

Faculty Directory Profile Instructions

Introduction

The College of Biological Sciences Dean's Office recently upgraded its longstanding profile directory to the UC Davis Sitefarm platform. The directory has profiles for:

- **CBS Departmental faculty**
- **CBS Affiliated Centers faculty**
- **CBS Affiliated Graduate Group faculty**

Last year alone, our faculty profile directory received nearly 400,000 visits. Please keep your information and publications up to date accordingly. View the faculty directory at:

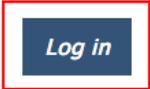
<https://biology.ucdavis.edu/faculty>

Login Information

1. To edit your profile page, you'll first need to login to the Sitefarm system. Navigate to <http://biology.ucdavis.edu/login>
2. Locate and click the **Log in** button, which will redirect the page to the campus authentication system to enter in your Kerberos ID and password. Upon successful login, you will now be able to edit your profile.

Central Authentication Service(CAS)

Access this site using your UC Davis credentials.



Log in

Editing Your Person Page

1. Go to <http://biology.ucdavis.edu/admin/content/my-content>
2. Locate and click the **Edit** button on your faculty person page.

Action

Select an Option ▾

Apply to selected items

TITLE	CONTENT TYPE	AUTHOR	STATUS	UPDATED	OPERATIONS
David Begun	Person	djbegin	Published	02/22/2018	 Edit ▾

Apply to selected items

3. The **Edit Person** view will display. You can now make changes to the different sections of your profile. Please see below for more instructions on updating your profile.

4. **Name Prefix and Credentials** – Please leave these sections blank so the system can sort and display profiles consistently. *You can include your degrees in the bio section of your profile if they are not already listed there.*

Edit Person David Begun ☆

View Edit API Delete Revisions

Home » David Begun

Name Prefix

Honorific title such as: Mr. Ms. Dr.

First Name

Middle Initial

Please include punctuation as appropriate, example: John A. MacDonald, Charles P.A.G. Windsor, or spell out the middle name(s).

Last Name *

Credentials

Portrait image

5. **Profile Photo** – You can update your profile photo by removing the current photo and uploading another. **The ideal size for an image is 520x580 pixels.** Your profile will only show a square image, so if you need to, you can click and drag the focal point cursor so that your face is located in the center of the square view. Click the **Preview icon** below the image to open the **Focal Point Preview** in a new window and scroll to **Profile** to see a preview of the image. Close the window to return to the **Edit Person** view.

A photo must include an **alternative text** caption, which describes the photo with a screen reader for individuals with visual impairments.

Portrait Image

centerpoint cursor

What's the plus sign for? Wherever the crosshair is placed is guaranteed to be in any cropped image.

Alternative text *

This text will be used by screen readers, search engines, or when the image can't be loaded.

Preview

Remove

Click here to remove current image. Then you can upload a new image file if desired. Ideal size is 520x580 pixels.

6. **Position Title and Unit** – If you need to make changes to your position title, please **list only the name without appointment**, e.g. “Professor” instead of “Professor of Evolution and Ecology”. Your appointment/affiliation will display in the unit field below.

By default, your primary appointment is listed first. *You can add other UC Davis affiliations if they are not already listed.*

Position Title

UNIT

Department of Evolution and Ecology

Center for Population Biology

Please limit your position title to professor, associate professor, lecturer, etc.

The unit fields will indicate your affiliations. By default, your primary appointment is listed first if you have multiple appointments.

7. **Contact Information** – Next, you can **add and update contact information**, like email, phone, office hours and location, and website and social media accounts URLs. Make sure to label the link text of any URL to provide information about the link.

If you have a primary faculty profile in another college, this link is very helpful to include.

WEBSITE

URL

labsite.example.ucdavis

Add link text to your web URL to share what the link is.

+ Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page.

Link text

Lab website

8. **Research Summary and Bio** – Here you can make changes to your research summary and bio. The research summary displays in the profile preview in the faculty directory index pages.

*If you need to edit your research summary, please take care not to delete the text **Research Interests **.* This gives the text a bold style when viewed in the directory. Please limit your research summary to a paragraph at most.

The **bio section** houses the majority of your profile information. Here you can go into detail about your research interests and list your courses, lab information, degrees and publications.

If you need to add **hyperlinks**, bullet points or **make changes to the style and size of text**, use the toolbar at the top of the bio section.

***Important Note: Your graduate group affiliations and corresponding specialties are set by the graduate group. Please do not delete or modify these unless your status with the graduate group changes.**

Summary (Hide summary)

Research Interests: Population genetics and molecular evolution

Please do not delete “Research Interests ”

Leave blank to use trimmed value of full text as the summary.

Bio

B I S I_x [Link] [Image] [List] [Table] [Code] [Source] [Undo] [Redo]

Styles [Image] [Link] [Image] [List] [Table] [Code] [Source] [Undo] [Redo]

Research Interests

Population genetics and molecular evolution

Population genetics and molecular evolution. *Drosophila* evolutionary genetics.

You can format the text size and style of your bio section by clicking Styles and by using the other text tools.

9. **Uploading Documents** – You can **add documents and presentations to your profile**. The maximum file size is 256 MB and the file types that are accepted are: .txt, .zip, .xls, .xlsx, .doc, .docx, .pdf, .ppt and .pptx.

▼ DOCUMENTS

You may attach files to this page which can be downloaded and viewed.

Add a new file

Choose Files No file chosen

Unlimited number of files can be uploaded to this field.
256 MB limit.
Allowed types: txt zip xls xlsx doc docx pdf ppt pptx.

Documents and presentations can be uploaded to your profile.

10. Click **Save** at the bottom when you are finished with edits. This will post changes live automatically. You can also preview changes by clicking **Preview**.

Published

Save Preview Delete

Save your changes at the bottom of the page.
You can also **preview changes** beforehand.
Saved changes will go live instantly.

You can **see the public view of your profile** by searching for it in the directory at:
<https://biology.ucdavis.edu/faculty>

If any information is deleted by accident, please email biology@ucdavis.edu, and we can reset your profile information to an earlier version. ***If you have any questions or experience any issues using this system, please email us, and we will assist you.***

Thank you for keeping your profile information up to date!