



Directions for COE non-T/TT faculty and staff to update directory profiles on coe.northeastern.edu

Questions, support:

Christina McNeil

Web and Social Media Specialist

c.mcneil@northeastern.edu

Introduction

We are pleased to provide the ability for you to update your directory profile.

The following pages are instructions on to do this on the College of Engineering website: coe.northeastern.edu, if you choose. Alternately, email c.mcneil@northeastern.edu with updates to be made.

When updating, populate fields in the Profile Tabs relevant to you. Sections not filled out will not appear. There are Tabs for Contact Info, Biography, Research, and Publications.

DO NOT EDIT FIELDS where the following pages say DO NOT EDIT. Doing so would severely impact other aspects of the directory and site.

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September 19, 2019

Instructions to Update COE Profiles

1. Log in to the website using your Northeastern credentials (the same user name and password used to log in to the Northeastern Network)
 - To do this visit: <https://coe.northeastern.edu/nunet-login/> and click the Login button

NUnet Login

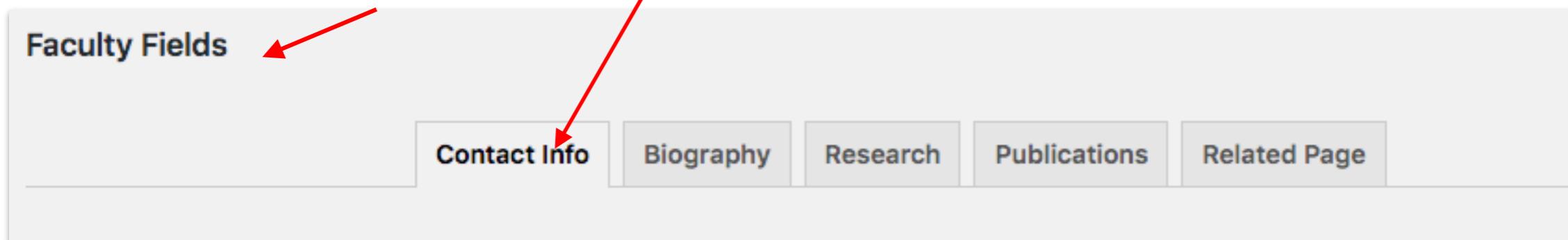
Log into the website with your myNortheastern credentials.

Login

2. This will bring you to your Profile Page

3. Scroll until you see the section **Faculty Fields** (this is the same for faculty and staff).

- Do **NOT** edit anything above the faculty fields section
- Also, many fields in the **Contact Info Tab** section should **NOT** be edited (see next slide).



General Note: After any change is made, please click Update Profile at the bottom of the page to publish the changes.

Update Profile

Contact Info Tab

In the Contact Info tab, **Scroll** until you see **Mailing Address**. You may edit anything in between the Mailing Address and CV fields.

DO NOT Edit anything before the Mailing Address field or after the CV field.
Doing so would severely impact other aspects of the directory and site.

Specifically, you can edit the following:

Mailing address, social links, office location, office phone, lab location, lab phone, related links, and CV.

Faculty Fields

Contact Info Biography Research Publications

Preferred Email: test@test.com You may change this to your COE or ECE email if you prefer; Not other email addresses.

Profile Image: No file chosen Contact c.mcneil@northeastern.edu if you'd like to change your photo.

Type *: Faculty **DO NOT CHANGE.**

Contact Info Tab

Type Faculty

Departments

Bioengineering
 Chemical Engineering
 Civil & Environmental Engineering
 Electrical & Computer Engineering
 Gordon Engineering Leadership Program
 Mechanical & Industrial Engineering
 Multidisciplinary Masters (IT Areas)

Department Theme

Advanced Materials Research
 Biological Engineering
 Biomechanics and Soft Matter - Solids and Fluids
 Biomechanics, Biotransport and MechanoBiology
 Civil Infrastructure Security
 Communications, Control & Signal Processing
 Computational and Systems Biology
 Computer Networks and Security

Roles
Please do not change this section. Contact c.mcneil@northeastern.edu

Role	Department/Organization Link
Assistant Teaching Professor	Mechanical and Industrial Engineering http://mie.northeastern.edu
Department/Organization Link Two	Select Link
Department/Organization Link Three	Select Link
Position Type	Teaching Faculty
Department	Mechanical & Industrial Engineering

DO NOT EDIT.
If you have a change, contact
c.mcneil@northeastern.edu

DO NOT EDIT ANY FIELDS.
Doing so will have severe negative impact to other aspects of the site.

Contact Info Tab

Mailing Address

027 Lake Hall, 360 Huntington Avenue

You can edit all these sections.

Social Links

Type *	Facebook
1	Link *
	http://facebook.com/user  

Add Social Link

Office Location

027 Lake Hall

Enter office information such as room number and building number.

Office Phone

617.373.3020

Lab Location

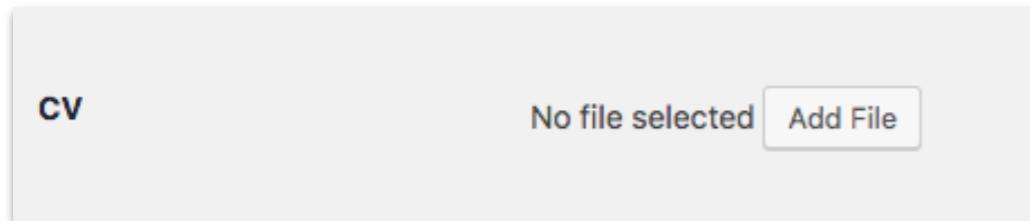
Lab Phone

Related Links

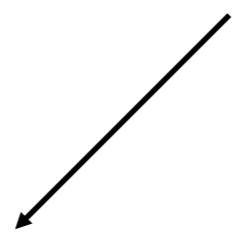
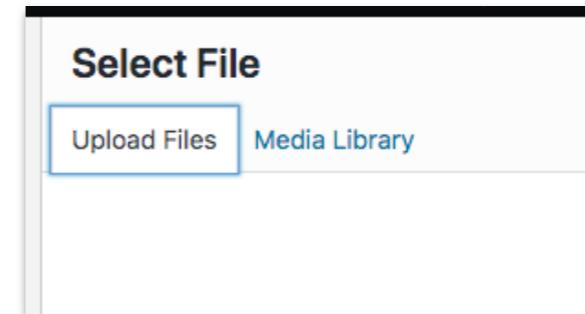
	Link
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Add Related Link

Contact Info Tab



To upload a CV, Click Add File. This will open the media library.



Click the Upload Files tab and drag your CV into the window or Click Select Files to locate the CV on your computer.

URL	https://coe.northeastern.edu/wp-content/uploa
Title	test-cv
Caption	
Description	

In the Title field, please enter your last name followed by a dash and then the letters “cv”

Biography Tab

You may add/edit content in any of the fields on this Biography Tab. The toolbar is similar to a word processing program

Research Tab

You may add/edit content in any of the fields on this Research Tab.

This image will appear to the left of the Research Overview content. Please make sure to name your image with your last name followed by a hyphen and a very brief description. Also, make sure to add alt text to describe your image.

Double click the image to add a picture caption.

URL	https://coe.northeastern.edu/wp-content/uploads/2019
Title	testfacultyname-focusimage
Caption	
Alt Text	A student walking on campus holding a book
Description	

Research Tab

You may add/edit content in any of the fields on this section of the Research Tab.

Research Tab

You may add/edit content in any of the fields on this section of the Research Tab.

Research Centers and Institutes

Principal Investigator and Co-Director

Puerto Rico Testsite for Exploring Contamination Threats (PROTECT)

Director

Another Research Center

Affiliations:

Research Center or Institute 1

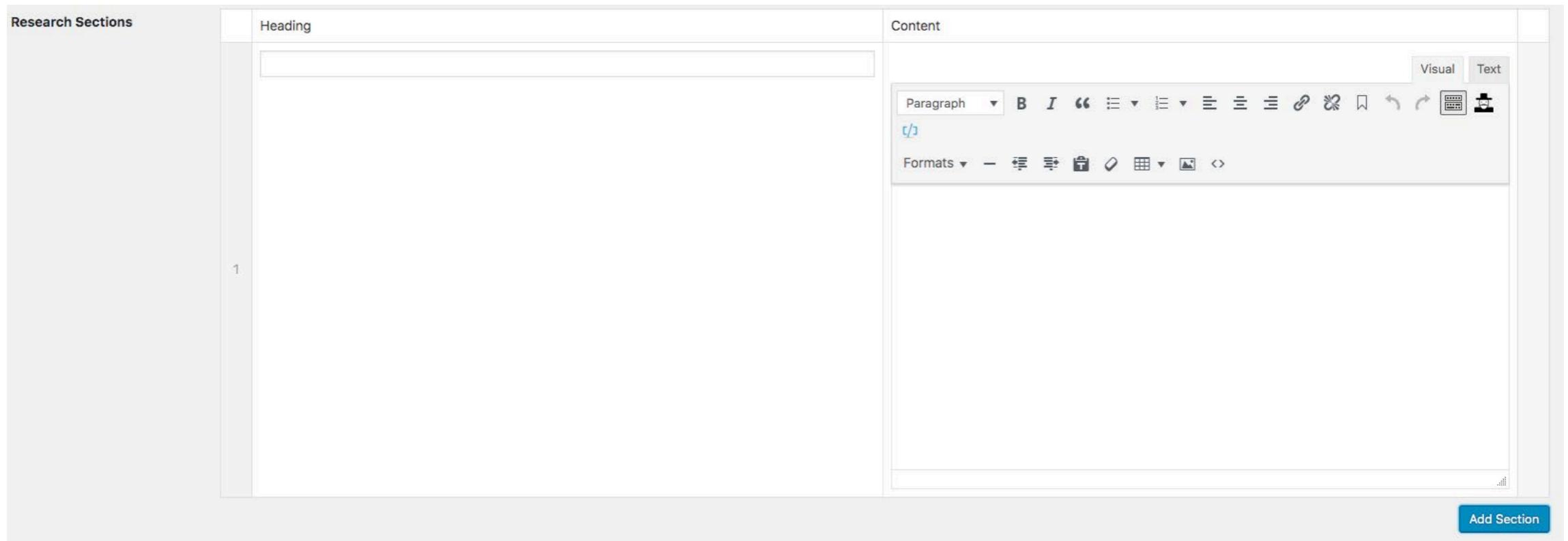
Research Center or Institute 2

Research Center or Institute 3

To create a link: highlight the text that you'd like to link. Click the link button and enter the URL. Please see the linking directions on slide 8.

Research Tab

You may add/edit content in any of the fields on this section of the Research Tab.



The screenshot shows a user interface for managing 'Research Sections'. On the left, a vertical list labeled 'Research Sections' shows a single item with the number '1' next to it. To the right of this list is a table with two columns: 'Heading' and 'Content'. The 'Heading' column contains a single row with an empty text input field. The 'Content' column contains a larger row with a rich text editor. The rich text editor includes a toolbar with buttons for Paragraph, Bold (B), Italic (I), and various alignment and list options. Below the toolbar is a text input field containing the text 't/1'. At the bottom of the content area is a 'Formats' dropdown menu. In the bottom right corner of the content area, there is a blue button labeled 'Add Section'.

This section is to add any additional content to the Research section of your profile. Click Add Section to open a new Heading/Content area. You may add as many new sections as you'd like.

Publications Tab

On this tab, enter any published articles that you would like to display on your profile.

Faculty Fields

Contact Info Biography Research Publications

Publications Heading Selected Publications

Publications Add Media Add Form Add Submissions

Paragraph B I “ Formats –

These are my publications.

Publications Link Scientific America <http://google.com>   

Do not use the Related Page Tab