

# Your Faculty Profile

*UBC Department of Botany Website*

Prepared by:  
IT Support  
Jan 2015

## Table of Contents

SECTION I: BACKGROUND AND PURPOSE.....	2
SECTION II: LOGGING IN TO THE DEPARTMENT OF BOTANY WEBSITE.....	2
SECTION III: CHANGING YOUR ACCOUNT DETAILS .....	3
SECTION IV: EDITING YOUR FACULTY PROFILE .....	3
Display name.....	4
Research Areas.....	4
Accept grad student.....	4
Profile Photo .....	4
Research Abstract, Academic History and My Links.....	4
Contact Information.....	5
Research Interests and Teaching .....	5
Team Members.....	6
Selected Publications .....	6
Community Work.....	6
File Browser .....	6

## SECTION I: BACKGROUND AND PURPOSE

---

Each faculty member is encouraged to edit his or her profile page, which allows information to be updated as quickly and as often as required.

On a faculty profile page, the following fields are required fields:

- Accept grad student
- Position

All other fields are optional, and it is up to the page owner to decide how much information to provide. This document describes the content update procedure.

## SECTION II: LOGGING IN TO THE DEPARTMENT OF BOTANY WEBSITE

---

To log in to the Botany website, you may use the menu “Resources”>>“Internal Users”, or access the following URL from your web browser: <http://www.botany.ubc.ca/resources/internal-users>

This will bring up the Internal Users page, as shown below.

### Internal Users

This page is intended for Botany internal users.

Registered faculty members may log in and edit their profile pages. To log in, click the CWL login icon below. You will be redirected to the UBC Campus-Wide Login (CWL) authentication page. When you type in your CWL account username and password, you will be redirected back to your profile page on this website.

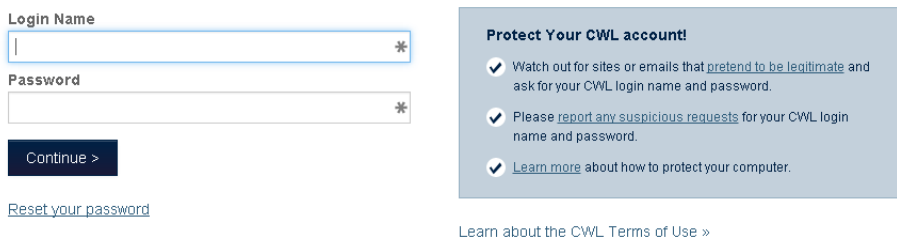


Note:

- Access to the Botany Internal Website is restricted to most of UBC's IP address ranges. If you wish to access it from an external IP address, please turn on UBC myVPN connection first. Please check <http://it.ubc.ca/services/email-voice-internet/myvpn> for more information about the UBC myVPN service. If your attempt to log in from an internal UBC IP address has failed, please report this to Botany IT Helpdesk at [helpdesk@botany.ubc.ca](mailto:helpdesk@botany.ubc.ca).
- Only registered faculty members may log in to this website and edit their profile pages. To register, please contact Botany IT Helpdesk at [helpdesk@botany.ubc.ca](mailto:helpdesk@botany.ubc.ca).

When you click on the “CWL Login” icon, you will be redirected to UBC CWL login page, as shown below.

### Campus-Wide Login Authentication

A screenshot of the CWL login page. On the left, there are two input fields: 'Login Name' and 'Password', both with asterisks on the right. Below them is a dark blue 'Continue >' button. At the bottom left, there is a link 'Reset your password'. On the right, there is a light blue box titled 'Protect Your CWL account!' containing three checklist items with checkmarks: 'Watch out for sites or emails that pretend to be legitimate and ask for your CWL login name and password.', 'Please report any suspicious requests for your CWL login name and password.', and 'Learn more about how to protect your computer.' Below this box is a link 'Learn about the CWL, Terms of Use »'.

Once you type in your CWL username and password and click “Continue”, you will be redirected back to your profile page.

### SECTION III: CHANGING YOUR ACCOUNT DETAILS

Upon logging in, your user account page will appear on the screen, along with a view of your faculty profile. To modify any account details, click the **Edit** tab located under your username.

You cannot change your CWL password through this website. You must visit <https://www.cwl.ubc.ca/myAccount/index.jsp> in order to manage your CWL account.

When you have finished making your changes, click the “Save” button at the bottom of the page. Finally, log out by clicking the “Sign out” button in the “User menu” on the left hand sidebar.

### SECTION IV: EDITING YOUR FACULTY PROFILE

By default, a faculty profile page has been created for you. From your user account page, click the **Edit** link, followed by the “Faculty Profile” tab, to update the profile.

The following sections outline the content blocks that make up your faculty profile page, along with the information fields that have been defined.

## Display name

By default, your user name in the system will be your firstname plus your lastname. However, if you wish to override this default, you may type in your display name here.

## Research Areas

These 22 research areas will be used to help website visitors filter down the faculty member list and focus on those faculty members within a specific research area. Note that only Botany research and teaching faculty members will be displayed at <http://www.botany.ubc.ca/research/research-areas> and at the filtered list page. Adjunct and Associate members will not be displayed.

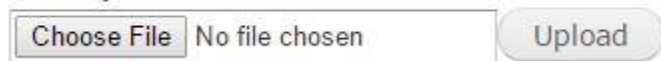
## Accept grad student

If “yes” is selected for this section, you will be automatically listed on the “Grad Supervisors” list at <http://www.botany.ubc.ca/grad/resources/grad-supervisors> .

## Profile Photo

Within the Photo block, the **Image** field may be used to upload your current photo. Please note that the image file size must not exceed 5 MB and that the minimum resolution is 200x270 pixels. If the image resolution is higher than 200x270 pixels, it will be cropped and resized to a resolution of 200x270 pixels.

### Profile photo



Click on the image and drag to mark how the image will be cropped

You will be allowed the option to crop your photo once it has been uploaded.

If you already have a profile image, you need click “Remove” button then upload a new one.

The **Image citation** field must be completed if the Department of Botany is not the copyright holder of your picture. The suggested format for this field is “©year\_when\_the\_picture\_was\_taken copyright\_holder”. For example “©2008 Elaine Simons” means that the photo was taken in 2008 and that Elaine Simons owns the copyright. You may leave this field blank if you do not intend to upload a profile picture.

## Position, Research Abstract, Academic History and My Links

The **Position** field is mandatory.


The **Research Abstract** field is a ONE SENTENCE brief description of your research areas. The content of this field will show up on your faculty profile page, research areas pages, and potential grad supervisor list. The Research Abstract content will show up above your academic history.

The **Academic History** field covers your educational background, as well as your previous employment.

The **My Links** field allows you to personalize your profile by adding third party links such as your lab website or LinkedIn profile.

## Test2 User

View Edit File browser



**staff**

**Research abstract:**  
Hadoop, virtualization, high performance computing.

**Academic history:**  
asd

**My Links:**  
asd


## Contact Information

In the next section, you are prompted for contact information which will show publicly on your faculty profile page. Keep in mind that these fields are optional – you may ignore the ones that are not applicable to you.

The contact information fields will show up directly below your profile photo.

## Test2 User

View Edit File browser



**staff**

**Research abstract:**  
Hadoop, virtualization, high performance computing.

**Academic history:**  
asd

**My Links:**  
asd

---

**Contact Information**

**Office location:** asd

**Office phone:** asd

**Lab location:** asd

**Lab phone:** asd

**Fax number:** asd

**Email address:** [asd@asd.com](mailto:asd@asd.com)

## Research Interests and Teaching

In the **Research Interests** and **Courses taught** fields, you may specify details of your current research, as well as any courses you are teaching this semester. Ideally, text and images should be combined for this purpose. The size limit for the file you upload is 5MB and your overall space limit is 200MB. For a picture file, the maximum resolution is 1200x1200 pixels.

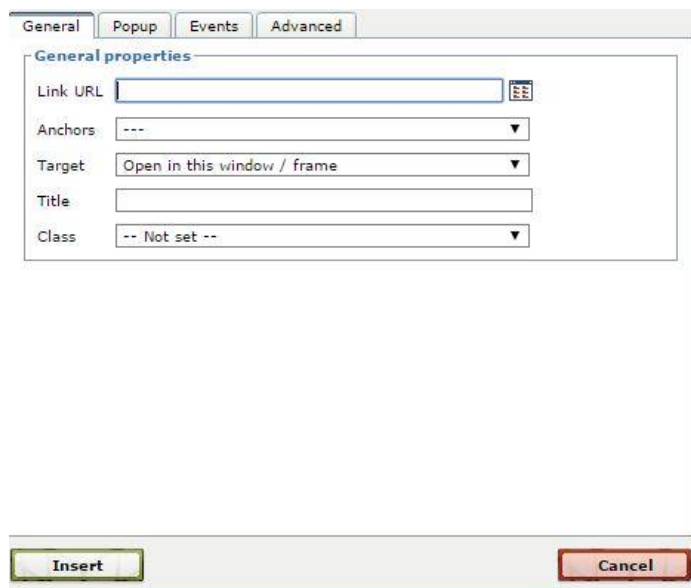
## Team Members

If applicable, enter a list of people currently working in your research lab.

## Selected Publications

In this field, you may provide a list of publications that you wish to feature on your profile. To provide the entirety of particular publications, which are too long for display, some faculty members have chosen to link the articles to the PubMed site. We recommend that the user link the listed publication to a URL on the journal website or to a citation page on PubMed.gov rather than upload the PDF file of the publication to the Botany website, unless the user has permission from the copyright holder to do so.

To insert an internet link, highlight the corresponding text and click the link icon .



The screenshot shows a dialog box titled "General properties" with the following fields:

- Link URL:
- Anchors: ---
- Target: Open in this window / frame
- Title:
- Class: -- Not set --

Buttons: Insert, Cancel

In the Insert/edit link pop-up window above, the Link URL field is used to specify the site you wish to link to. The Target dropdown box defines whether the link should open in the same window or whether it should open in a separate one. Other fields may be ignored.

Please refer to the **WYSIWYG Editor** manual for more information.

## Community Work

The **Community Work** block is dedicated to any non-academic/non-research activity that you may be involved with.

## File Browser

The screenshot shows a user profile page for 'Test2 User'. On the left, there is a 'User menu' with 'My account' and 'Sign out' options, a search bar with 'Enter search terms' and a 'Go' button, and a 'Seminars' section with a link to 'How membrane tethering, actinomyosin and microtubules organize the endoplasmic reticulum' dated 'Thu, 01/08/2015 - 4:00pm'. The main content area is titled 'Test2 User' and has tabs for 'View', 'Edit', and 'File browser'. The 'File browser' tab is circled in red. Below the tabs is a file management interface with a top bar containing 'Upload', 'Thumbnails', and 'Delete' buttons. A 'Navigation' pane on the left shows a tree view with '<root>' and a folder 'u93'. The main area is a table with columns for 'File name', 'Size', 'Width', 'Height', and 'Date'. At the bottom, it shows '0 files using 0 bytes of 200 MB'.

You may upload images and documents to the site, which can then be applied to various fields, including **Research Interests, Team Members, and Community Work**. At the bottom of the faculty profile edit page, expand the **File attachments** fieldset by clicking the + sign.

To add an image or document, click **Choose File** and select the item that you would like to upload. Click the **Attach** button to finish. Note that the file must not exceed 5 MB in size, plus your total file space limit is 200MB.

Once you have attached your image or document, its associated URL will be displayed in the fieldset. This URL should be specified when you insert the file within the body of a text field.