

**University of Minnesota
Center for Magnetic Resonance Research
Standard Operating Procedure**

C121-01 - Updating your faculty staff web page

Many faculty and staff have a web page on the CMRR website

This page lists their room, phone, picture, research interests and recent publications.

If you don't have one and want one, email help@cmrr.umn.edu

You will be able to update this webpage yourself.

Linking to your Faculty Staff directory entry to a web page

We'll set your faculty staff web page link in the Calendar / profile for you.

You can change where the Faculty Staff directory links to.

Visit your profile in the Access system at <https://www.cmrr.umn.edu/access/>

Click on My Profile and change your web page link.

A typical link would be <http://www.cmrr.umn.edu/facultystaff/yacoub/>

Editing your CMRR web page

Visit your web page on the CMRR website, using the Faculty Staff Directory

Scroll to the bottom of the page.

After the footer, look for a small key. Click on this key.

This brings you to the NC-CMS (no-cache content management system) login.

Login with your CMRR server user id and password.

Look for Edit icons on the page. You can click on these to edit parts of the page.

There are icons for:

- Your photo
- Your room, phone, email info
- Your introduction
- Your research interests
- Your selected recent publications

General Editing

Clicking one of the edit icons will bring you to a graphical web editor.

It works very much like text editors you are used to, but has some extra web features.

Use the toolbar to apply formatting, add bullets, change values

Select some text and click the chain links to link that text. Fill in a URL to visit.

You can click on HTML to get into the html details, but it is usually not necessary.

Changing your photo size

Click on edit under your photo.

Click on your photo, and click the picture of a tree to change image attributes.

Click on Appearance tab.

In Dimensions, put in a width in pixels (150 or 250 work well). Leave the height blank.

Click on Save and OK.

Uploading a new photo

Click on edit under your photo.

Click on your photo, then press the delete key.

Click on Insert File or Image button.

Click Browse and select your new photo. Click Upload to add it to the list box.

Click on your new photo in the list box, then click on Insert to Editor once.

Close the upload popup window.

Adjust the width of the photo as above.

Click on Save and OK.

Leaving Edit mode

Scroll down a bit to display the NC-CMS controls in green.

Click on Log Out in the upper right.

Uploading a new CV

Click on edit under your phone number info.

Click at the bottom of the page to add a CV link there.

Click on Insert File or Image button.

Click Browse and select your new CV. Click Upload to add it to the list box.

Click on your new CV in the list box, then click on Insert to Editor once.

Close the upload popup window.

Click on the link that was added and change the name to CV.

Click on Save and OK.

Leaving Web page edit mode

Scroll down a bit to display the NC-CMS controls in green.

Click on Log Out in the upper right.

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Revision History

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Approval Signatures	Date
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