



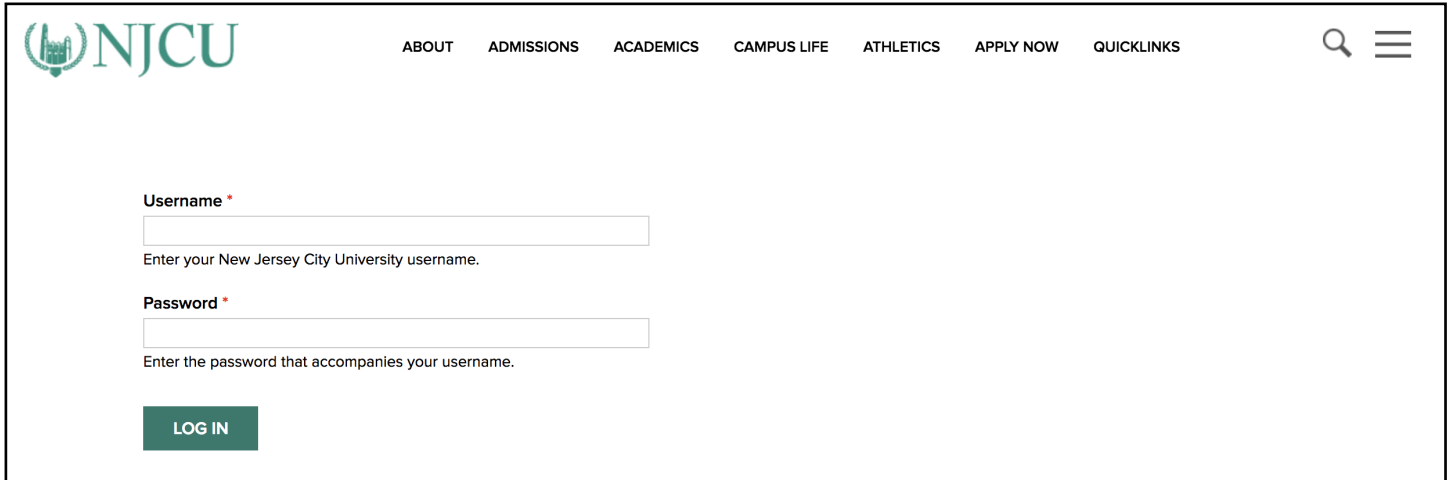
Faculty/Staff User's Guide

EXISTING USERS

Those who have previously logged into the new and current NJCU website

Step 1.

Log in to your account by visiting njcu.edu/user



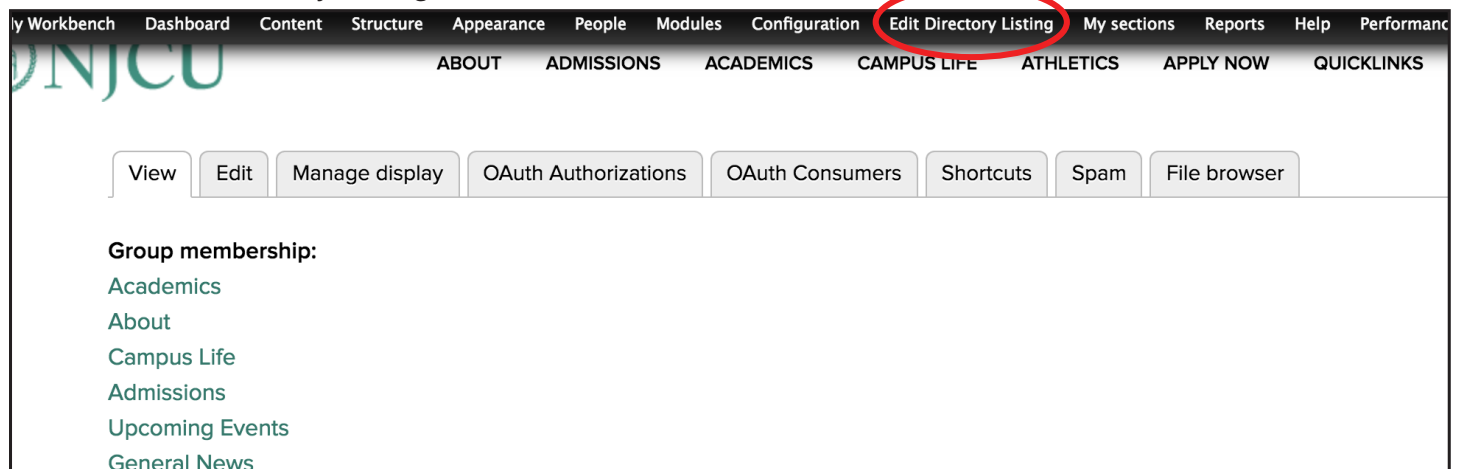
The screenshot shows the NJCU user login page. At the top is the NJCU logo and a navigation menu with links: ABOUT, ADMISSIONS, ACADEMICS, CAMPUS LIFE, ATHLETICS, APPLY NOW, and QUICKLINKS. Below the navigation is a search icon and a hamburger menu icon. The main content area contains a login form with two input fields: 'Username' and 'Password'. Below the 'Username' field is a hint: 'Enter your New Jersey City University username.' Below the 'Password' field is a hint: 'Enter the password that accompanies your username.' At the bottom of the form is a green 'LOG IN' button.

NOTE: This log in screen is for faculty/staff who are content editors on the [NJCU.edu](https://njcu.edu) website. If you do not have a username and password, please see the **NEW USERS** guide.

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. At the top is a dark navigation bar with links: My Workbench, Dashboard, Content, Structure, Appearance, People, Modules, Configuration, Edit Directory Listing, My sections, Reports, Help, and Performance. Below the navigation bar is the NJCU logo and a navigation menu with links: ABOUT, ADMISSIONS, ACADEMICS, CAMPUS LIFE, ATHLETICS, APPLY NOW, and QUICKLINKS. Below the navigation menu 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. A red arrow points to the 'Edit Directory Listing' link in the top navigation bar.

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 displays a web application interface for editing a faculty or staff profile. The top navigation bar includes links such as 'My Workbench', 'Dashboard', 'Content', 'Structure', 'Appearance', 'People', 'Modules', 'Configuration', 'Edit Directory Listing', 'My sections', 'Reports', 'Help', 'Performance', 'Hello Ellis Clark', and 'Log out'. Below this, a breadcrumb trail shows 'Home > Ellis Clark'. The main heading is 'Edit FacultyStaff Ellis Clark', accompanied by action buttons: 'VIEW', 'EDIT', 'MANAGE DISPLAY', and 'MODERATE'. A status message indicates 'Status: New draft of live content.' The form is divided into sections. The 'PEOPLESOFT DEFAULTS' section contains fields for '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, there are fields for 'Job Title/Position', 'Academic Department' (a dropdown menu currently showing '- None -'), 'Location' (H 321), and 'School/College'. At the bottom, there is a section for 'Areas of Interest/Research' which includes a rich text editor with a toolbar for formatting, font, size, and 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	<input type="text"/>
Academic Department	- None -
Location	H 321
School/College	<input type="text"/>
Areas of Interest/Research	<div> </div> <div style="height: 200px;"></div>
Disable rich-text Text format Full HTML <ul style="list-style-type: none"> • Web page addresses and e-mail addresses turn into links automatically. • Lines and paragraphs break automatically. More information about text formats ?	
Link to Web Page	<input type="text"/>
Upload CV PDF <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/> Files must be less than 256 MB . Allowed file types: pdf.	
Phone Extension	3481
Email	eclark@njcu.edu
Fax	<input type="text"/>

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 settings interface with a sidebar on the left containing the following 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
- Publishing options**
Published

At the top right of the main content area, there is a checkbox labeled "Provide a menu link".

At the bottom of the form, there are three buttons: "Save", "Preview", and "Delete". The "Save" button is circled in red, and a red arrow points to it from below.

For further information please visit our online website resource at:

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

or

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