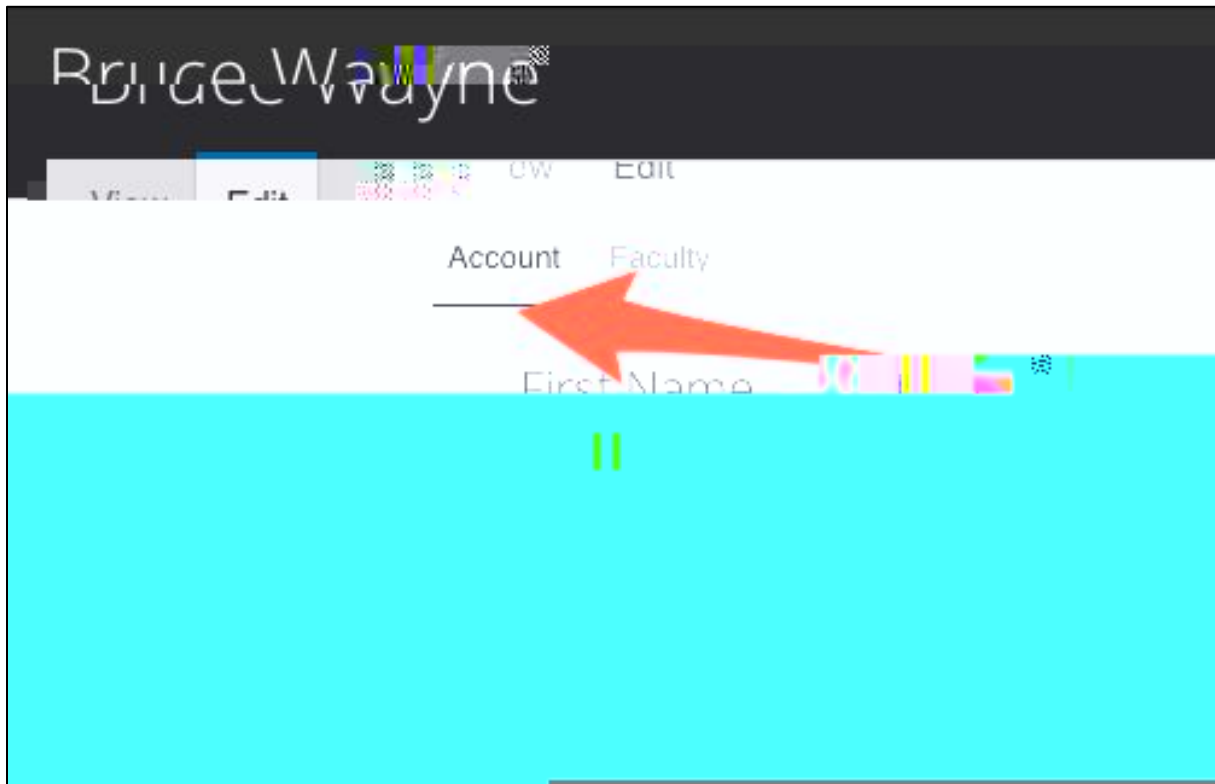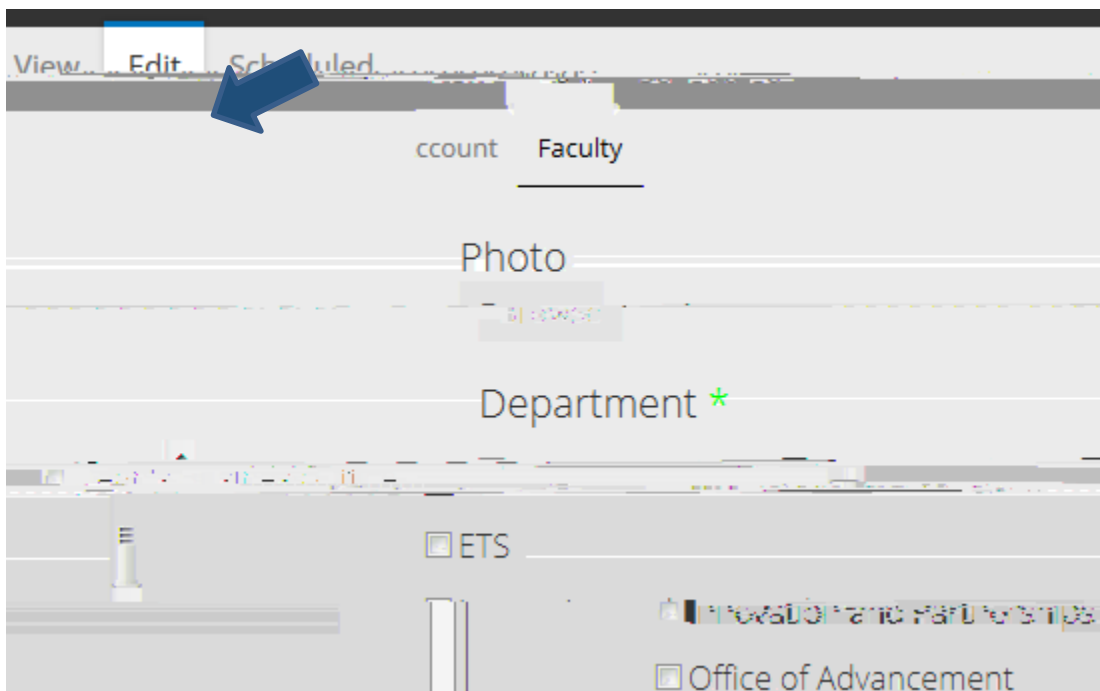USER LOGIN) 2 5   % , 2   8 3 ' $ 7 (6

UPDATING ACCOUNT INFORMATION

x The Account tab allows you to change account information, including your first and last name

UPDATING YOUR PROFILE INFORMATION

- x You will see either Faculty, Staff or Student on the second tab, where you can fill in details of your profile that website visitors will view. Fields (see list below for Faculty and Staff) that are not filled in, will not be visible on the website.

Available Fields for Faculty Professional Profile (Bio)

- x Photo
- x Department (required)
- x Position
- x Division
- x Education:
    - o Highest Degree
    - o Highest Degree University
    - o Year
- x Phone Number
- x Location
- x Research InterPho

Photo Naming and Tagging Instructions

1. Headshots:
   a. Please name your file as follows - File name: lastname_firstname_headshot
   b. Alt Text: Person's name (Jane Smith)
   c. Media tags:
      i. Headshot
      ii. Department/Unit tag (TLPL, HDQM, CHSE, Dean's Business Office, ETS, Office of Advancement, Office of the Dean, Innovation and Partnerships, Student Services)
   d. Photo size: 260 x 260 – Headshot should be at least 260 pixels wide and 260 pixels high
   e. If you had your headshot taken by the professional photographer in 2017, your photo is available here: https://umd.box.com/s/eqvvhpktlv9g0ihabtvftgn14uora4nt

Uploading and Linking a File

1. To

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b. Click on the link icon (🔗)
Select Upload/Browser Server button at the bottom. Click on Library and select the file, or do a search using the filter

d. Hit Submit
e. If applicable, set Alignment to left
f. You can add linking text In the field that says "Link Text", ie APHA Journal Article on Play and Human Development and hit submit