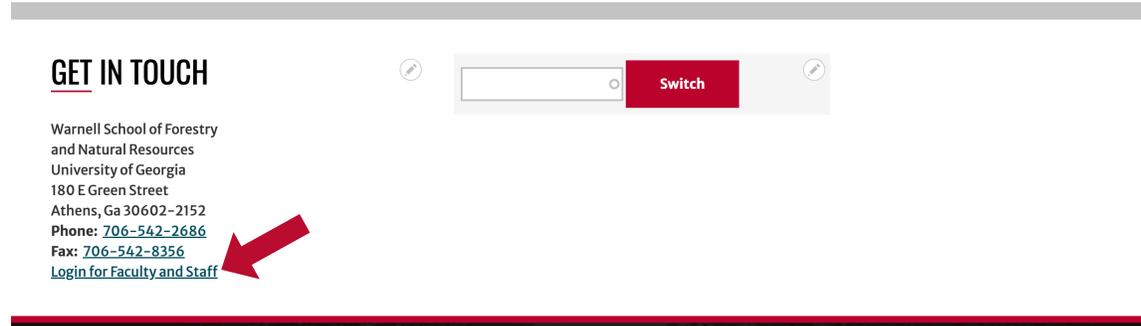


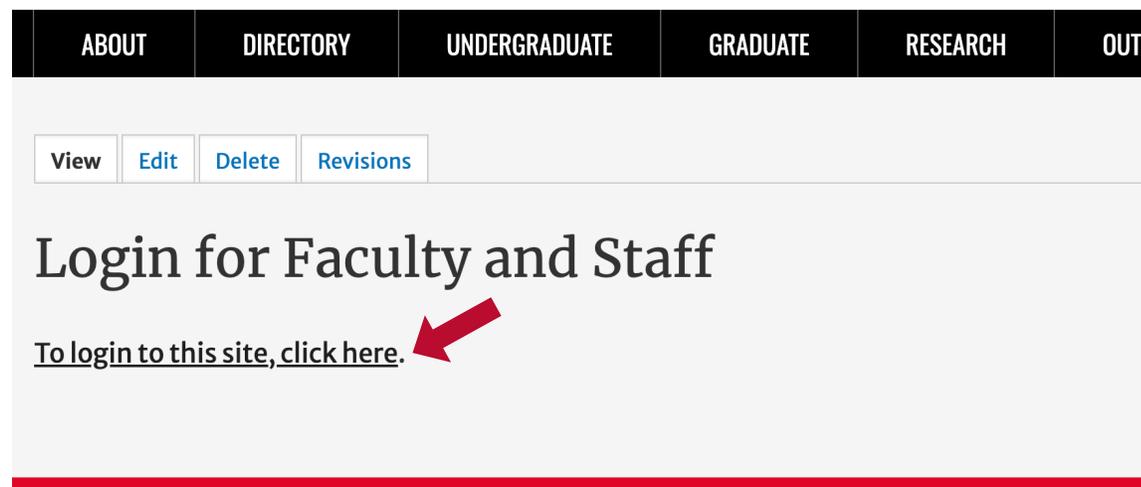


## Step 1: Log into the Warnell Website

Go to warnell.uga.edu and scroll to the very bottom. You will see a link that says “Login for Faculty and Staff.” See below. Click that link.

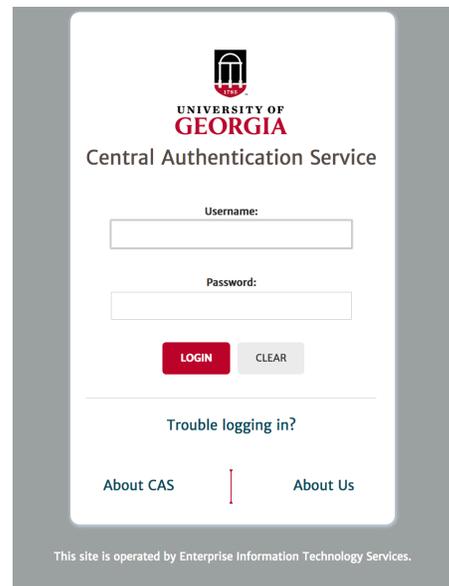


Next, you will be sent to an intermediate login page. Click the link that says “To login to this site, click here.” See below.



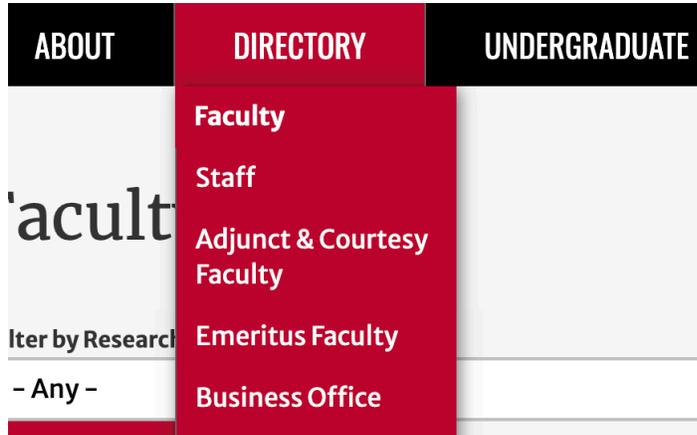
Next you will get to the CAS login screen. Login with your normal myID. Note, it may be different than your email address.

You should now be logged in. Notice the black toolbar at the very top of your screen, along with a white bar that says content. Click on the Edit Your Personnel Page to navigate to your page. If you do not have this screen, follow the directions in Step 2.

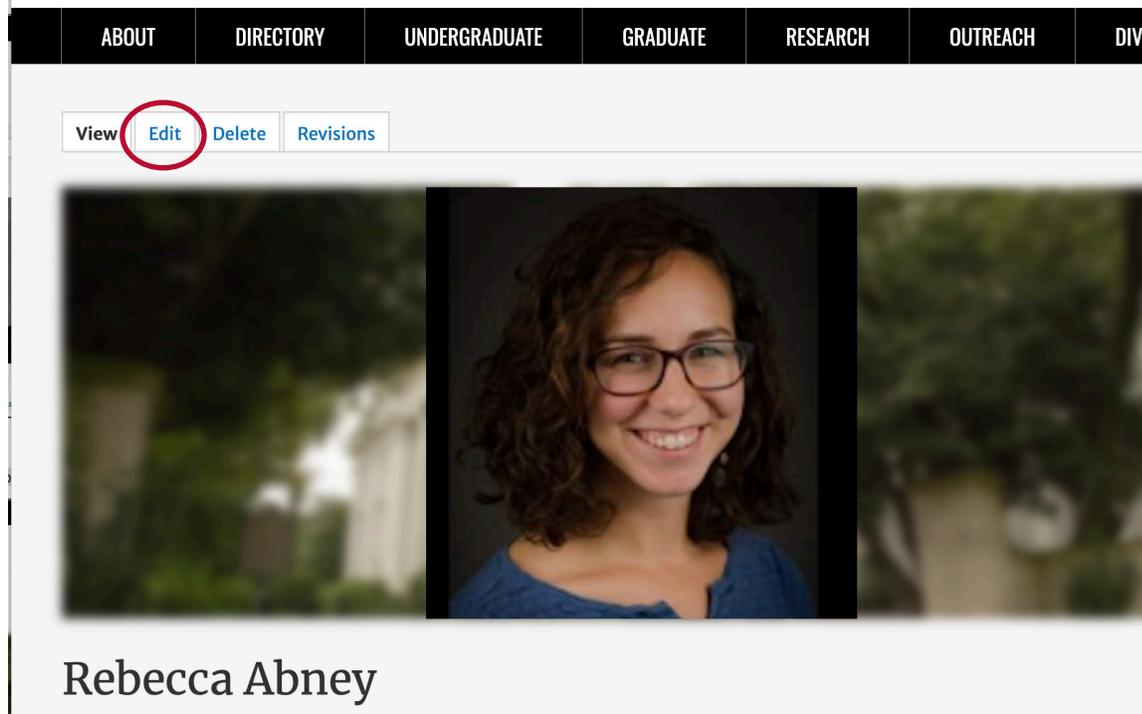


## Step 2: Navigate to Your Directory Listing and Page

Click on your image or name and it will take you to your personnel page.



It may have just your name, or more. Click on the Edit tab.





## Step 3: Make your edits

Most of the time, working on your personnel page is simple: you just fill out the fields.

**Edit Personnel Michael Adams** ☆

View Edit Delete Revisions

Home » Node » Michael Adams

**Full Name \***  
Michael Adams

**First Name \***  
Michael

**Last Name \***  
Adams

**TITLE** [Show row weights](#)

+ Adjunct Professor

+

Please enter each of your professional titles separately.

[Add another item](#)

**Published**  
Last saved: 01/30/2018 - 1:03pm  
Author: nancydh  
 Create new revision

- ▶ URL REDIRECTS
- ▶ URL ALIAS
- ▶ AUTHORING INFORMATION
- ▶ PROMOTION OPTIONS

Beyond the “Full Name,” which appears as the page title, and the “First Name” “Last Name” fields, which allow us to sort you in the directory, most fields are optional.

About Titles: You can list as many titles as you want and they will all appear on your personnel page. However only the top two will appear in the directory grid. In some places, such as when your name appears beneath articles, events, courses and graduate students, only the first title will appear.

Here are some optional fields you can fill out, including an affiliation that links to another website. This field is useful if you want to link to another UGA Department website that you have a listing on.

[Show row weights](#)

**OTHER AFFILIATIONS**

**URL**

+ Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page. Enter `<noLink>` to display link text only.

**Link text**

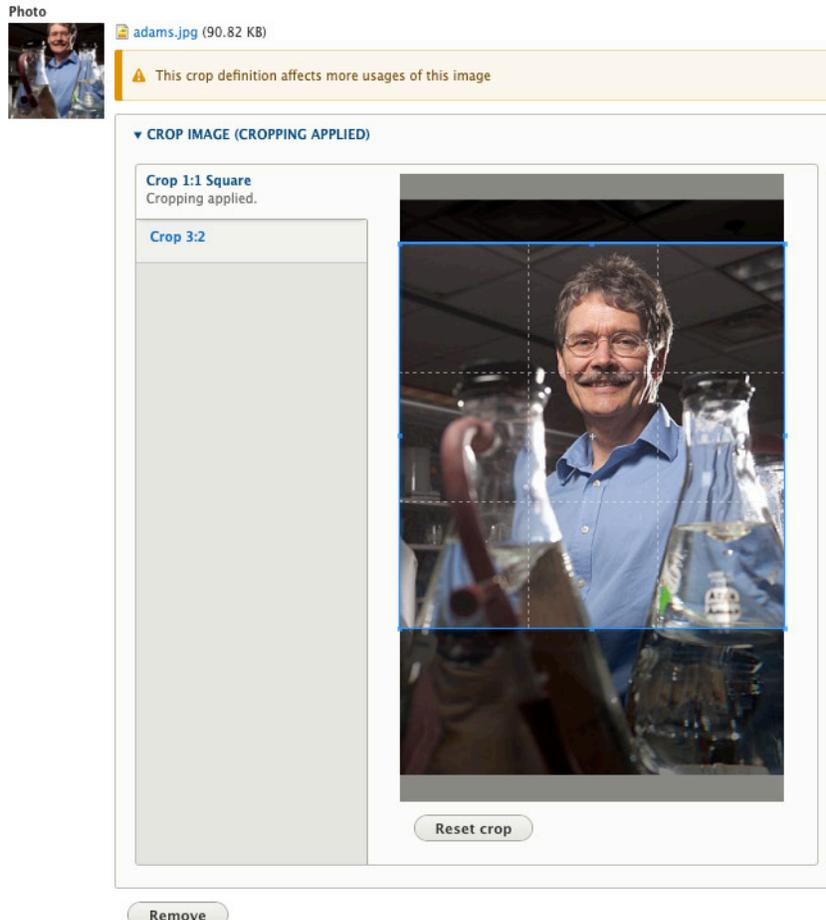
[Add another item](#)

You may also upload an image of yourself. (If you don't, a placeholder image-- often of the Arch-- appears instead).



If, after saving your page, you aren't happy with the way your image appears next to your content or in the directory or spotlight, you may elect to crop it.

“Crop 1:1 Square” is how your photo will appear next to your personnel information, and in the directory listing with other personnel.



Remove

Once you upload your image, you will have the option to crop it. The “3:2 Crop” option gives you control of how the image will appear in lists and spotlights, while the “Free Crop” determines what part of the image users will see when they view this piece of content by itself. There is a soft and hard limit to how small the 3:2 Crop option will allow you to go. If you do nothing with either of these crops, it will go with the defaults. You can always edit the cropping later.

The “Crop 3:2 Spotlight” is how it will appear if it shows up in spotlights. This cropping is particularly handy to avoid having your face or chin cut off.

If it has been a few years since you have had a profile photo taken, or if your profile photos is small (or was not taken by a professional), please consider having your photo retaken by Warnell communications staff. This ensures a high-quality photo consistent with your coworkers on the website.



## Step 4: Save your changes

When you are done working with your page, save it.

Save

Preview

You can now see your changes, which are live on your unit's site. Below you can see Annie Easley's updated personnel page.

View Edit Delete

## Annie Easley



**Computer Scientist**

**CONTACT INFORMATION**

[centaur@uga.edu](mailto:centaur@uga.edu)  
Office: Boyd  
Office Hours: MWF 1:30-3:30 pm  
Phone Number: 706-542-7670  
Lab Office: 706-544-0101  
Lab Phone: Computer Lab 0101

### DIRECTORY

- Administration
- Faculty
- [Graduate Students](#)
- [Faculty & Staff Resources](#)
- [Building Services](#)

You may want to save often in case you accidentally click away or close your browser and lose your changes.

## And my graduate students?

Similarly, Graduate Students must tag you for them to appear on your personnel page as your students. If your graduate students have not been added to the website, please submit a ticket with their name, email and any other information you would like to include.