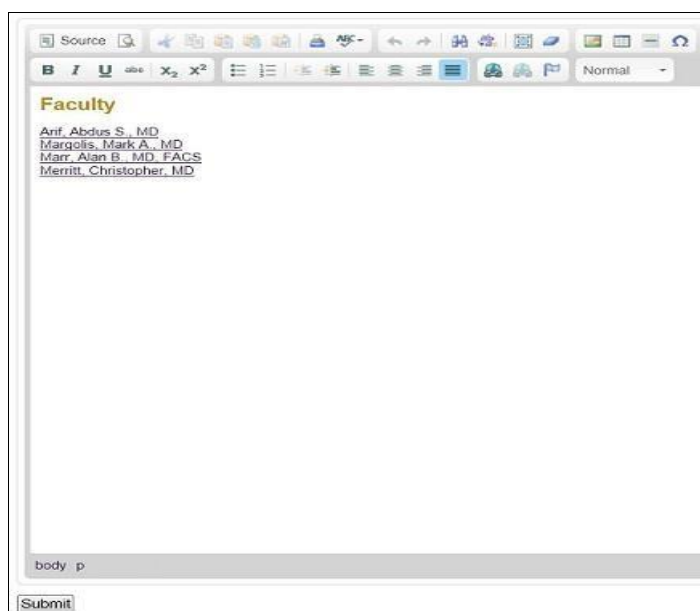


3. You will be brought to the editing interface. This is the main screen from which all editing features will be accessed. Faculty pages have a different layout but work the same way as a regular page.



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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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.

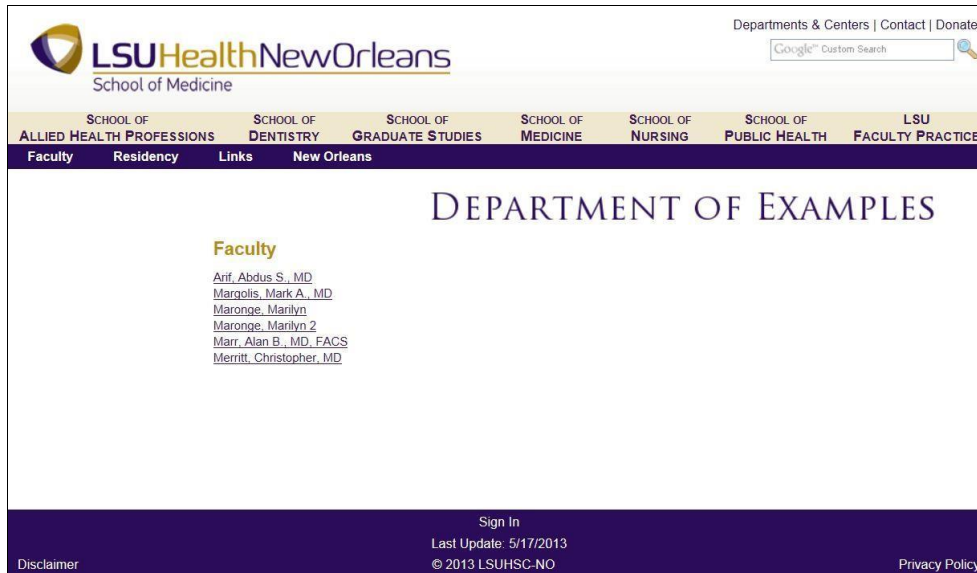


Edit an existing faculty page

*This section describes how to log into the editing interface and make simple text edits. More advanced editing procedures are described in the [CMS User Manual](#)**.

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

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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. **Also, any faculty member can update their own faculty page.**



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”.

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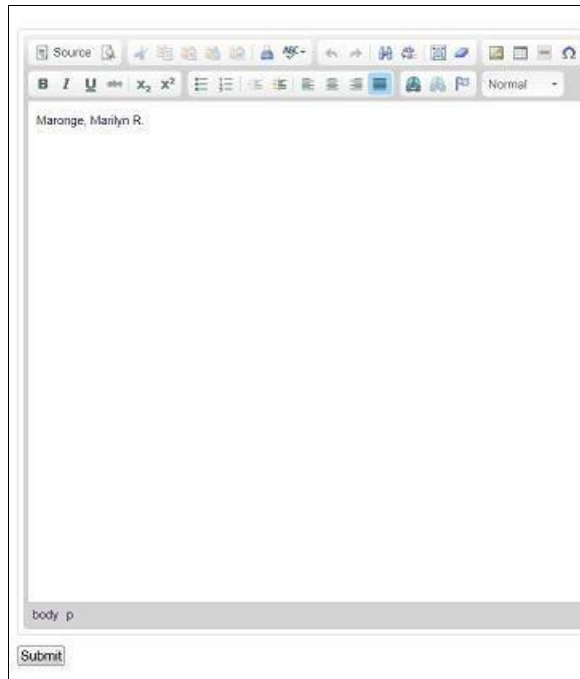
Signed in as [redacted] | [Edit Page](#) | [Page History](#)
Last Update: 5/13/2013
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2. Once signed in you will now see an “Edit Page” link in the footer. Click this link to make your edits.
3. You will be brought to the editing interface. This is the 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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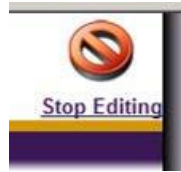


5. Make the changes as you would in Word, and then click the “Submit” button.
6. After making changes a few of the headings, I have the finished the updates to look like this:



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.

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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.