

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

Questions, support:

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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

NUnet Login

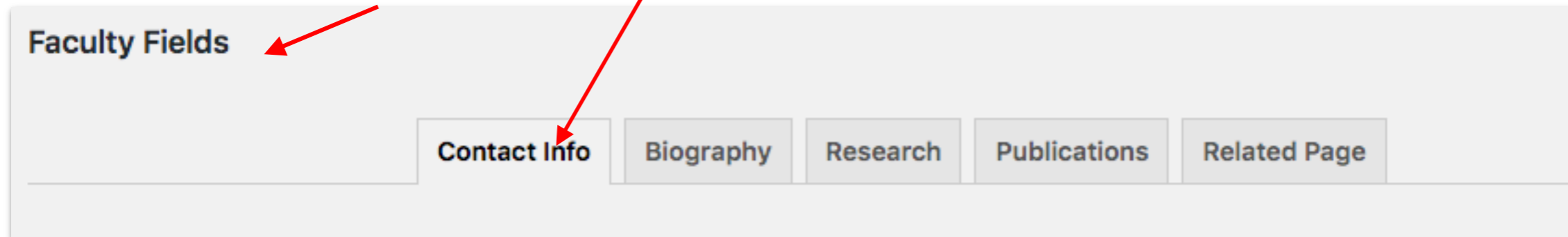
Log into the website with your myNortheastern credentials.

Login

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.

Update Profile

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.

The screenshot shows the 'Faculty Fields' interface with the 'Contact Info' tab selected. The 'Preferred Email' field contains 'test@test.com'. The 'Profile Image' field has a 'Choose File' button and 'No file chosen' text. The 'Type' dropdown menu is set to 'Faculty'. Red annotations include: a large 'X' over the 'Profile Image' field; a note next to the email field stating 'You may change this to your COE or ECE email if you prefer; Not other email addresses.'; a note next to the 'Choose File' button stating 'Contact c.mcneil@northeastern.edu if you'd like to change your photo.'; and a note next to the 'Faculty' dropdown menu stating 'DO NOT CHANGE.'

Contact Info Tab

Type Faculty

Departments

- Bioengineering
- Chemical Engineering
- Civil & Environmental Engineering
- Electrical & Computer Engineering
- Gordon Engineering Leadership Program
- Mechanical & Industrial Engineering
- Multidisciplinary Masters (IT Areas)

Department Theme

- Advanced Materials Research
- Biological Engineering
- Biomechanics and Soft Matter - Solids and Fluids
- Biomechanics, Biotransport and MechanoBiology
- Civil Infrastructure Security
- Communications, Control & Signal Processing
- Computational and Systems Biology
- Computer Networks and Security

Roles
Please do not change this section. Contact c.mcneil@northeastern.edu

Role	Assistant Teaching Professor
Department/Organization Link	Mechanical and Industrial Engineering http://mie.northeastern.edu
Department/Organization Link Two	Select Link
Department/Organization Link Three	Select Link
Position Type	Teaching Faculty
Department	Mechanical & Industrial Engineering

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.



Contact Info Tab

You can edit all these sections.

Mailing Address

027 Lake Hall, 360 Huntington Avenue

Social Links

1	Type *	Facebook
	Link *	http://facebook.com/user  

Add Social Link

Office Location

Enter office information such as room number and building number.

027 Lake Hall

Office Phone

617.373.3020

Lab Location

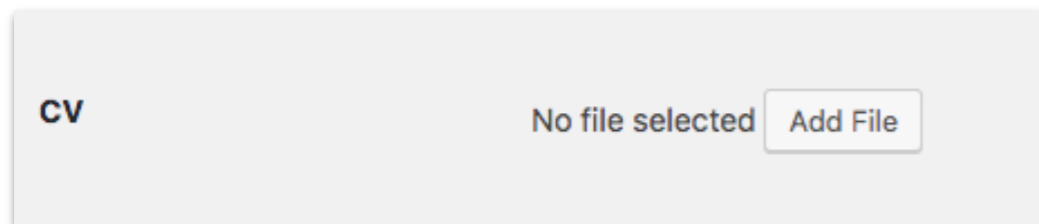
Lab Phone

Related Links

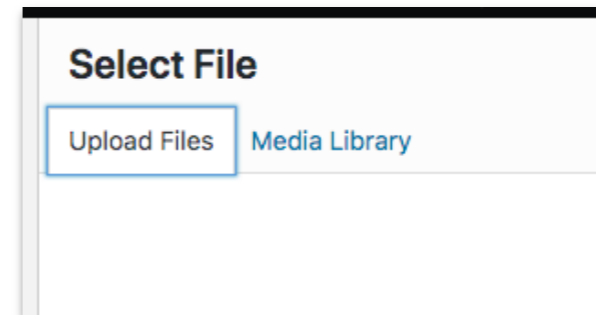
	Link	
--	------	--

Add Related Link

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.

A screenshot of the media library metadata form. It includes fields for "URL", "Title", "Caption", and "Description". The "Title" field is highlighted with a blue border and contains the text "test-cv".

URL	<input type="text" value="https://coe.northeastern.edu/wp-content/uploa"/>
Title	<input type="text" value="test-cv"/>
Caption	<input type="text"/>
Description	<input type="text"/>

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

The screenshot shows the 'Faculty Fields' interface with the 'Biography' tab selected. Below the tabs is a 'Faculty Intro' section with a rich text editor toolbar. The toolbar includes a 'Paragraph' dropdown, bold (B), italic (I), quote, list, indent, link, unlink, bookmark, undo, redo, table, and user icons. A red arrow points from the text below to the link icon in the toolbar.

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).

The 'Insert/edit link' dialog box is shown. It has a title bar with a close button (X). The main area is titled 'Enter the destination URL' and contains a 'URL' field with a '#' symbol, a 'Link Text' field with 'Scientific America', and a checked checkbox for 'Open link in a new tab'. Below this is a section titled 'Or link to existing content' with a 'Search' field. A list of search results is displayed below the search field, including 'Liu Awarded NSF Grant for Chiral Molecules', 'Coordinating Object Handovers Between Robots and Humans', 'SOURCE: Showcase of Opportunities for Undergraduate Research and Creative Endeavor', 'West to Work on \$2.5M Collaborative NSF Cantera Grant', and 'Ostadabbas and Ramezani awarded an NSF NRI EAGER'. At the bottom, there are 'Cancel' and 'Add Link' buttons. Red arrows point from the text in the previous block to the 'Open link in a new tab' checkbox and the 'Search' field.

No search term specified. Showing recent items.	
Liu Awarded NSF Grant for Chiral Molecules	NEWS
Coordinating Object Handovers Between Robots and Humans	NEWS
SOURCE: Showcase of Opportunities for Undergraduate Research and Creative Endeavor	EVENT
West to Work on \$2.5M Collaborative NSF Cantera Grant	NEWS
Ostadabbas and Ramezani awarded an NSF NRI EAGER	NEWS

Research Tab

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

The screenshot shows the 'Research' tab in a content management system. It is divided into three main sections:

- Research Focus:** A text area containing placeholder text: "Eaque odio metus. Harum voluptatem labore metus excepteur, occaecat fringilla nemo iaculis odit." A red arrow points to this text with the note: "This appears on the directory listing page and contact block and must be short."
- Research Overview:** A rich text editor with a toolbar (File, Edit, View, Insert, Format, Tools, Table) and a text area containing placeholder text: "Diamlorem ratione quae neque tristique excepturi occaecat, ullam ullam corrupti consequatur voluptate, a culpa, vehicula lacinia commodi facere? Deserunt ullamcorper! Diam, iure vulputate optio! Tempor fuga reprehenderit morbi ultrices ultricies. Nam nulla, debitis nostrud. Ex malesuada! Eu corrupti quasi venenatis urna nec commodo leo. Quisquam sapiente a interdum cras odio! Urna nisl eiusmod nibh eleifend. Magna? Aperiam facilisis justo rhoncus! Risus nobis? Volutpat nec unde assumenda, numquam fuga conubia, autem pharetra bibendum? Voluptas molestiae nec inceptos maxime porro? Ullam ipsum velit officia viverra voluptatibus. Voluptate nonummy laborum proident massa conubia, tempora excepteur ultrices primis necessitatibus assumenda omnis recusandae orci illo."
- Research Overview Image:** A placeholder for an image with the text "300 x 200" and "Powered by HTML.COM". A red arrow points to this placeholder with the note: "This image is optional. 300x200 is the width x height in pixels. Best practice is to use 72 dpi for the resolution."

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.


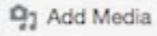

















The screenshot shows the metadata form for an image. The fields are:

- URL:** <https://coe.northeastern.edu/wp-content/uploads/2019>
- Title:** testfacultyname-focusimage
- Caption:** (empty)
- Alt Text:** A student walking on campus holding a book
- Description:** (empty)

Research Tab

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

Research Lab

Image	 <p>This image will appear to the left of the Research Lab content. It is optional.</p>
Heading	<input type="text" value="LABORATORY OF STRUCTURAL TESTING OF RESILIENT AND SUSTAINABLE SYSTEMS (STRESS LAB)"/>
Content	<p> Visual Text</p> <p>File ▾ Edit ▾ View ▾ Insert ▾ Format ▾ Tools ▾ Table ▾</p> <p>Paragraph ▾ B <i>I</i> “ ” ☰ ▾ ☷ ▾ ☰ ▾ ☰ ▾ ☰ ▾   ↶ ↷  </p> <p>Lato ▾ 14pt ▾           </p> <p>The STReSS Lab is housed <u>wihtin</u> 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.</p>
Link	<p>Learn More http://edu.northeastern-coe/home/tertiary/tertiary-2/tertiary-3/  </p>

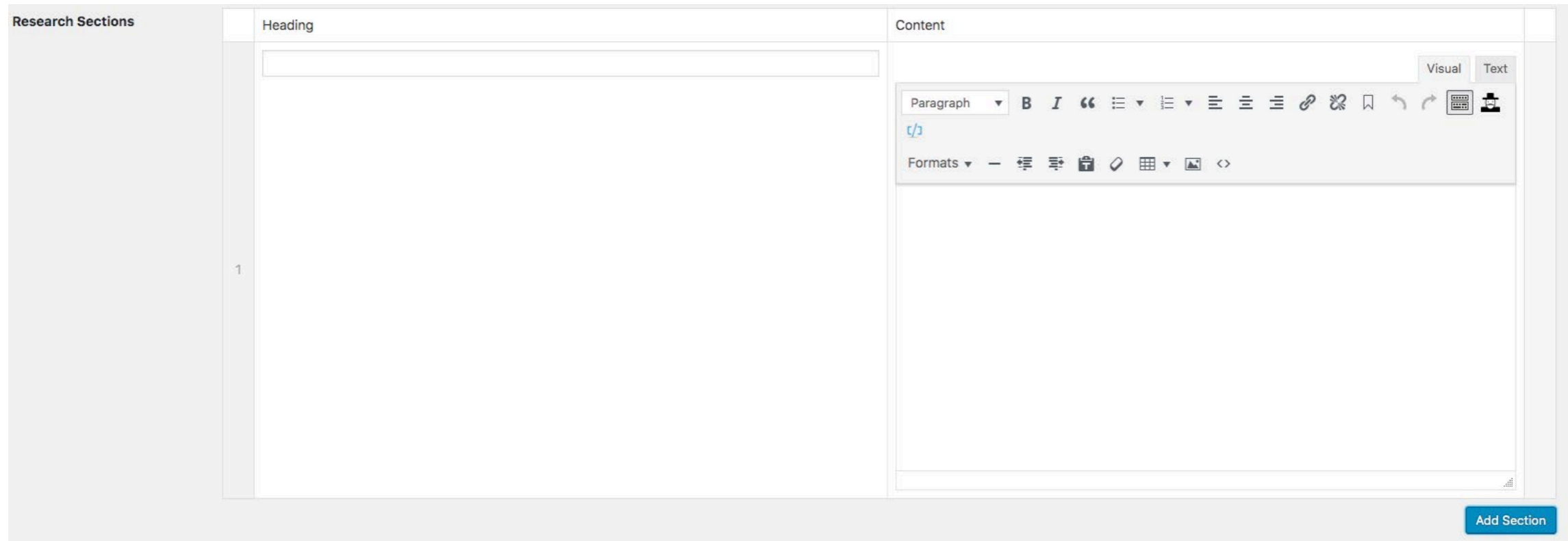
[Add Row](#)

Research Initiatives

- Advanced Materials Research
- Advancing Nanotechnology through Innovation in Materials Engineering
- and Computing
- Bioengineering - all research areas
- BioMachine Integration
- Biomechanics, Biotransport and MechanoBiology

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.

Faculty Fields

Contact Info Biography Research **Publications**

Publications Heading

Publications

Paragraph **B** *I* “ ” ☰ ▼ ☰ ▼ ☰ ☰ ☰

Formats ▼ — ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰

These are my publications.

Publications Link http://google.com ↗ ✎ ×"/>

Related Page Tab

Optional one-page faculty web page maintained and managed by the faculty member

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>

Faculty Fields

Contact Info Biography Research Publications Related Page

Heading

Related Page

Modules

Click the "Add Row" button below to start creating your layout

Visual Editor Add Row

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

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.

