Faculty Personal Website
Page Maintenance Instructions

Note, the Faculty Personal Websites are located at http://facultydirectory.uchc.edu and by going to that location one can browse through numerous examples of these websites.

Instructions:


2. To make it easier to follow the instruction, we include the screenshot below of the anatomy of the CFAR graphical user interface.

3. In the top Dashboard, click Personal Website.
4. To update your webpage, click the “Update Webpage” link in the left panel

5. Scroll down and populate the text fields. Note that any fields left blank will be invisible on the website.
6. To update links to other websites, click “External Web Links” links in the left panel as shown.

7. To update personal information such as your name, photo, faculty rank/title, etc: click the “Personal Information” link in the left panel. Please note that certain items from this screen will appear on the public website such as your name, photo (if available) and video link (if available). However, other items from this screen such as gender, Birthdate and Race/Ethnicity will not appear on the public website.
8. To edit your education and awards, click “Education and Awards” in the Dashboard, then click on “Education” and “Honors & Awards” links in the left panel, respectively.

9. To edit your publications and presentations, click “Publications & Presentations” in the Dashboard, then click on “Publications” and “Presentations” links in the left panel, respectively.

10. To preview your website, click the “Preview Webpage” in the left panel.

If you have any questions or need assistance, please do not hesitate to contact me by email at michonski@uchc.edu or by phone at 860-679-1684.