

Personnel Information Quick Guide

1. **Create** a new Personnel Information for people without a full-page listing or a Section w/Personnel for people with a full page listing.
 - a. **Folder name** (only for Section w/Personnel): person's last name or last name hyphen first initial
 - b. **Section Title** (only for Section w/Personnel): person's full name
 - c. **Page Title**: person's full name
 - d. **Description**: at least the person's full name
 - e. **Keywords**: at least the person's full name
 - f. **Add Navigation Item**: No
 - g. **File Name** (only for Personnel Information): person's last name or last name hyphen first initial
2. Select needed options in **Parameters**.
 - a. **Visibility**: check the box to get a full-page profile
 - b. **Existing Profile**: Select an existing personnel information item in another department to pull in existing content
 - c. **Left Sidebar Section Options**: Uncheck the box if there is no left navigation for the full page.
 - d. **Save** your changes
3. Fill out information about the person in **MultiEdit Content**.
 - a. **Image**
 - b. **Image Description**: person's full name
 - c. **First Name**
 - d. **Middle Name**
 - e. **Last Name**
 - f. **Email**
 - g. **Userid**: enter the person's actual userid if different than what was entered in email
 - h. **Phone**
 - i. **Cell Phone**
 - j. **Location**
 - k. **Title**
 - l. **Education** (full page only)
 - m. **Faculty Button and Faculty Button 2** (full page only)
 - n. **Quote**
 - o. **Connect Links** (full page only): Facebook, Twitter, Instagram, LinkedIn, or YouTube
 - p. **Recent Publications** (full page only): Title can be changed
 - q. **Recent Funding** (full page only): Title can be changed
 - r. **Presentations** (full page only): Title can be changed
 - s. **Research Projects** (full page only): Title can be changed
 - t. **Teaching Experience** (full page only): Title can be changed
 - u. **External URL** (full page only)
 - v. **Save** your changes
4. Add more content to **Editable Regions**.
 - a. **Biography Title** and **Biography** (full page only)
 - b. **Specialties Left Title** and **Specialties Left**
 - c. **Extra Specialties Left Title** and **Extra Specialties Left**
 - d. **Specialties Right Title** and **Specialties Right**
 - e. **Main Content** (full page only)
5. **Publish** (all pieces if full page).