

UCONN HEALTH

Faculty Personal Website Page Maintenance Instructions

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

Instructions:

1. Go to <http://cfar.uhc.edu> and login using your domain (Windows/Outlook) username/password.
2. To make it easier to follow the instruction, we include the screenshot below of the anatomy of the CFAR graphical user interface

The screenshot shows the UConn Health CFAR dashboard. The header includes the UConn Health logo, the title 'Comprehensive Faculty Activity Registry (CFAR)', and a user profile for 'Michonski, Michael (Sign out)'. The dashboard grid contains icons for Biosketch, SOM Merit Plan, Committees & Memberships, Education & Awards, Employment & Other Activities, Developer, Publications & Presentations, Sponsored Activity, Teaching, Personal Website (highlighted), Maintenance, and Contact Us & Help. The left sidebar lists active links: Home, Academic Contact Info, External Web Links, Languages, My Clinics, My Specialties, My Subspecialties, Personal Information, Preview Webpage, and Update Webpage. The main content area shows the 'Personal Website' page with a breadcrumb 'Home > Personal Website', a title 'Personal Website', and a description: 'This page allows you to edit and maintain your faculty page, which is accessible publicly on the Faculty Directory website http://facultydirectory.uhc.edu. The links to the left allow you to update and preview your web page.'

3. In the top Dashboard, click Personal Website

This close-up screenshot focuses on the dashboard grid. An orange arrow points to the 'Personal Website' icon, which is highlighted in a darker blue color. The surrounding icons include Biosketch, SOM Merit Plan, Committees & Memberships, Education & Awards, Employment & Other Activities, Developer, Publications & Presentations, Sponsored Activity, Teaching, Maintenance, and Contact Us & Help.

4. To update your webpage, click the "Update Webpage" link in the left panel

Home > Personal Website

Personal Website

This page allows you to edit and maintain your faculty page, which is accessible publicly on the Faculty Directory website <http://facultydirectory.uchc.edu>. The links to the left allow you to update and preview your web page.

[Edit](#)

[Update Webpage](#) **Click this link to update your web page**

5. Scroll down and populate the text fields. Note that any fields left blank will be invisible on the website.

Overview: ? Please include any other information that you would like others (prospective students, colleagues, patients, etc.) to know about you and your work.

0/8000

Research: ? Provide a brief synopsis of your research, including area of research, description of your laboratory, and ongoing research projects.

0/8000

Lab Rotations: ?

0/8000

Research Opportunities: ? Provide a list of your Research Opportunities

0/8000

Clinical Interests: ? Provide a brief synopsis of your clinical specialty and practice.

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Teaching: ? Provide a brief synopsis of your teaching experience and key courses taught.

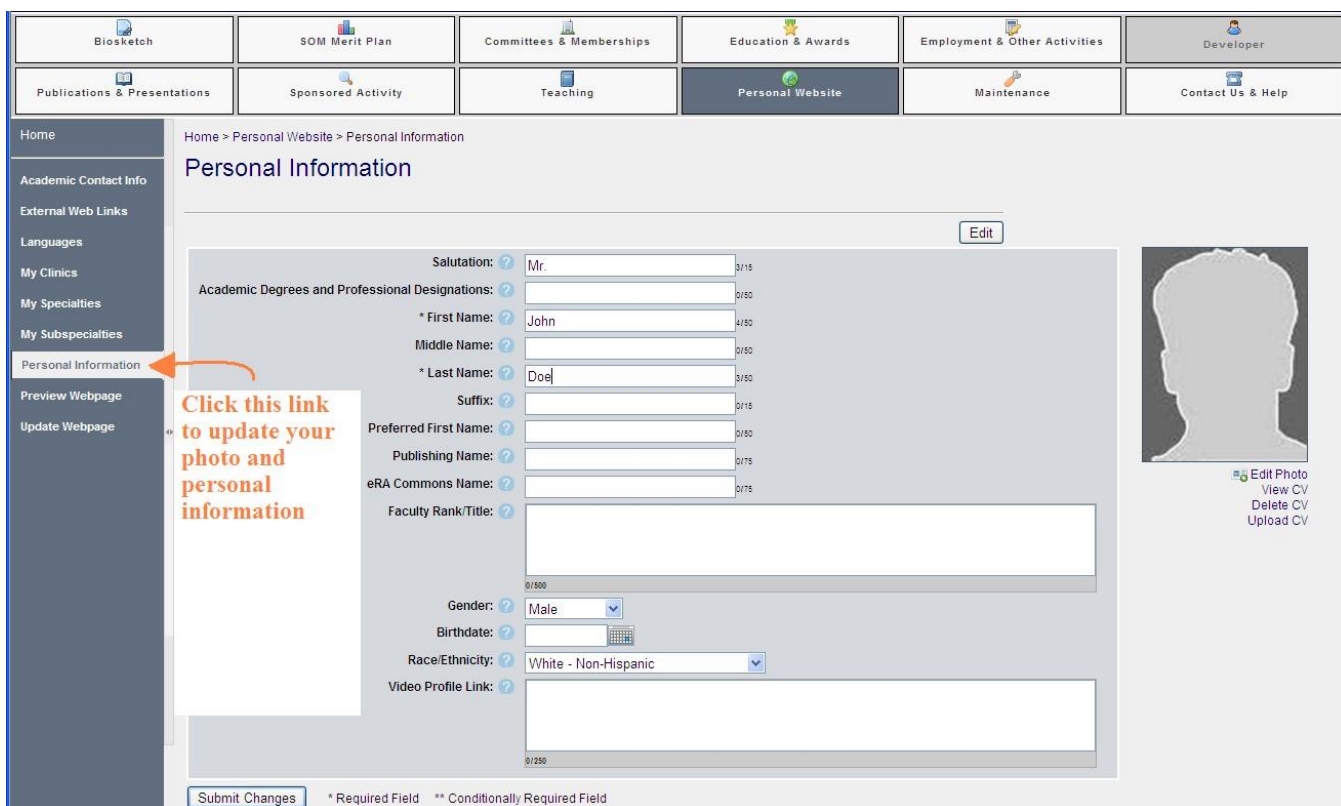
0/8000

[Submit Changes](#) * Required Field ** Conditionally Required Field

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.