

The logo of the New Jersey City University (NJCU) is centered on the page. It features a stylized illustration of a city skyline with several prominent buildings, including a tall, pointed skyscraper. The skyline is encircled by a laurel wreath. Below the wreath, within a shield-like shape, is the year "1927".

Faculty/Staff User's Guide

NEW USERS

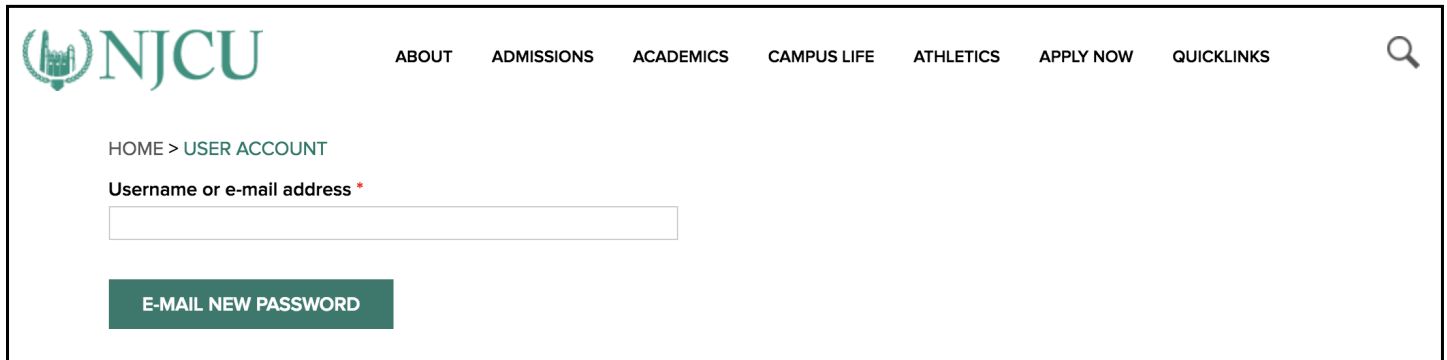
Those who have never logged into the new and current NJCU Website.

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.

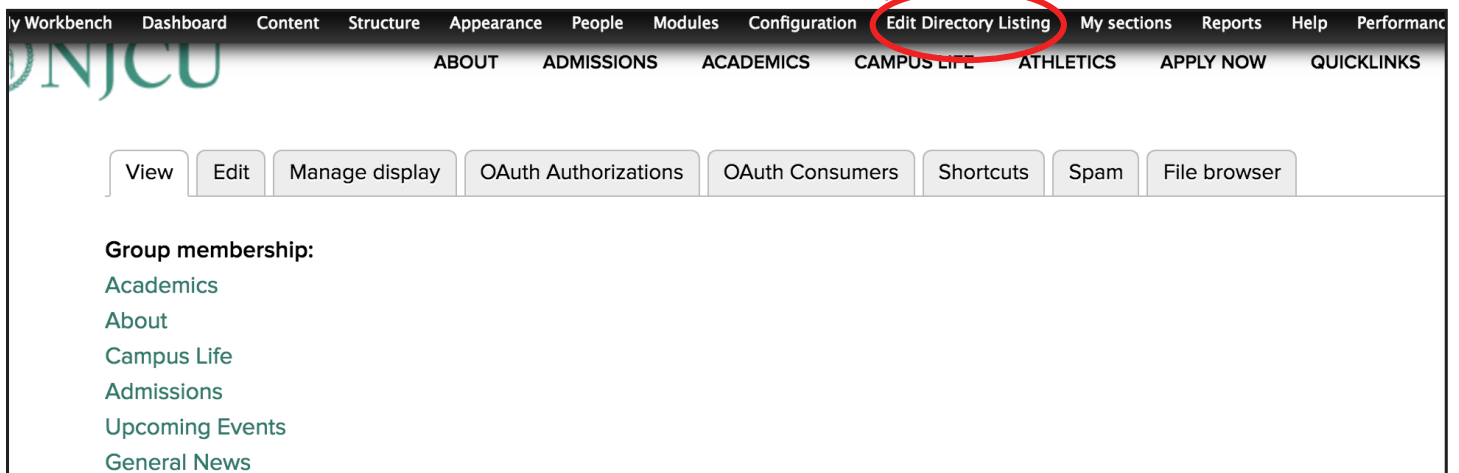


The screenshot shows the NJCU website's user account page. At the top is the NJCU logo and a navigation menu with links: ABOUT, ADMISSIONS, ACADEMICS, CAMPUS LIFE, ATHLETICS, APPLY NOW, and QUICKLINKS. Below the navigation is a breadcrumb trail: HOME > USER ACCOUNT. The main content area has a label 'Username or e-mail address' followed by an empty text input field. Below the input 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 (highlighted with a red circle and a red arrow pointing to it), 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 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 the navigation bar, the page title is 'Edit FacultyStaff Ellis Clark'. On the right side of the title bar, there are four buttons: 'VIEW', 'EDIT', 'MANAGE DISPLAY', and 'MODERATE'. A status message at the top of the main content area reads 'Status: New draft of live content.' The main content area contains several form fields and sections:

- Title:** A text input field containing 'Ellis Clark' with a placeholder text 'Enter Your Full Name in Title (Example: Mary Jones)'.
- PEOPLESOFT DEFAULTS:** A section containing 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'
 - PS-FSA:** 'STAFF'
- Job Title/Position:** A text input field.
- Academic Department:** A dropdown menu currently showing '- None -'.
- Location:** A text input field containing 'H 321'.
- School/College:** A text input field.
- Areas of Interest/Research:** A section with a rich text editor toolbar and a large text area for input.

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> B I U abe List Bulleted List Numbered List Link Unlink Image Video Audio Embed Code Source Format Font Size Styles Calendar Giphy YouTube Print </div> <div> </div> </div>
<p>Disable rich-text</p> <p>Text format</p> <p>Full HTML</p> <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. There is a checkbox labeled "Provide a menu link" to the right.
- 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 bottom of the form, there 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

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