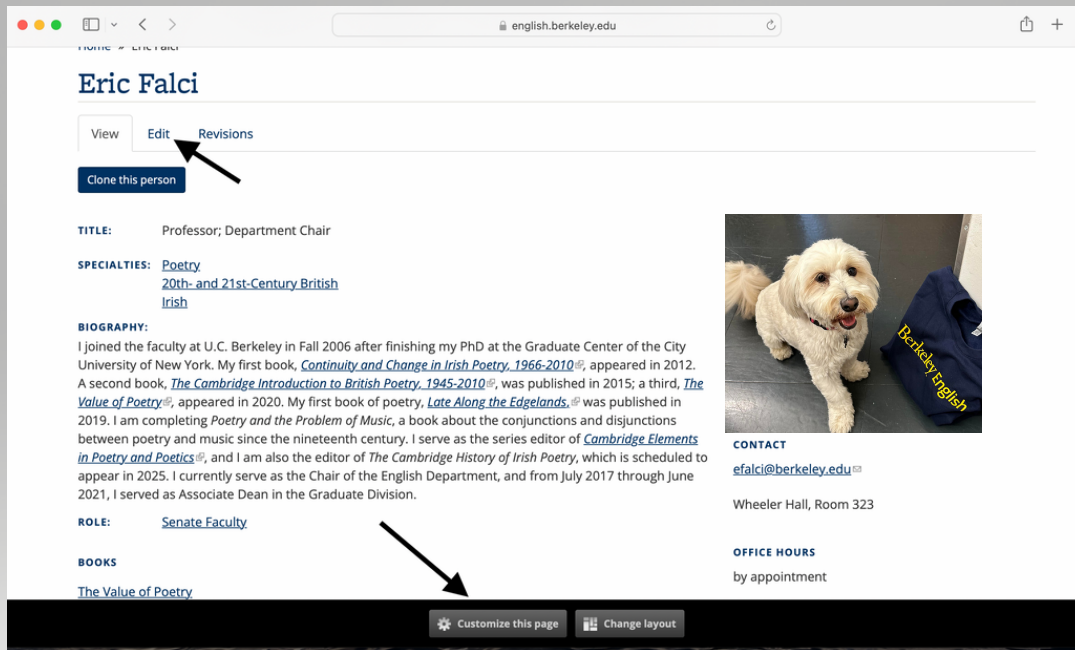


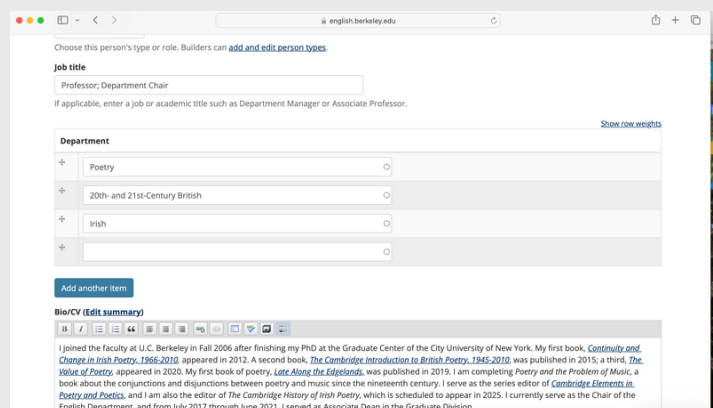
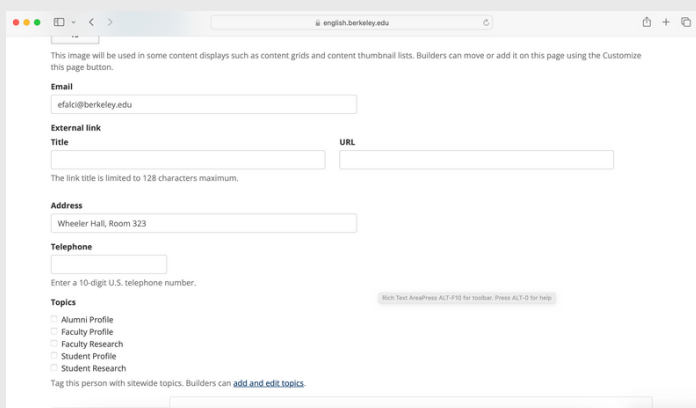
Editing Your Faculty Profile Page

***Note*:** To be granted editing privileges, please first navigate to english.berkeley.edu/cas and enter CalNet ID credentials. Once you have done this, staff will grant you access and the following instructions will be relevant.

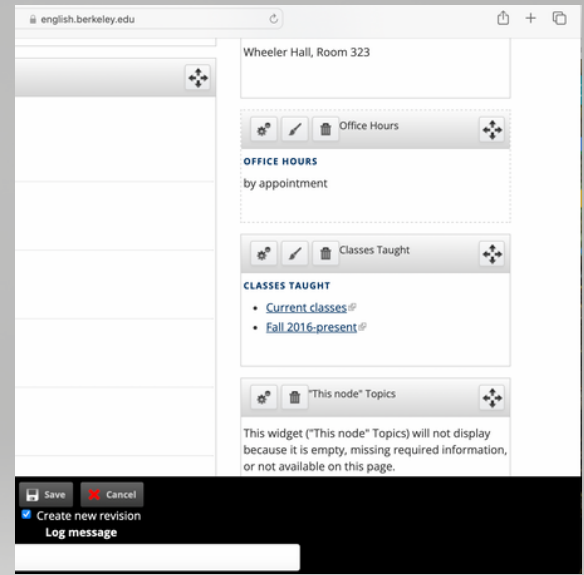
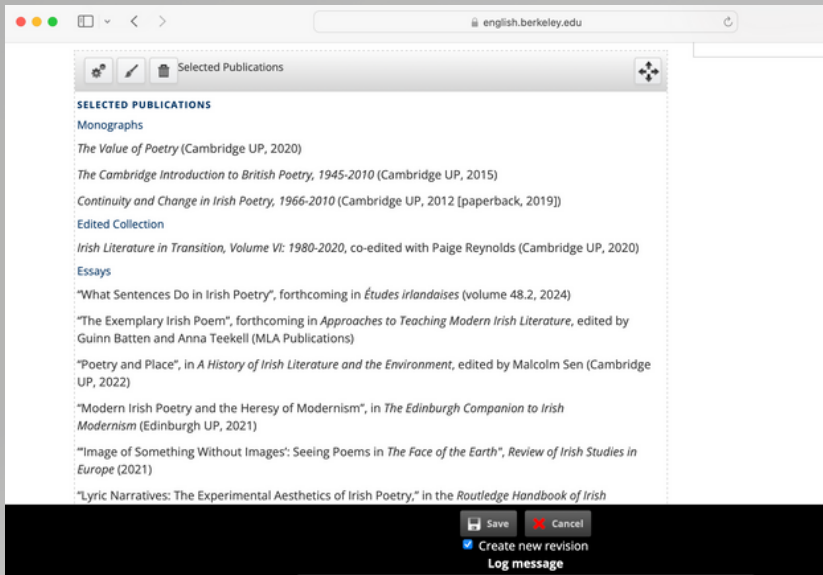
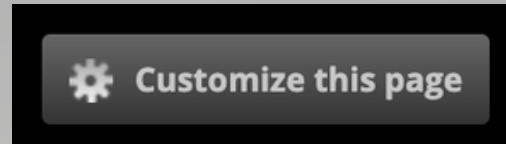
- Make sure you are logged in by going to english.berkeley.edu/cas
- Navigate to your faculty page.
- The two arrows below point to the two different ways to edit your page. The **Edit** tab shown at the top will likely be the one you use the most. This tab covers editing the majority of the content of your page. The **Customize This Page** button at the bottom is used to edit a couple specific functions.



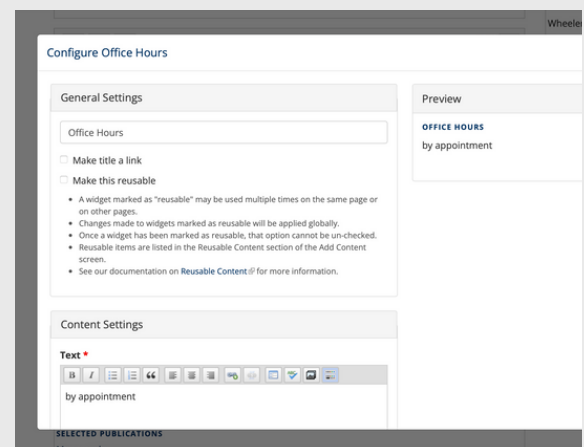
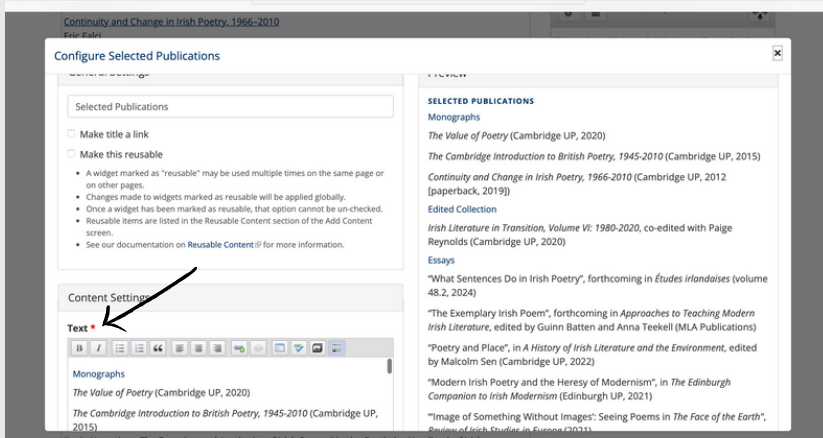
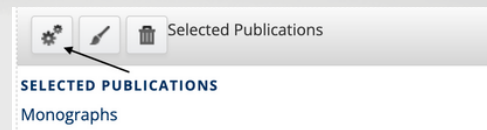
- First, click the **Edit** tab. This will bring you to the central editing page (see below). On this page, you can customize Interests, Email, CV/Bio (you can upload a separate CV file also), Address, etc...These functions are all fairly intuitive.
- **Be sure to click Save (at bottom of page) after editing. And as a reminder, please send new profile images to danaswensen@berkeley.edu (ie do not upload them yourself).**



The **Customize This Page** button at the bottom of your page allows you to edit your Office Hours and Selected Publications. This editing function allows you to edit via “Widgets,” (ie the square boxes you see).



To edit these widgets, click the gear box icon at the top of the widget. You will then see the editable **Text*** box shown below.



After clicking “Save” within the widget, click “Save” at the bottom of the page also.

Notes

There are two limitations on what can be uploaded: **photos** and also anything in the **Books** section. These will have to be done by staff (ie Dana Swensen). We've been keeping the Books section updated, but if you think we've missed a book publication on your page, feel free to email.

The Open Berkeley platform is very functional, secure and intuitive in many ways, but has a few quirks. If you have questions about editing, please email danaswensen@berkeley.edu