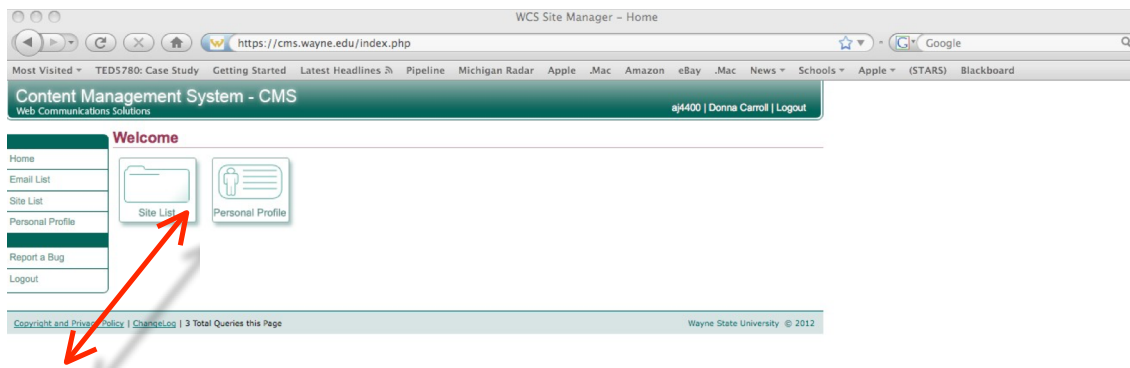


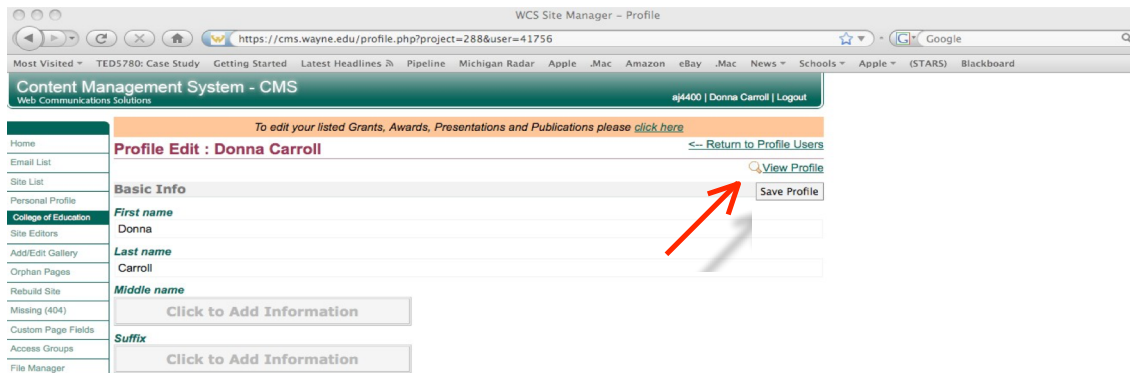
# Content Management System For Faculty & Staff Profiles

To Create or Edit your Profile, please follow the below instructions.

- 1.) Open a web browser (Preferable “FireFox or Chrome”).
- 2.) Use the following URL: [www.cms.wayne.edu](https://www.cms.wayne.edu)
- 3.) Enter your Access ID, Password and Login.



- 4.) Select the “Personal Profile” tab.
- 5.) Select the “Edit Profile” tab.

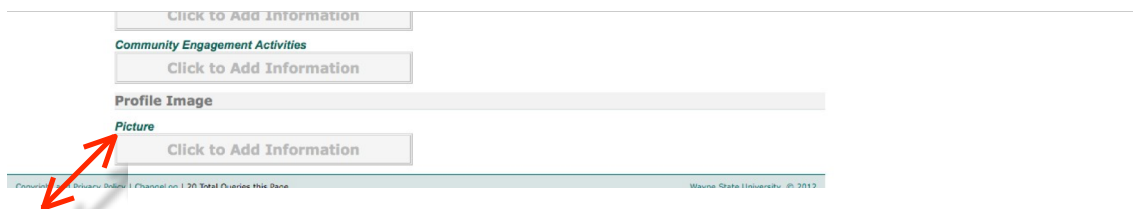


- 6.) You may now edit or add new information to your College Profile. To enter information into your profile, click directly below the title on the box.
  1. Under the “Responsibilities” area, please include your program area and division (e.g. Art Education, Teacher Education) as well as a brief description of your position.
  2. The following items are the areas that are required by the university:
    - a. Basic Information

- i. First name
  - ii. Last name
- b. Contact Information
  - i. Phone
  - ii. Email
  - iii. Title
  - iv. Office hours
  - v. Office location
- c. Biography
  - i. Responsibilities
  - ii. Degrees and Certifications
  - iii. Courses taught
  - iv. Area of expertise
  - v. Research interests
  - vi. Awards
  - vii. Grants
  - viii. Presentations
  - ix. Publications

**Note:** It is suggested that you save after each entry, while creating and/or editing your profile. You will find the “Save Profile” tab on the far right side at the top of the CMS site.

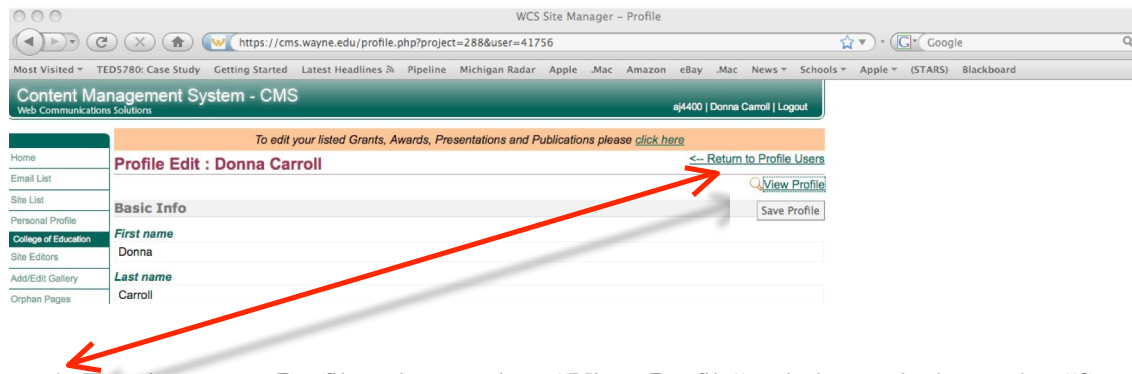
### Adding Photos:



- 7.) To add your photo, please scroll to the bottom of the CMS webpage to Picture and click on “Click to Add Information” tab and on the right side of the box the “Browse” tab will appear. At this point you may browse to your hard drive (Note: you will need to save your emailed image to your hard drive prior to starting). Once you have selected your desired profile image, please go to the top of the CMS webpage and select “Save Profile” on the far right side.



**Note:** If you are using a photo other than was sent to you from the college photographer, please keep in mind that the size needs to be 400 x 300 pixels and 72 dpi. If you need assistance resizing, please contact Donna Carroll (see below).



- 8.) To view your Profile, please select “View Profile” tab located above the “Save Profile” tab on the far right side.

Should you have any questions, please contact Donna Carroll: [decarroll@wayne.edu](mailto:decarroll@wayne.edu) or 577-8116.