Using CMS to update your Profile Page

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Getting Started

• The best time to use CMS is on the weekend or after 5:00pm. During peak times (between 8:00am-5:00pm), the system can be very slow and can freeze easily.

• Two people cannot make changes to the sociology profile at the same time. If you get a message saying the system is locked, it probably means someone else is using it. Try again later.

• CMS does not always work well with Mozilla. Internet Explorer has better compatibility.
1. Log-in to CMS

Use your Tulane ID and Password to Log in
CMS Parts

“Read” mode

Page View

Pending actions
2. Navigate to your Profile page

Go to “People”, then click on “Profile” at your name
3. Change to Edit mode

At “Page View”, change the status to “Edit” (Note: do NOT use “Author”)

This will change to “Edit” on the new screen
4. Click on the *wheel*, select “Text”
5. Edit in the new window

Don’t panic – “undo” if you make a mistake, or “Cancel”

Heading: Larger the number, smaller the heading

Text size should be set to “xlarge”
Tips for editing/adding text

• Use “Shift+Return” when you want to move to the next line
  – If you only use “Return” with no shift, it will change the formatting of your text.

• Don’t panic - use “undo” when something goes wrong.
  – There’s no way to “save” the previous version but if you hit cancel it won’t save your current version either.

• Don’t mess with fonts/cells if possible...
6. Upload new CV (in PDF)

a. Select the “Vitae” text

b. Click on the “Link” icon

Select “Link to New Uploaded File”, then upload the PDF file as instructed
7. Adding Links (email, URL)

a. Select the text/image that you want to link from

b. Click on the “Link” icon

c-1. Select “Link to Existing Page, Uploaded Document or URL” → Enter the URL

c-2. Select “Email Link” and enter email
8. Adding/Changing images

a. Select the image you want to change

Click on “New” and upload a new image

Use the current size (150 X 150) as a guide for setting how your image will appear
9. Finish editing

- Once you have made all of your changes in edit mode press “Finish” located on the bottom right hand side of the editing box.
- A new screen will come up. It will show your changes and it will be outlined in yellow.
- YOU ARE NOT DONE YET. DO NOT STOP HERE.
10. Finish, then “Submit Page”

Click on the wheel, then select “Submit Page” (not “Submit”)

The frame for this area will turn yellow after you’ve made changes.
Done!

• Go back to the page and make sure it looks the way you want to.

• Keep in mind that during the regular business hours, CMS server could get “busy” and slow. It’s best to avoid those hours to make changes to your Profile page.