

**Directions for updating your Faculty Profile Page on the FSPH website-**  
*Updated Aug. 6, 2014*

To access and update your profile please follow these instructions:

- 1) Go to [ph.ucla.edu/user](http://ph.ucla.edu/user)
- 2) Login with your email address and password. If you've forgotten your password you can request a new one here - <http://ph.ucla.edu/user/password>.
- 3) Go to the top navigation menu and click on the 'Faculty' button in the blue bar. This will take you to the faculty database landing page.
- 4) Enter your last name in the search field under the 'FSPH Faculty' header and press 'Go'. Once your name and photo displays, click on your name to go to your full profile.

The screenshot displays the 'Faculty' page of the FSPH website. On the left is a blue sidebar with navigation options: 'LOG OUT', 'FACULTY' (with sub-links for Directory, Spotlight, Honors, and Resources), 'BOOKSHELF' (with book covers for 'Women's empowerment and fertility', 'Gendered differences in the predictors of sexual initiation among young adults in Cebu, Philippines', and 'Pharmaceutical Economics'), and 'ALL PUBLICATIONS'. The main content area is titled 'Faculty' and includes filters for 'View published', 'New draft', 'Moderate', and 'Node export'. A text block describes the faculty's role at the UCLA Fielding School of Public Health. An 'OF NOTE' section highlights that 15 faculty members have been elected to the Institute of Medicine. Below this is the 'FSPH FACULTY' search section with fields for 'Department', 'Last Name', and 'Expertise', and a 'Go »' button. Four faculty profiles are shown: Emily Abel (Health Policy and Management), Abdelmonem A. Afifi (Biostatistics), Sangeeta Ahluwalia (Health Policy and Management), and Ellen Alkon (Health Policy and Management).

—please continue—

- 5) Just below your name, you'll see some or all of the following tabs:
- **'view published'** (this is the version the public sees)
  - **'view draft'** (you'll only see this tab if you've made edits before but haven't published/saved them yet)
  - **'edit draft'** (you'll only see this tab if you've made edits before but haven't published/saved them yet—**this tab will lead you to the back end where you can edit the page**)
  - **'new draft'** (click here to make new edits to your profile). Once you select 'new' or 'edit draft', please make any necessary updates.
  - **'moderate'** (this tab will lead you to a page where you can publish your profile with new edits by choosing 'Published' from the dropdown and hitting 'Apply.')

The screenshot shows the UCLA Fielding School of Public Health website. At the top, there are navigation tabs: ABOUT FSPH, CURRENT STUDENTS, PROSPECTIVE STUDENTS, ALUMNI AFFAIRS, and GIVE TO THE SCHOOL. Below these are more navigation options: DEGREES AND ACADEMICS, FACULTY, RESEARCH, NEWS, and CALENDAR. A search bar is located on the right. On the left sidebar, there is a 'LOG OUT' button and a 'FACULTY' section with links to Faculty Directory, Spotlight on Faculty, Faculty Honors, and Resources for Faculty. At the bottom of the sidebar are links for SITE DOCUMENTATION & HELP. The main content area displays the profile for Ellen Alkon. It includes tabs for 'View published', 'View draft', 'Edit draft', and 'Moderate'. A green checkmark icon indicates that the profile has been updated. Below this, her title 'Adjunct Professor Emeritus' is shown. A section titled 'Departments' contains a table:

Departments	Type of Faculty
Health Policy and Management	Emeriti

Below the table, her expertise is listed as 'Children and Families' and 'Public Health Advocacy'. To the right of the text is a portrait photo of Ellen Alkon.

- 6) Choose 'Edit draft' and begin editing your page.
- 7) When your edits are complete, scroll to the bottom of the page- under **'Moderation State'** and select **'Published'**.
- Important Note:** Before editing your page, please look at the **highlighted instructions** on the next page for directions on how to properly copy and paste from another website or from Microsoft Word into your faculty profile webpage. It is important to follow those steps to avoid any complex formatting issues that may occur from basic copy-pasting.
- 8) Finish by clicking **'Save'**
- 9) Once you've saved your updates, **please notify the appropriate person in your department** (listed below) so they can migrate the latest version of your profile to the department website's faculty listing. They can also provide assistance in updating your profile if necessary
- Health Policy and Management - Anna Park ([apark@ph.ucla.edu](mailto:apark@ph.ucla.edu));
  - Environmental Health Sciences - Nancy Gonzalez ([ngonzalez@ph.ucla.edu](mailto:ngonzalez@ph.ucla.edu));
  - Community Health Sciences - Jennifer O'Brien ([jobrien@ph.ucla.edu](mailto:jobrien@ph.ucla.edu));
  - Epidemiology – Joy Miller ([jdmler@ph.ucla.edu](mailto:jdmler@ph.ucla.edu));
  - Biostatistics – Cliffod Kravit ([ckravit@mednet.ucla.edu](mailto:ckravit@mednet.ucla.edu))

## ADDITIONAL NOTES TO KEEP IN MIND

- When updating your profile, please be sure to select your **areas of expertise** in the 'Expertise' drop down menu. This information allows users to find your profile when searching for faculty who have a specific interest area. It will also be used by the School's Associate Dean for Research to send tailored grant opportunities to FSPH faculty with specific expertise. If a term is not listed, please contact us and we will add it to the list.
- Please note that we've added a **new field** where you can indicate your availability to serve as a faculty advisor or in a graduate degree committee (Doctoral advisory, MS Thesis Committee Member, etc.).
- The dimensions of your **photo** should be 250x250, otherwise the photo may not crop correctly.
- We recommend that you avoid copy/paste as this can introduce extraneous code that might be visible on the published version. If you need to paste text from another source, please remove all formatting first.

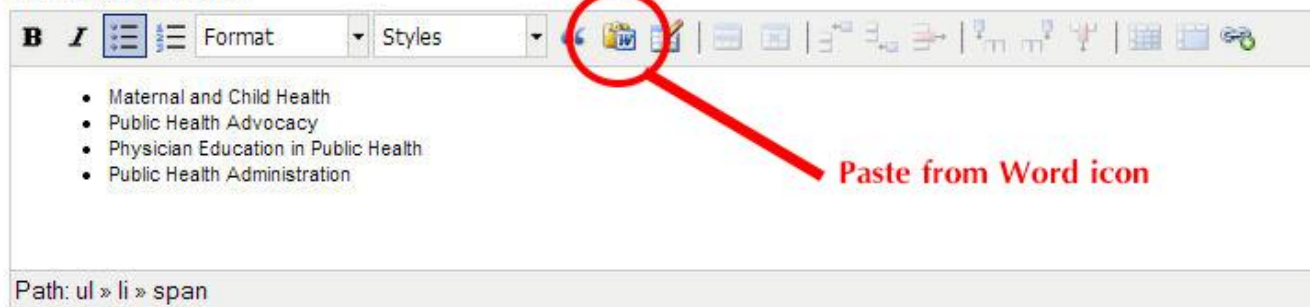
### If pasting from a Word document:

- 1) Open the document in Word,
- 2) Do a "select all" (ctrl+A)
- 3) "Copy" (ctrl+C)
- 6) On your profile page, click the icon that indicates "Paste from Word" (see screenshot below)
- 7) Paste the text (ctrl+V) into the Paste from Word pop up
- 8) Click "Insert"

### If pasting from another website:

- 1) Highlight the text
- 2) Copy the text (ctrl+c)
- 3) Open Microsoft Word on your PC
- 4) Paste the text(ctrl+v)
- 5) Copy the text from Word
- 6) On your profile page, click the icon that indicates "Paste from Word" (see screenshot below)
- 7) Paste the text into the Paste from Word pop up
- 8) Click "Insert"

### Areas of Interest



Path: ul » li » span

Disable rich-text

Please go into more detail on expertise's and specific interests of the faculty member.