



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:

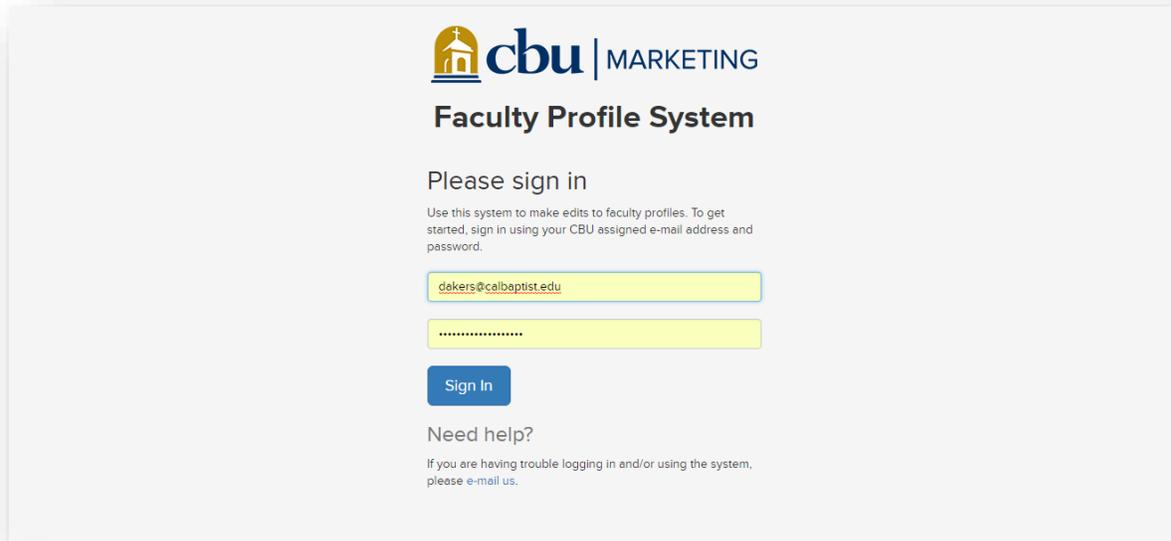
- **Faculty/Academic Staff** – Faculty and selected staff positions within schools and colleges who can edit their individual profile.
- **Department Administrators** – School/College/Department level administrators whom can edit profiles of any faculty/staff member within their respective department.

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

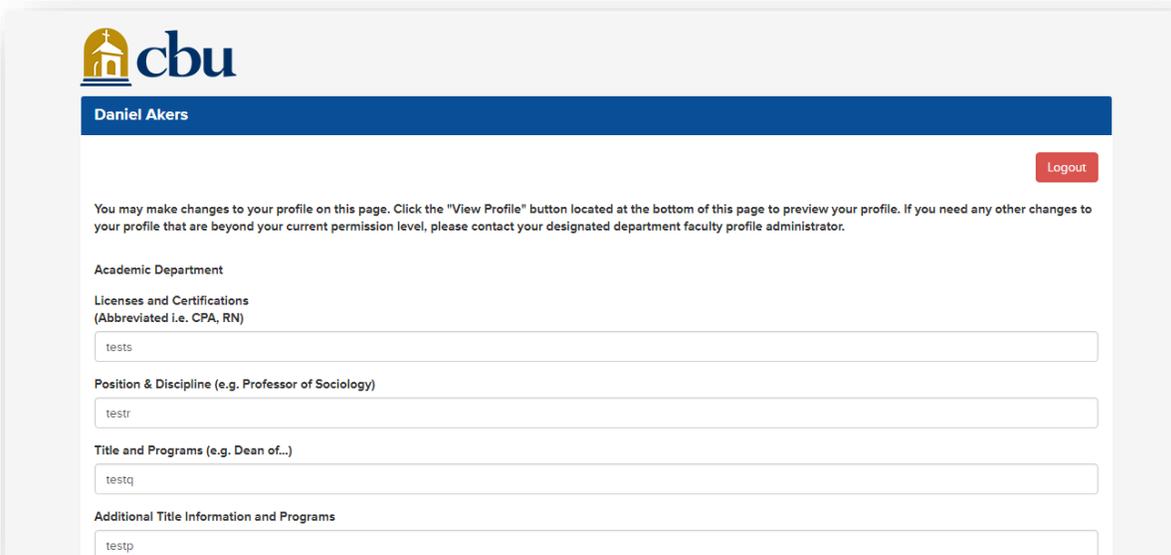
Follow the instructions below to edit an individual profile for the Faculty/Academic Staff user role.

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.



The screenshot shows the login interface for the Faculty Profile System. At the top, there is the CBU logo and the text 'cbu | MARKETING' and 'Faculty Profile System'. Below this, it says 'Please sign in' and provides instructions: 'Use this system to make edits to faculty profiles. To get started, sign in using your CBU assigned e-mail address and password.' There are two input fields: the first contains the email address 'dakers@calbaptist.edu' and the second is a password field with masked characters. A blue 'Sign In' button is positioned below the fields. At the bottom, there is a 'Need help?' section with the text: 'If you are having trouble logging in and/or using the system, please e-mail us.'

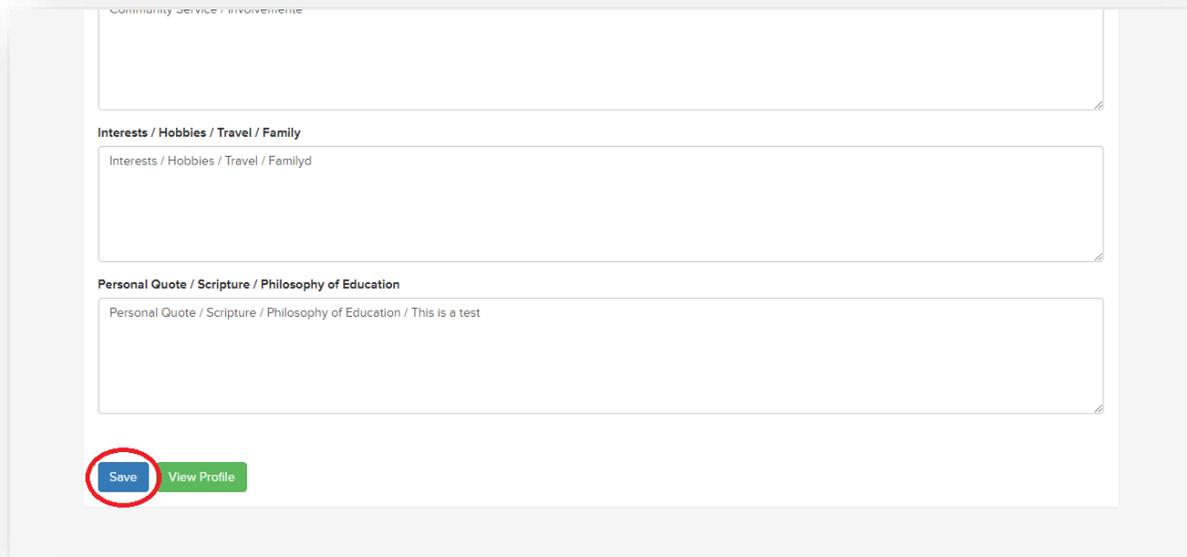
2. On the “Edit Profile” page you will find form fields labeled for each section of your profile. Make any changes you need.



The screenshot shows the 'Edit Profile' page for Daniel Akers. At the top left is the CBU logo. Below it, the name 'Daniel Akers' is displayed in a blue header bar. A red 'Logout' button is in the top right corner. A message states: 'You may make changes to your profile on this page. Click the "View Profile" button located at the bottom of this page to preview your profile. If you need any other changes to your profile that are beyond your current permission level, please contact your designated department faculty profile administrator.' The profile is divided into several sections, each with a text input field: 'Academic Department' (containing 'tests'), 'Licenses and Certifications (Abbreviated i.e. CPA, RN)' (containing 'tests'), 'Position & Discipline (e.g. Professor of Sociology)' (containing 'testr'), 'Title and Programs (e.g. Dean of...)' (containing 'testq'), and 'Additional Title Information and Programs' (containing 'testp').

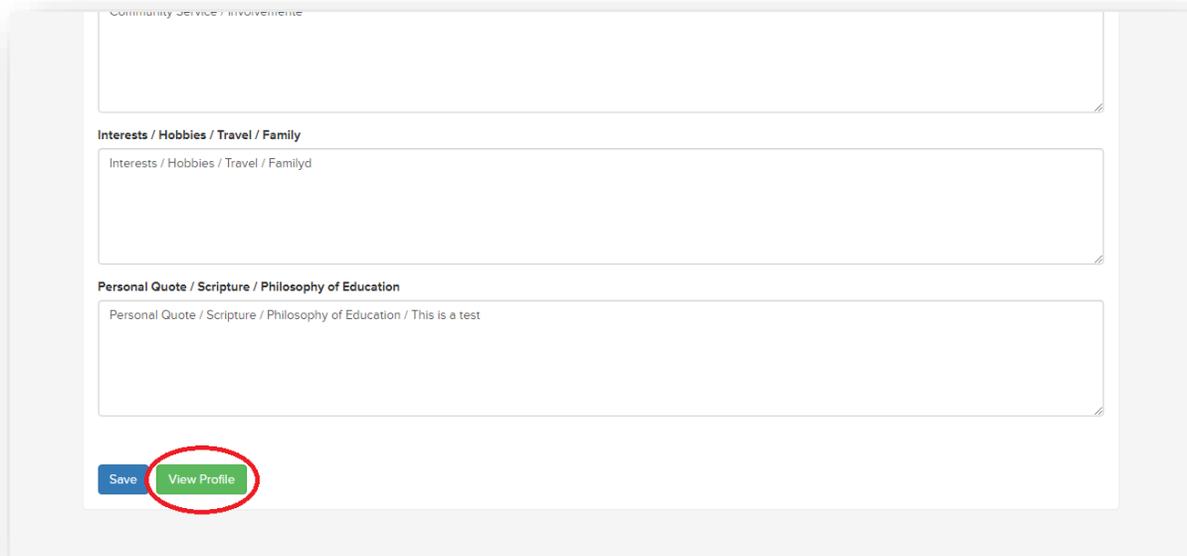
3. Once you are done making changes, click the blue **“Save”** button located at the bottom of the page to ensure your changes are saved. A green message screen will appear at the top of the page confirming that your changes have been saved.

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



The screenshot shows a profile editing interface with three text input fields. The first field is labeled "Community Service / Involvement" and is empty. The second field is labeled "Interests / Hobbies / Travel / Family" and contains the text "Interests / Hobbies / Travel / Familyd". The third field is labeled "Personal Quote / Scripture / Philosophy of Education" and contains the text "Personal Quote / Scripture / Philosophy of Education / This is a test". At the bottom left of the form, there are two buttons: a blue "Save" button and a green "View Profile" button. The "Save" button is circled in red.

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.



The screenshot shows the same profile editing interface as above. The "Save" button is now disabled and greyed out, while the "View Profile" button is highlighted with a red circle, indicating it is the focus of the instruction.

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.

cbu

Daniel Akers

Logout

You may make changes to your profile on this page. Click the "View Profile" button located at the bottom of this page to preview your profile. If you need any other changes to your profile that are beyond your current permission level, please contact your designated department faculty profile administrator.

Academic Department

Licenses and Certifications
(Abbreviated i.e. CPA, RN)

tests

Position & Discipline (e.g. Professor of Sociology)

testr

Title and Programs (e.g. Dean of...)

testq

Additional Title Information and Programs

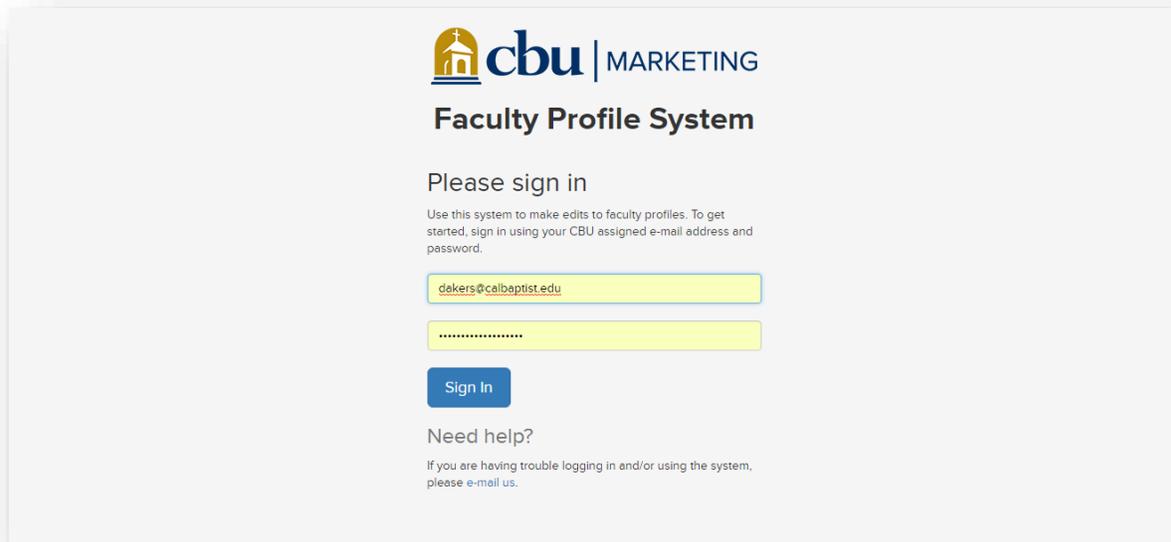
testp

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.



The screenshot shows the login interface for the CBU Marketing Faculty Profile System. At the top, there is the CBU logo (a stylized building) followed by the text "cbu | MARKETING" and "Faculty Profile System". Below this, the text "Please sign in" is displayed. A sub-instruction reads: "Use this system to make edits to faculty profiles. To get started, sign in using your CBU assigned e-mail address and password." There are two input fields: the first contains the email address "dakers@calbaptist.edu" and the second is a password field with masked characters. A blue "Sign In" button is positioned below the fields. At the bottom, there is a "Need help?" section with the text: "If you are having trouble logging in and/or using the system, please e-mail us."

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.

cbu
College of Engineering

Logout

From this page, you may make edits to profiles within your designated school/college/department. As a general rule of thumb, faculty members may not be listed in the directory if they are Lecturers, Adjuncts, and/or employed in any other temporary teaching position. To make changes to an existing profile, locate the specific profile in the list below and click the edit button next to their name. To help locate a profile, you may sort the profiles alphabetically by first name, last name and e-mail address by clicking the column names at the top. If you have any questions or would like to request additional changes beyond your current permission level, contact the Website Manager (Waylon Baumgardner).

	Last Name	First Name	E-mail	Department	Profile Type
Edit	Abdelmessih	Amanie	aabdelmessih@calbaptist.edu	College of Engineering	Faculty
Edit	Acosta	Analia	aacosta@calbaptist.edu	College of Engineering	Staff
Edit	Akers	Daniel	dakers@calbaptist.edu	College of Engineering	
Edit	Anklam	Mark	manklam@calbaptist.edu	College of Engineering	Faculty

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

cbu
College of Engineering

Logout

From this page, you may make edits to profiles within your designated school/college/department. As a general rule of thumb, faculty members may not be listed in the directory if they are Lecturers, Adjuncts, and/or employed in any other temporary teaching position. To make changes to an existing profile, locate the specific profile in the list below and click the edit button next to their name. To help locate a profile, you may sort the profiles alphabetically by first name, last name and e-mail address by clicking the column names at the top. If you have any questions or would like to request additional changes beyond your current permission level, contact the Website Manager (Waylon Baumgardner).

	Last Name	First Name	E-mail	Department	Profile Type
Edit	Abdelmessih	Amanie	aabdelmessih@calbaptist.edu	College of Engineering	Faculty
Edit	Acosta	Analia	aacosta@calbaptist.edu	College of Engineering	Staff
Edit	Akers	Daniel	dakers@calbaptist.edu	College of Engineering	
Edit	Anklam	Mark	manklam@calbaptist.edu	College of Engineering	Faculty

- 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.

The screenshot shows the CBU profile editing interface for Daniel Akers. At the top left is the CBU logo. Below it, the name "Daniel Akers" is displayed in a blue header. A green "View Profile" button is located below the name. A message states: "This page allows you to edit the selected profile. Note that saved changes are instant, so be sure information is correct." The page is divided into sections: "Options" with checkboxes for "Profile Visible" (checked) and "Show Licenses/Certifications in Name" (unchecked); "Information" with input fields for "First Name" (Daniel), "Last Name" (Akers), and a dropdown for "Academic Department" (College of Engineering); and "Licenses and Certifications" at the bottom.

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.

This screenshot shows the text input sections of the profile editing page. It includes three large text areas with placeholder text: "Community Service / Involvement", "Interests / Hobbies / Travel / Family", and "Personal Quote / Scripture / Philosophy of Education / This is a test". At the bottom left, a blue "Save" button is circled in red, and a green "Go Back" button is positioned to its right.

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.