Drupal Profile Sites for Faculty, Staff, and/or Administrators

How to Register for a Site (for both new and existing staff)
1. Open a web browser (Chrome or Firefox work best) and enter http://profiles.santarosa.edu/user
2. Enter your Outlook username and password to become an Authenticated User.
3. That is all for now. I.T. will verify your credentials and change your role to Content Administrator for your site within 24 hours. Once your role has changed, you may return to the above link, login, and be able to edit your site content.

How to View Your Site as a User
1. Open a web browser and enter http://profiles.santarosa.edu/firstname-lastname, substituting your first name for firstname and your last name for lastname.
2. Your web page should appear in your browser window.
3. Personal and contact information is found on the left side of the page.
4. To the right, notice the default “tabbed” appearance for other content. The first time you visit your site (click the tabs to display content), all information displayed is that which was copied from CATE to your Drupal site.

How to Login to Edit Your Site
1. You will not be able to edit your site until you have registered as described above, and I.T. has approved you as a content administrator, which will take up to 24 hours after you register.
2. Once those steps are complete, open a web browser and enter http://profiles.santarosa.edu/user
3. Enter your Outlook username and password to log in.

How to Change/Edit Your Site Content Within Drupal
1. Once you log in, you will be taken to your personal landing page. This page will list your name, with two buttons underneath to View or Edit. These buttons relate to information about you as a user and will not get you to a place where you can edit your site.
2. To edit your page, navigate to it by either by entering the URL in the browser address bar, or go to http://profiles.santarosa.edu/, navigate to your page from the index of all staff on that page, and then click on the Edit button.
3. After any changes or edits, always be sure to click Save at the bottom of the page.

How to Logout of Your Site
Open a web browser and enter http://profiles.santarosa.edu/user/logout
Content Imported From SIS (Cannot Edit in Drupal)

1. The tabs that you see in your profile will vary depending on whether you have office hours and classes in SIS that were imported into your profile, and which tabs you filled out in Drupal. Here is an example of a faculty member with content brought in from SIS:

   ![Profile Example](image)

2. **Classes** and **Office Hours** tabs - cannot be edited in Drupal as they are pulled from the SIS database. If you want to change your Office Hours, you must do so in SIS.

Page Layout and Editing Options

1. **Expanded** – this is the first option you have for change (or leave as-is). Here is where you can choose if you want your information to appear in separate tabs (Default - Expanded – No option) or in one long list, like your previous CATE page (Expanded – Yes option).

   ![Page Layout Options](image)
2. Next, you will see five tabs, General, Education, Biography, Information and Links:

3. The first tab, General, corresponds to the information that appears in the left sidebar of your page and under the Schedule tab:
   - General – name, photo upload, position, office location, telephone number and fax number
   - Schedule – an optional free text area where faculty and staff can post detailed scheduling information

4. The remaining four tabs correspond to the information that appears in the main body of your page:
   - **Education** – contains the following subheadings:
     - Education
     - Academic Experience
   - **Biography** – contains the following subheadings:
     - Bio
     - Work and Consulting Experience
     - Professional Areas of Interest
     - Professional Involvement and Community Service
   - **Information** – contains the following subheadings:
     - Presentations and Publications
     - Honors and Awards
     - Note – you can add anything in here that might not fit into another field
   - **Links** – External link field

5. The tabs all feature the Drupal WYSIWIG (What You See Is What You Get) editing interface for each of their free text fields. A separate document is available on the [Drupal Faculty / Staff Sites page](http://it.santarosa.edu/drupal) (http://it.santarosa.edu/drupal then navigate to the page via the menu on the left) on the most common features used within the WYSIWYG editor. This content was contributed by Corrine Haverinen.