California Baptist University
Faculty Profile System User Guide (v2 – September 2017)

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Overview

This guide was created to assist CBU faculty and staff in editing profile information as it appears on the CBU website's Faculty Directory pages (http://www.calbaptist.edu/faculty-directory/).

There are two user roles configured in this system, and the corresponding sections below provide instructions for each role:
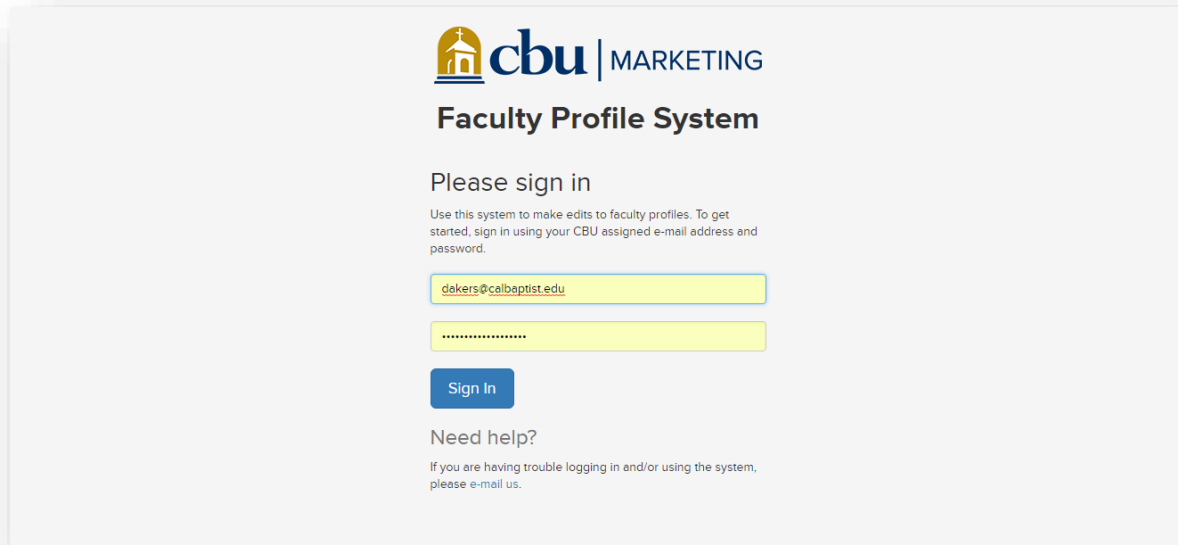
- **Faculty/Academic Staff** – Faculty and selected staff positions within schools and colleges who can edit their individual profile.

- **Department Administrators** – School/College/Department level administrators whom can edit profiles of any faculty/staff member within their respective department.

If you have any questions or issues regarding this system, please contact Waylon Baumgardner (CBU Website Manager) at wbaumgardner@calbaptist.edu or 951-343-4876.

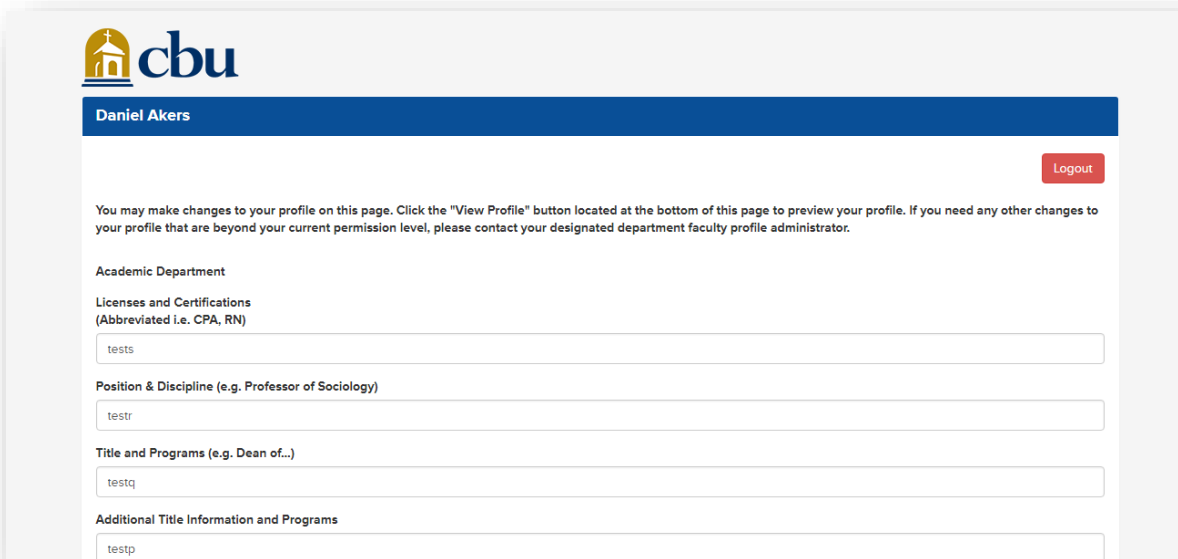# Faculty/Academic Staff – Profile Editing Instructions

Follow the instructions below to edit an individual profile for the Faculty/Academic Staff user role.

1. Begin by logging into your account via the login page located at
   https://marketing.calbaptist.edu/faculty_directory/ with your CBU email address and password.
   Upon successful login, you will be redirected to the **"Edit Profile"** page.
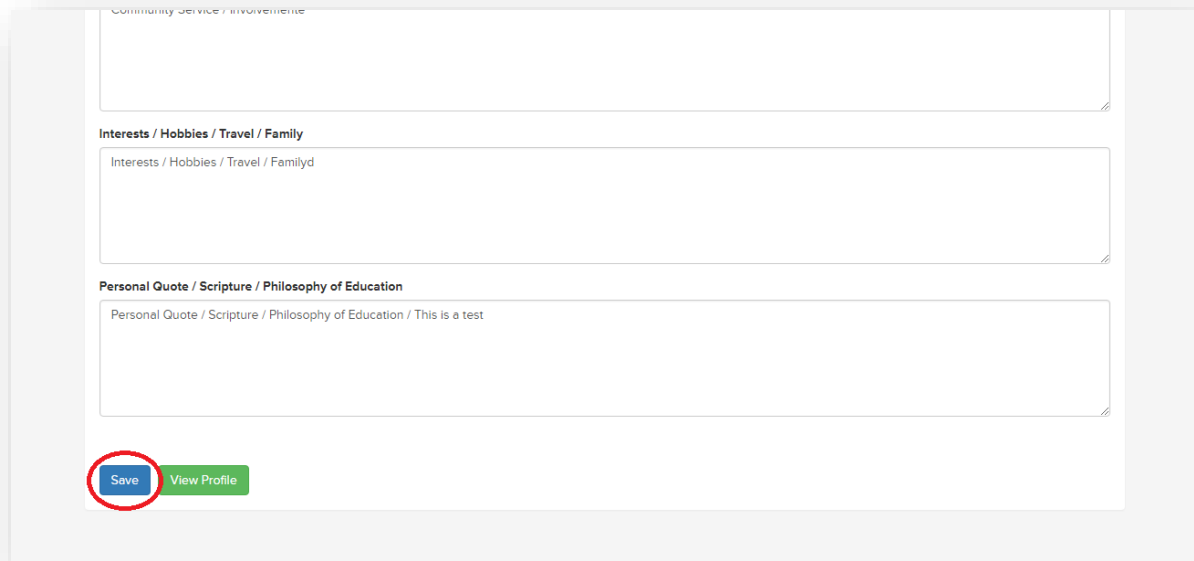
2. On the "Edit Profile" page you will find form fields labeled for each section of your profile. Make any changes you need.
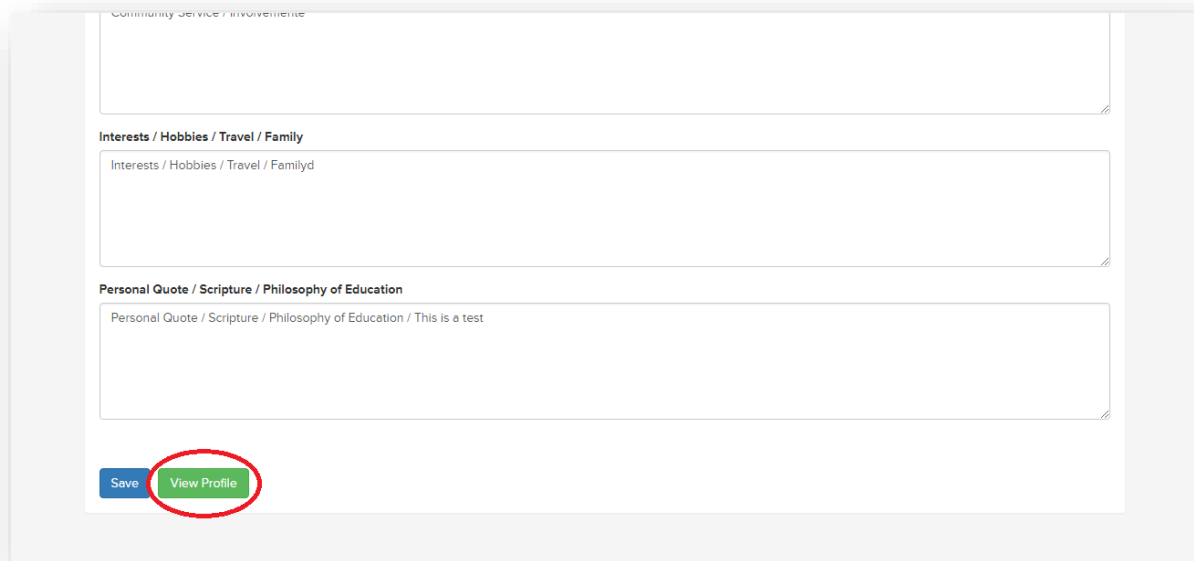
3. Once you are done making changes, click the blue **"Save"** button located at the bottom of the page to ensure your changes are saved. A green message screen will appear at the top of the page confirming that your changes have been saved.

> **Note:** *Changes will not be saved unless you click the blue **"Save"** button.*

4. Next to the "Save" button is a green **"View Profile"** button that will open your profile page in a separate browser tab/window so you may view the currently saved profile information.

5. Once you have made your changes, click the red **"Logout"** button in the top right corner of the page to sign out of the system.
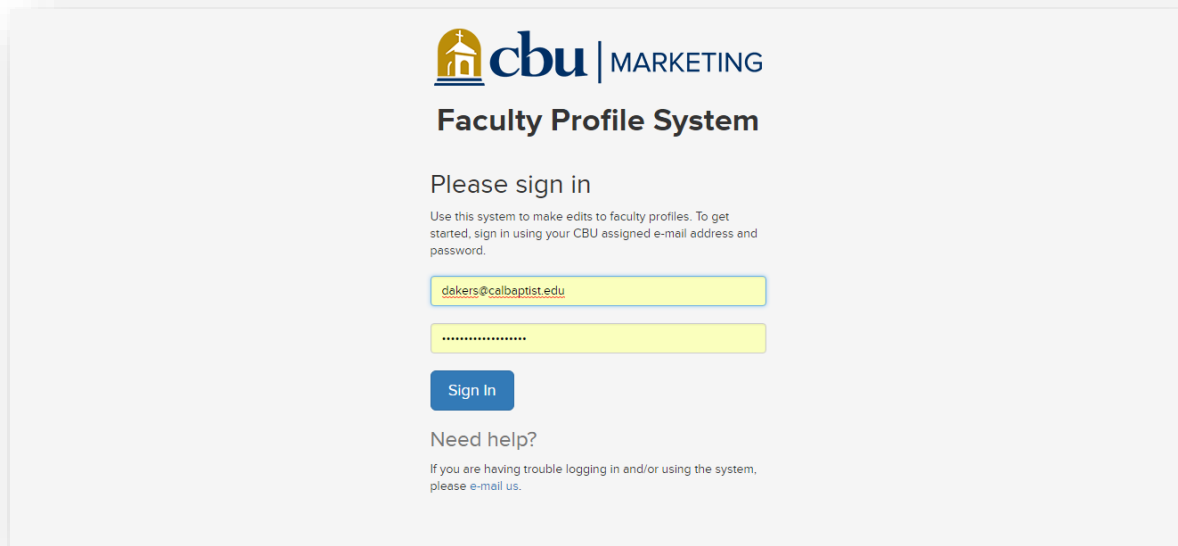

Note: *For security and consistency purposes, edits to names and photos are not allowed for this user role. If you need to change any of this information, please contact Waylon Baumgardner (CBU Website Manager) at wbaumgardner@calbaptist.edu or 951-343-4876.*

Department Administrators – Profile Editing Instructions

Follow the instructions below to edit an individual profile within a specific School/College/Department for the Department Administrators user role.

1. Begin by logging into your account via the login page located at https://marketing.calbaptist.edu/faculty_directory/. After logging in with your CBU email address and password, you will be taken to the **"Edit Department Profiles"** page.

2. Once you are on the "Edit Department Profiles" page, you will be presented with all faculty and staff with profiles in your department. You can sort this listing by clicking the headings at the top of the page. By default, the list is sorted by last name. You can also sort by first name, e-mail, department, and profile type.

3. Find the profile that you need to make changes to, then click the green **"Edit"** button to the left of the profile record.

4. Once on the "Edit Profile" page, you will find form fields labeled for each section of the profile. Make any changes you need.

> **Note:** *If you need to hide a profile from being displayed on the website, simply uncheck the **"Profile Visible"** field. To display the profile, simply check the **"Profile Visible"** field.*

5. Click the blue **"Save"** button located at the bottom of the page. A green message screen will appear at the top of the page confirming that your changes have been saved.

> **Note:** *Changes will not be saved unless you click the blue **"Save"** button.*

6. At the top of the page is a green **"View Profile"** button that will open the current profile page in a separate browser tab/window so you may view the currently saved profile information.

Daniel Akers

View Profile

This page allows you to edit the selected profile. Note that saved changes are instant, so be sure information is correct.

Options

☑ Profile Visible
☐ Show Licenses/Certifications in Name

Information

First Name

Daniel

Last Name

Akers

Academic Department

College of Engineering

Licenses and Certifications

Note: *For security and consistency purposes, edits to names and photos are not allowed for this user role. If you need to change any of this information, please contact Waylon Baumgardner (CBU Website Manager) at wbaumgardner@calbaptist.edu or 951-343-4876.*