

Directions for COE non-T/TT faculty and staff to update directory profiles on coe.northeastern.edu

Questions, support:

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Introduction

We are pleased to provide the ability for you to update your directory profile.

The following pages are instructions on to do this on the College of Engineering website: coe.northeastern.edu, if you choose. Alternately, email c.mcneil@northeastern.edu with updates to be made.

When updating, populate fields in the Profile Tabs relevant to you. Sections not filled out will not appear. There are Tabs for Contact Info, Biography, Research, and Publications.

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

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Instructions to Update COE 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

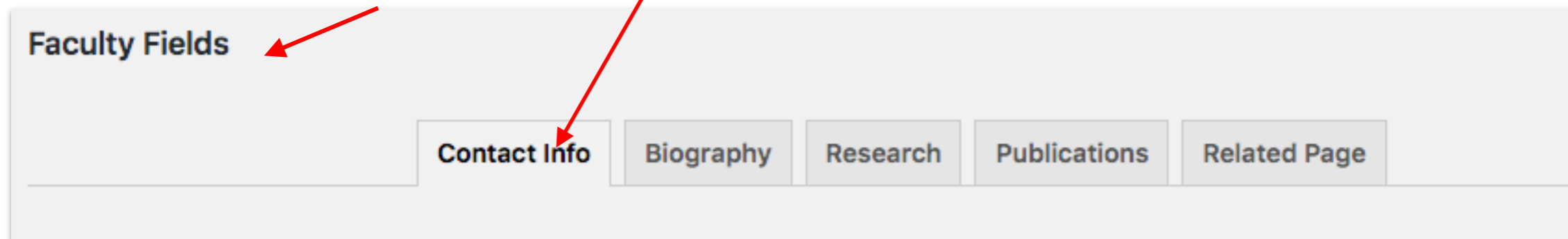
Log into the website with your myNortheastern credentials.

Login

2. This will bring you to your Profile Page

3. Scroll until you see the section Faculty Fields (this is the same for faculty and staff).

- 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' with a red annotation: 'You may change this to your COE or ECE email if you prefer; Not other email addresses.' The 'Profile Image' field has a 'Choose File' button and 'No file chosen' text, with a red annotation: 'Contact c.mcneil@northeastern.edu if you'd like to change your photo.' The 'Type' dropdown menu is set to 'Faculty' and has a red annotation: 'DO NOT CHANGE.' Red 'X' marks are placed over the 'Profile Image' and 'Type' fields.

Faculty Fields

Contact Info Biography Research Publicati

Preferred Email test@test.com You may change this to your COE or ECE email if you prefer; Not other email addresses.

Profile Image Choose File No file chosen Contact c.mcneil@northeastern.edu if you'd like to change your photo.

Type * Faculty 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 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

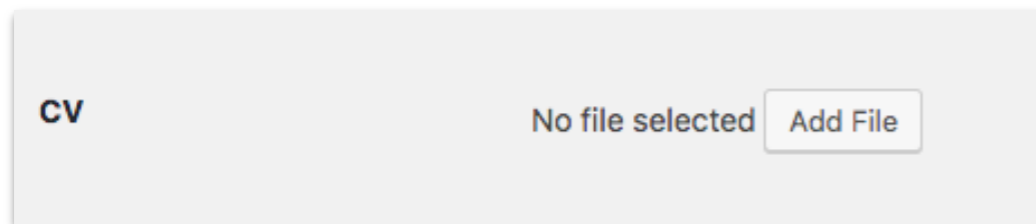
Lab Phone

Related Links

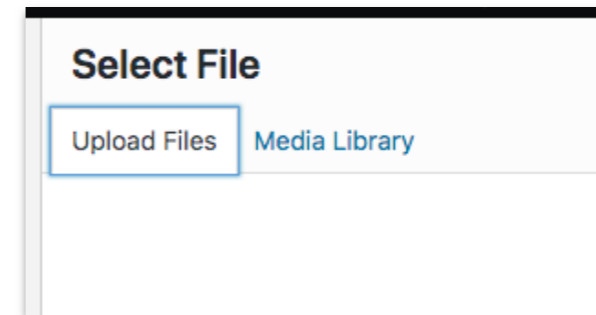
	Link	
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Add Related Link

Contact Info Tab



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



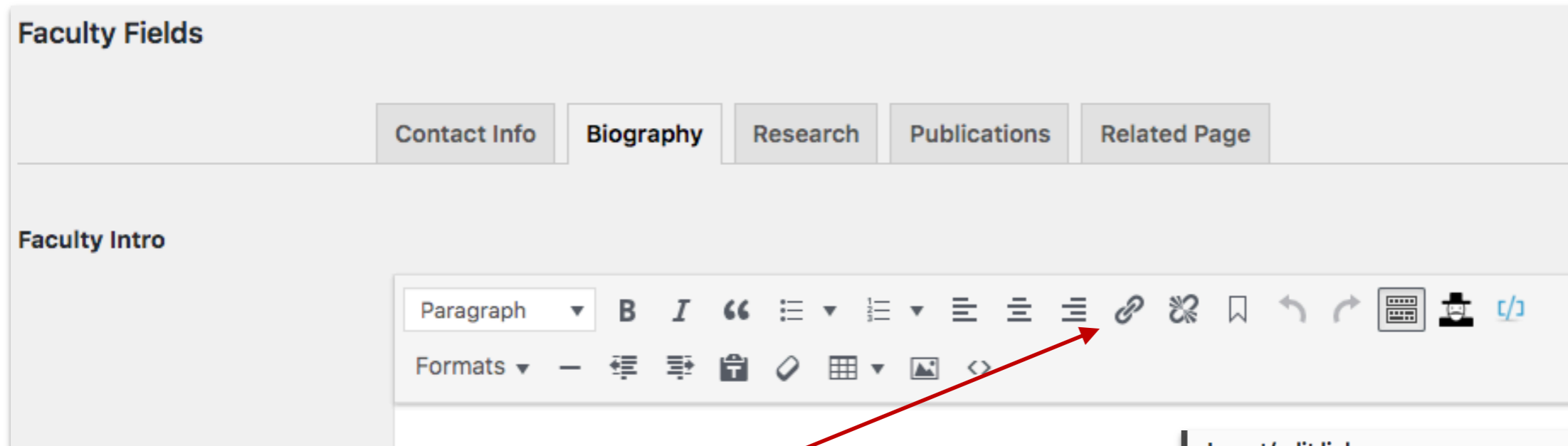
Click the Upload Files tab and drag your CV into the window or Click Select Files to locate the CV on your computer.

A screenshot of the media library metadata form. It includes fields for URL, Title, Caption, and Description. The URL field contains "https://coe.northeastern.edu/wp-content/uploa". The Title field contains "test-cv" and is highlighted with a blue border. The Caption and Description fields are empty.

In the Title field, please enter your last name followed by a dash and then the letters "cv"

Biography Tab

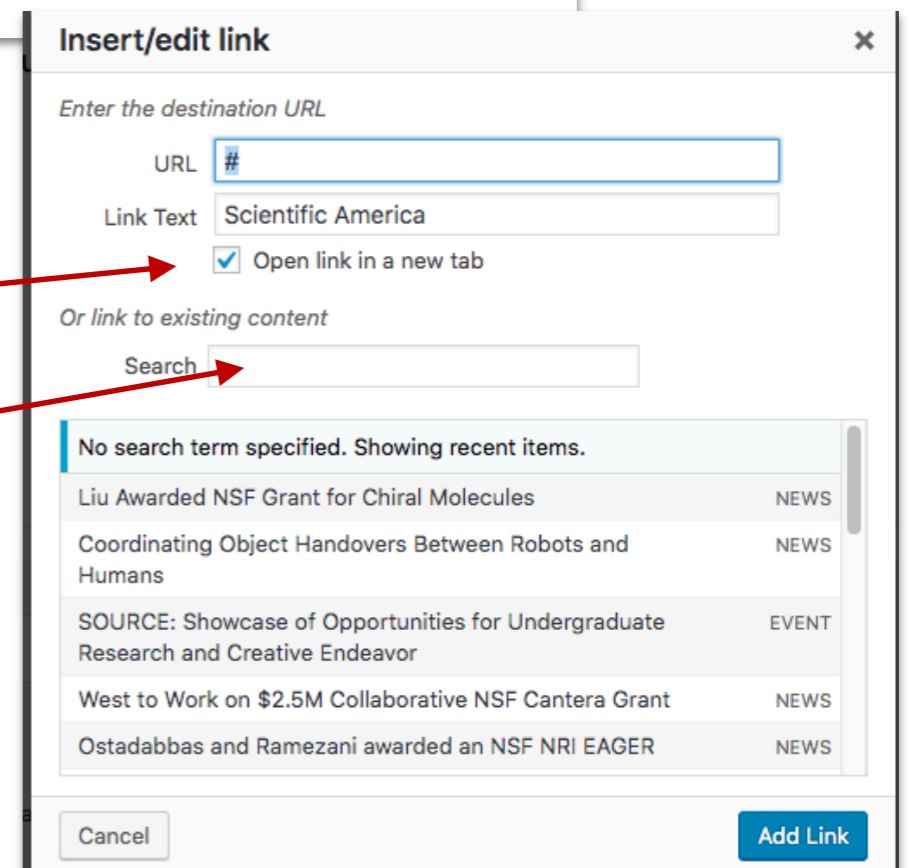
You may add/edit content in any of the fields on this Biography Tab. The toolbar is similar to a word processing program



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, and link 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 'URL' field with a '#' symbol, a 'Link Text' field with 'Scientific America', and a checked box for 'Open link in a new tab'. Below is a 'Search' field and a list of search results. A red arrow points from the text below to the 'Open link in a new tab' checkbox, and another red arrow points from the text below to 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 must be short."
- Research Overview:** A rich text editor with a toolbar and a paragraph of placeholder text: "Diamlorem ratione quae neque tristique excepturi occaecat, ullam ullam corrupti consequat 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 dimensions "300 x 200" and the text "Optimal image dimensions are 300x200 (or 3:2 ratio)." A red arrow points to the image 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	<div><p>Add Media</p><p>Visual Text</p><p>File Edit View Insert Format Tools Table</p><p>Paragraph B <i>I</i> “ ” ☰ ☷ ☹ ☶ ☵ ☲ ☱ ☳ ☴ ☶ ☷ 🔗 ✖ ↶ ↷ 🗑️ ↻</p><p>Lato 14pt ⌵ ⌵ 🗑️ ✏️ Ω ☰ ☷ 🔗 🗑️</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></div>
Link	<p>Learn More http://edu.northeastern-coe/home/tertiary/tertiary-2/tertiary-3/ ✏️ x</p>

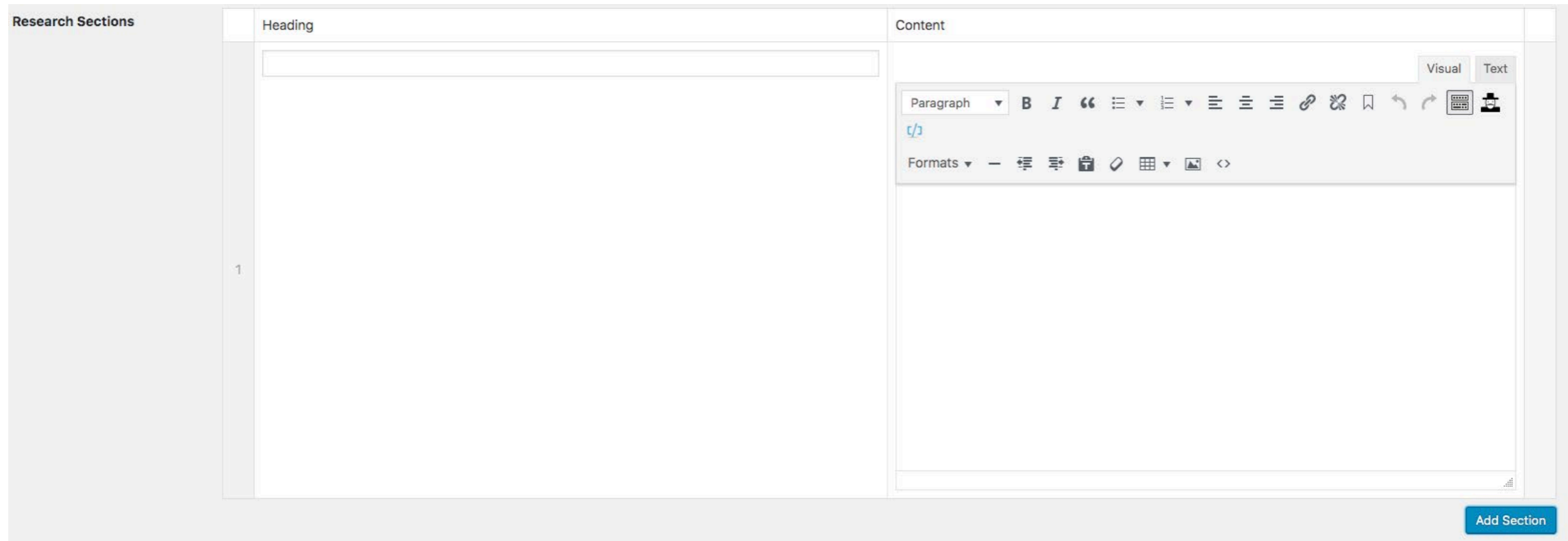
Add Row

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 ↗ ✎ ×"/>

Do not use the Related Page Tab