

The background of the page features a large, light teal watermark of the University of North Carolina seal. The seal depicts a classical building with columns and a central tower, flanked by two figures. A laurel wreath encircles the building, and a shield at the bottom contains the year 1927.

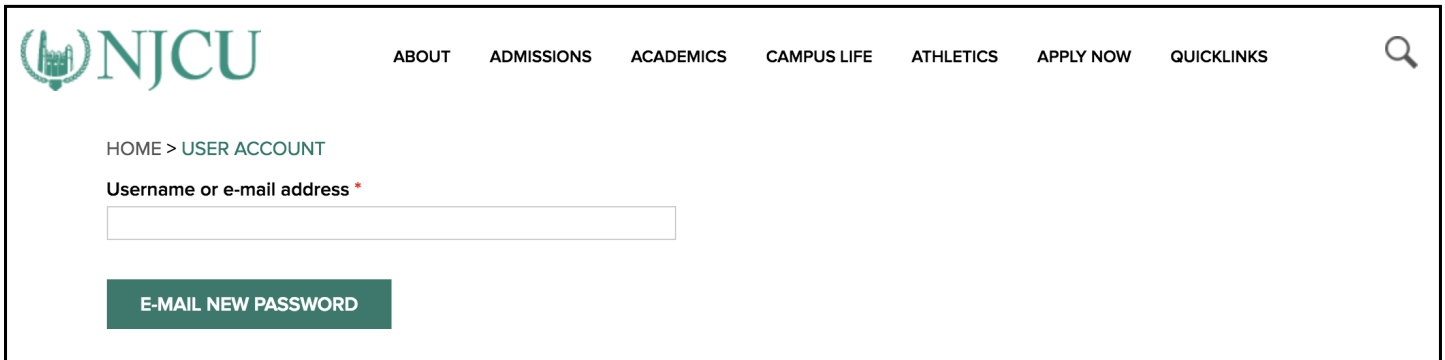
# **Faculty/Staff User's Guide**

## **NEW USERS**

1927

## Step 1.

Log in [HERE](http://www.njcu.edu/user/password) 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.

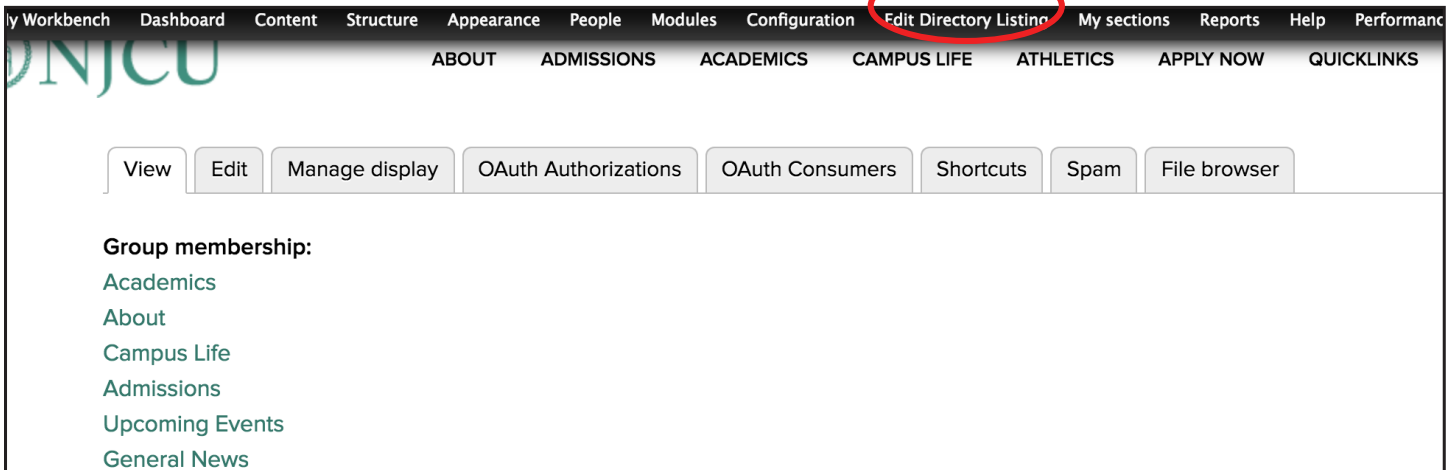


The screenshot shows the NJCU website's user account interface. At the top is the NJCU logo and a navigation menu with links: ABOUT, ADMISSIONS, ACADEMICS, CAMPUS LIFE, ATHLETICS, APPLY NOW, and QUICKLINKS. Below the navigation is a breadcrumb trail: HOME > USER ACCOUNT. A form field labeled 'Username or e-mail address' with a red asterisk is present. Below the form field is a green button labeled 'E-MAIL NEW PASSWORD'.

## 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”



The screenshot shows the NJCU user page after login. At the top is a dark navigation bar with links: My Workbench, Dashboard, Content, Structure, Appearance, People, Modules, Configuration, Edit Directory Listing (circled in red), My sections, Reports, Help, and Performance. Below this is the NJCU logo and a secondary navigation menu with links: ABOUT, ADMISSIONS, ACADEMICS, CAMPUS LIFE, ATHLETICS, APPLY NOW, and QUICKLINKS. Below the navigation is a row of buttons: View, Edit, Manage display, OAuth Authorizations, OAuth Consumers, Shortcuts, Spam, and File browser. Below the buttons is a section titled 'Group membership:' with a list of links: Academics, About, Campus Life, Admissions, Upcoming Events, and General News.

### 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.

The screenshot shows a web application interface for editing a faculty or staff profile. At the top is a navigation bar with links: My Workbench, Dashboard, Content, Structure, Appearance, People, Modules, Configuration, Edit Directory Listing, My sections, Reports, Help, Performance, Hello Ellis Clark, and Log out. Below the navigation bar is a breadcrumb trail: Home > Ellis Clark. The main heading is 'Edit FacultyStaff Ellis Clark' with a small icon. To the right of the heading are four buttons: VIEW, EDIT, MANAGE DISPLAY, and MODERATE. A yellow status bar indicates 'Status: New draft of live content.' Below this is a 'Title' field containing 'Ellis Clark' with a placeholder text 'Enter Your Full Name in Title (Example: Mary Jones)'. A section titled 'PEOPLESOFT DEFAULTS' contains several fields: PS-Lname: Clark, PS-Fname: Ellis, PS-Dept: Marketing & Communications-UA, PS-Loc: H-112-D, PS-Ext: 201-200-3481, PS-Email: eclark@njcu.edu, and PS-FSA: STAFF. Below this section are fields for 'Job Title/Position', 'Academic Department' (a dropdown menu showing '- None -'), 'Location' (containing 'H 321'), and 'School/College'. At the bottom is a section for 'Areas of Interest/Research' which contains a rich text editor with a toolbar showing various formatting options like bold, italic, underline, bulleted list, numbered list, link, unlink, source, format, font, size, and styles.

My Workbench Dashboard Content Structure Appearance People Modules Configuration Edit Directory Listing My sections Reports Help Performance Hello Ellis Clark Log out

Home > Ellis Clark

**Edit FacultyStaff** Ellis Clark

VIEW EDIT MANAGE DISPLAY MODERATE

Status: New draft of live content.

**Title \***  
Ellis Clark  
Enter Your Full Name in Title (Example: Mary Jones)

**PEOPLESOFT DEFAULTS**

**PS-Lname:**  
Clark

**PS-Fname:**  
Ellis

**PS-Dept**  
Marketing & Communications-UA

**PS-Loc:**  
H-112-D

**PS-Ext:**  
201-200-3481

**PS-Email:**  
eclark@njcu.edu

**PS-FSA:**  
STAFF

**Job Title/Position**

**Academic Department**  
- None -

**Location**  
H 321

**School/College**

**Areas of Interest/Research**

B I U abc Format Font Size Styles

### 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 abe [list icons] Source [dropdown] Format [dropdown] Font [dropdown] Size [dropdown] Styles [dropdown] [calendar icon] [link icon] [image icon]

Disable rich-text

Text format

Full HTML

More information about text formats ?

- 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

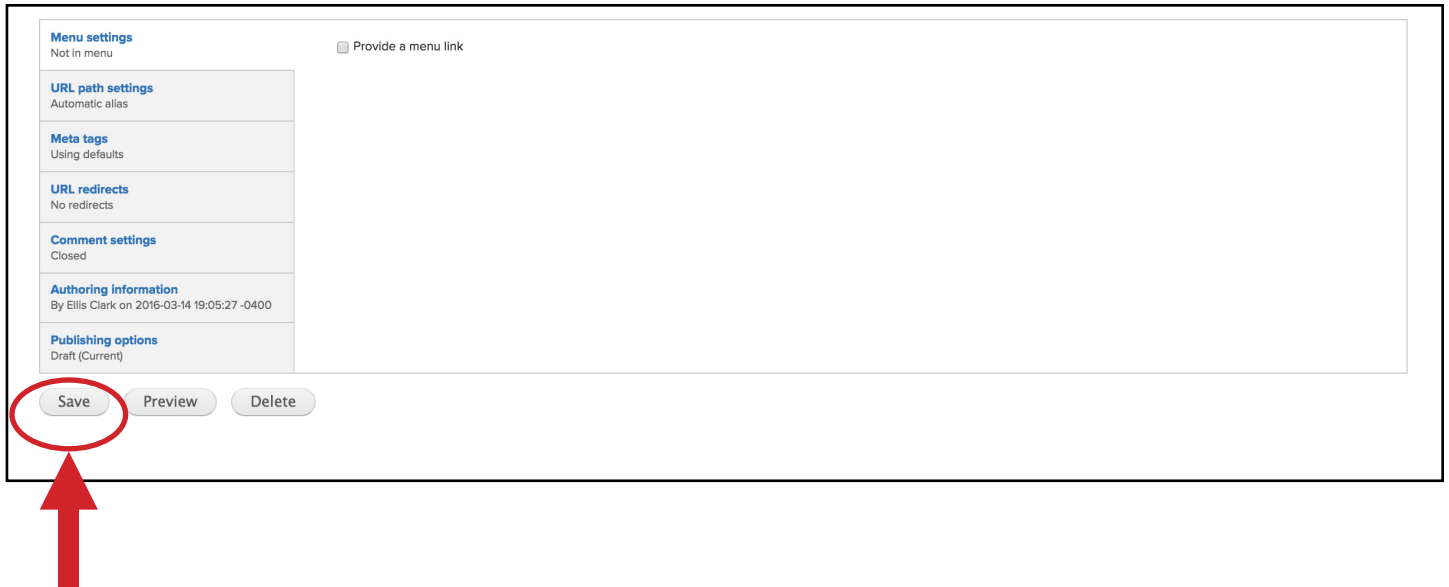
Email

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.



The screenshot shows a web form for editing a directory listing. On the left is a sidebar with several sections: 'Menu settings' (Not in menu), '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), and 'Publishing options' (Draft (Current)). To the right of the sidebar is a large text area with a checkbox labeled 'Provide a menu link'. At the bottom of the form are three buttons: 'Save', 'Preview', and 'Delete'. The 'Save' button is circled in red, and a large red arrow points to it from below.

**For further information please visit our online website resource at:**

<http://njcu.edu/website-resources>

or

CONTACT US

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201 -200-3425