Directions to Edit T/TT Faculty Profiles on coe.northeastern.edu

Questions, support:
Christina McNeil
Web and Social Media Specialist
c.mcneil@northeastern.edu

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**Introduction**

We are pleased to provide the ability for faculty to update their directory profiles and to provide expanded capability to showcase their work.

The following pages are instructions on how Tenured/TT Faculty can update their profiles in the Faculty and Staff Directory of the College of Engineering website: coe.northeastern.edu, if they choose. Alternately, they can email c.mcneil@northeastern.edu with updates to be made.

When updating, Faculty should populate fields in the Profile Tabs relevant to them. Those sections not filled out will not appear. There are Tabs for Contact Info, Biography, Research, Publications and Related Page.

DO NOT EDIT FIELDS where the following pages say DO NOT EDIT. Doing so would severely impact other aspects of the directory and site.

**Related Page tab** (one-page web page with independent URL)
The new Related Page section is for tenured/tenure track faculty who do not have a research website but want a simple way to showcase their research in addition to what is available in the rest of their directory profile. This provides a one-page web page with an independent URL. Those needing a website vs. a page should contact ITS. **Faculty are responsible for maintaining this page.**

**NOTE:** The user name and password of this web page (and the directory profile) is tied to the faculty member's Northeastern credentials so only the profile user can manage/update, not other people such as a lab team, post-doc or student.

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Instructions to Update COE T/TT Faculty Profiles

1. Log in to the website using your Northeastern credentials (the same user name and password used to log in to the Northeastern Network)
   • To do this visit: https://coe.northeastern.edu/nunet-login/ and click the Login button

2. This should bring you to your Profile Page.

3. Scroll until you see the section Faculty Fields.
   • Do NOT edit anything above the faculty fields section
   • Also, many fields in the Contact Info Tab section should NOT be edited (see next slide).

General Note: After any change is made, please click Update Profile at the bottom of the page to publish the changes.
Contact Info Tab

In the Contact Info tab, **Scroll** until you see **Mailing Address**. You may edit anything in between the Mailing Address and CV fields.

**DO NOT Edit anything before the Mailing Address field or after the CV field.** Doing so would severely impact other aspects of the directory and site.

Specifically, you can edit the following:

Mailing address, social links, office location, office phone, lab location, lab phone, related links, and CV.

You may change this to your COE or ECE email if you prefer; Not other email addresses.

Contact [c.mcneil@northeastern.edu](mailto:c.mcneil@northeastern.edu) if you’d like to change your photo.

You may change this to your COE or ECE email if you prefer; Not other email addresses.
Contact Info Tab

DO NOT EDIT.
If you have a department or research area change, contact c.mcneil@northeastern.edu

DO NOT EDIT ANY FIELDS.
Doing so will have severe negative impact to other aspects of the site.
<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>027 Lake Hall, 360 Huntington Avenue</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Social Links</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Type</strong></td>
<td>Facebook</td>
</tr>
<tr>
<td><strong>Link</strong></td>
<td><a href="http://facebook.com/user">http://facebook.com/user</a></td>
</tr>
<tr>
<td><strong>Office Location</strong></td>
<td>027 Lake Hall</td>
</tr>
<tr>
<td><strong>Office Phone</strong></td>
<td>617.373.3020</td>
</tr>
<tr>
<td><strong>Lab Location</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Lab Phone</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Related Links</strong></td>
<td></td>
</tr>
</tbody>
</table>
Contact Info Tab

To upload a CV, Click Add File. This will open the media library.

Click the Upload Files tab and drag your CV into the window or Click Select Files to locate the CV on your computer.

In the Title field, please enter your last name followed by a dash and then the letters “cv”
Biography Tab

You may add/edit content in any of the fields on this Biography Tab. The toolbar is similar to a word processing program.

Adding a Link:
If you’d like to add a link that is external to the COE website, please make sure to check the box to have the link open in a new tab. If it’s an internal link, start typing the name of the page in the Search box and then click on the page name that appears (or you can copy and paste the link in the URL field).
Research Tab
You may add/edit content in any of the fields on this Research Tab.

This image will appear to the left of the Research Overview content. Please make sure to name your image with your last name followed by a hyphen and a very brief description. Also, make sure to add alt text to describe your image.

Double click the image to add a picture caption.
The STReSS Lab is housed within Northeastern's 70,000 square-foot George J. Kostas Research Institute for Homeland Security in Burlington, Mass. The lab is available for multi-scale and coupled experimental, computational, and field investigations across several disciplines of civil engineering, mechanical engineering, engineering mechanics, materials science, architecture, and related fields.
Research Tab
You may add/edit content in any of the fields on this section of the Research Tab.

To create a link: highlight the text that you’d like to link. Click the link button and enter the URL. Please see the linking directions on slide 8.
Research Tab

You may add/edit content in any of the fields on this section of the Research Tab.

This section is to add any additional content to the Research section of your profile. Click Add Section to open a new Heading/Content area. You may add as many new sections as you’d like.
Publications Tab

On this tab, enter any published articles that you would like to display on your profile.
If you do not have an existing research website, use the Related Page tab if you’d like to create an optional separate one-page faculty web page to highlight your research/lab efforts. This provides you a URL that can be used independently of your profile. Only you can edit this page as it is tied to your Northeastern username and password. **Faculty are responsible for maintaining this page.**

Once content is published in this section, a link to it will automatically appear on your profile in the Related Links section, using the Heading that you indicated in the Heading field.

The URL link can be shared independently of your profile. The URL structure is your profile URL with /research at the end. i.e. [https://coe.northeastern.edu/people/lastname-firstname/research](https://coe.northeastern.edu/people/lastname-firstname/research)

**To Create a Related Page:**
Enter the Heading for your page and then click Add Row. Click Visual Editor. This will open up a content area with the same word processing toolbar.

If you have additional questions, email Christina McNeil at [c.mcneil@northeastern.edu](mailto:c.mcneil@northeastern.edu)
Related Page Tab

Other Visual Editor Capabilities:

To create a hyperlinked button, highlight the text and then hyperlink it using the link icon, then select the Toggle icon, then select Formats and select the Button.

To add a picture caption to an image inserted via the visual editor, double click on the image.