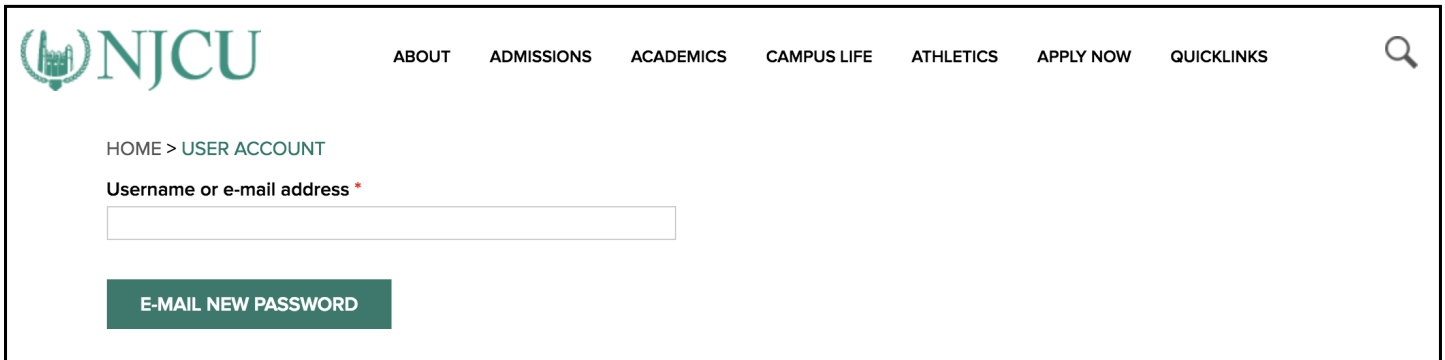# Faculty/Staff User's Guide
NEW USERS

Step 1.

Log in [HERE](#) at http://www.njcu.edu/user/password
Enter your NJCU email address and click EMAIL NEW PASSWORD.
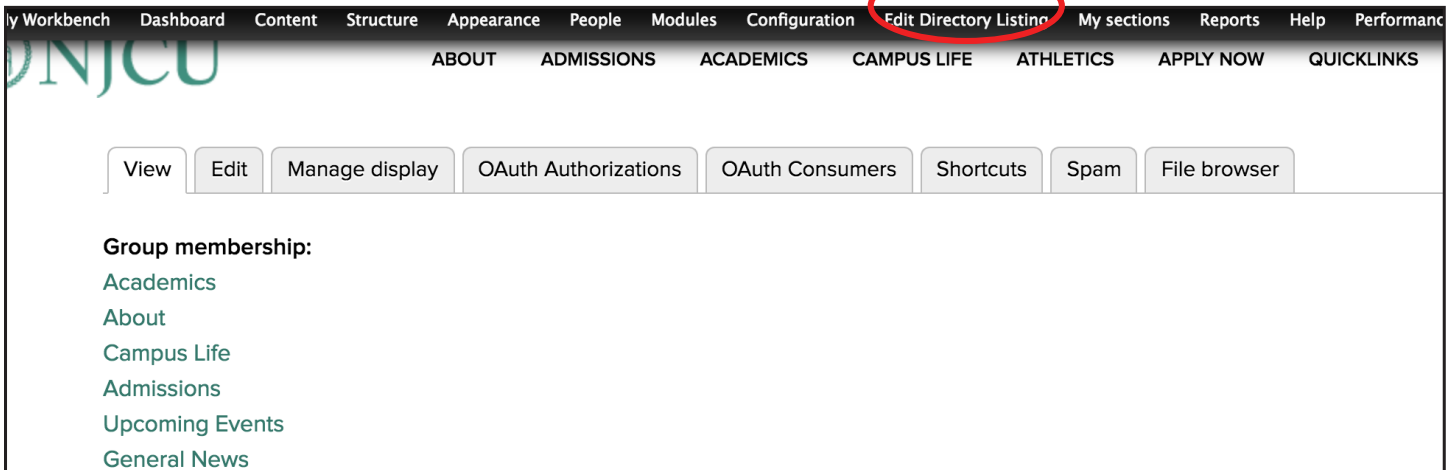Check your email and follow the steps noted.

Step 2.

After logging in, you will be directed to your user page listing your group memberships. There will be a list of options also at the top of the browser window.

Click on "Edit Directory Listing"

Step 3.

You will then be brought to a page that looks similar to this.

You will not be able to edit the PS (PeopleSoft) defaults.

Scroll down to edit your on-screen directory details.

Step 4.

As you scroll down, you will see various fields that you will be able to update, including your working title.

PLEASE NOTE: Only FACULTY will have a Faculty Profile; therefore, faculty will have several additional areas to update: Upload photo, Areas of Interest/Research, CV, Link to a faculty webpage

Job Title/Position

Academic Department
- None -

Location
H 321

School/College

Areas of Interest/Research

| B | I | U | abc | ≡ | ≡ | ≡ | ≡ | ≔ | ≔ | ≔ | ≔ | 🔗 | 🔗 | ⚑ | A | x² | x₂ | " | 🔲 Source | — | ✎ | Format ▼ | Font ▼ | Size ▼ | Styles ▼ | 🔳 ✓ ● 🖼 |

Disable rich-text

Text format

More information about text formats ⦾

Full HTML ▼

- Web page addresses and e-mail addresses turn into links automatically.
- Lines and paragraphs break automatically.

Link to Web Page

Upload CV PDF

Choose File   No file chosen   Upload

Files must be less than **256 MB**.
Allowed file types: **pdf**.
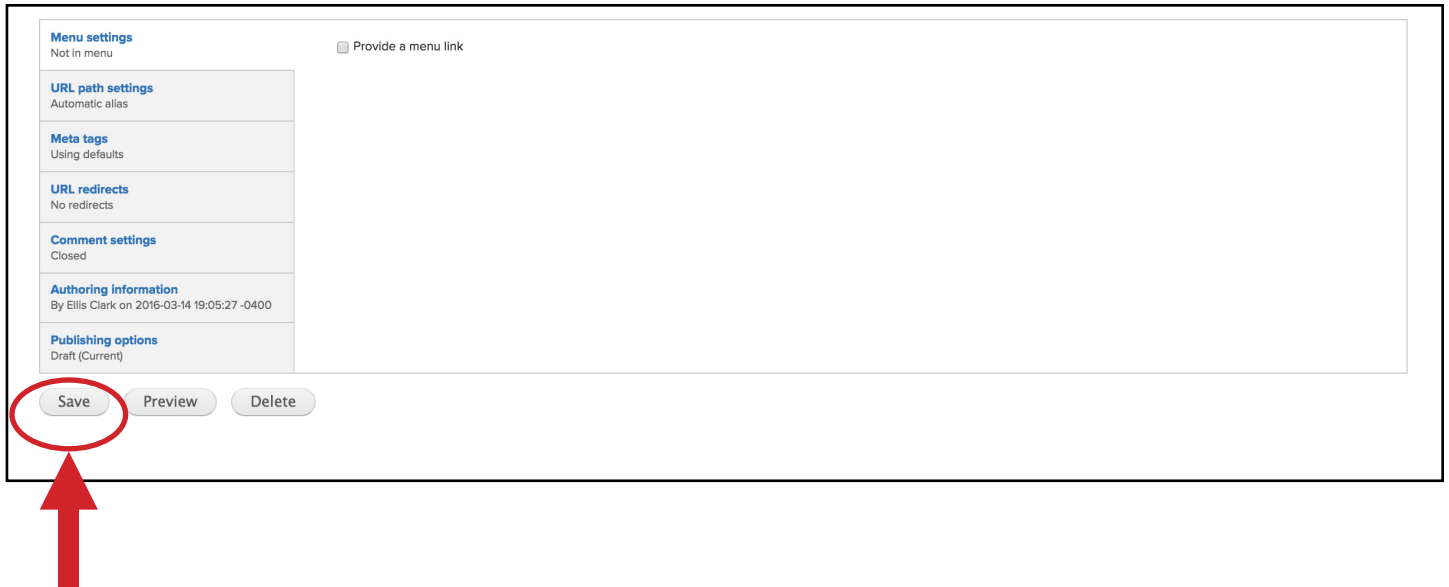
Phone Extension
3481

Email
eclark@njcu.edu

Fax

Step 5.

Once you have updated your information, scroll to the bottom left corner of your screen and click "Save". Your directory listing will now reflect your changes.

Menu settings Not in menu	☐ Provide a menu link
URL path settings Automatic alias	
Meta tags Using defaults	
URL redirects No redirects	
Comment settings Closed	
Authoring information By Ellis Clark on 2016-03-14 19:05:27 -0400	
Publishing options Draft (Current)	

Save   Preview   Delete

For further information please visit our online website resource at:
http://njcu.edu/website-resources

or

CONTACT US

Office of Marketing & Communications
Hepburn 112-D
webupdates@njcu.edu
201 -200-3425