



CBU Website Faculty and Staff Profile Management Manual

Before you get started

One of the first things prospective students want to know when choosing a college is who their professors will be. So the time and effort you put in to keeping your individual profile current and interesting will return to you in the form of students enrolling in your courses. Please keep the following guidelines in mind as you develop a plan for effectively managing your profile:

1. List your degrees in descending order with your highest degree listed first.
2. Complete as many of the provided fields as possible so that current and prospective students can see your preparation and accomplishments and better appreciate the path that led you to CBU.
3. Double check all information in your profile for accuracy and currency.
4. Update your profile periodically to reflect recent accomplishments such as degrees completed, publications, presentations, honors and recognitions, etc.

**Please proceed to the next page for detailed instructions
on how to create and update profiles.**

Creating a new profile

- 1) Go to the following web address:
<http://www.calbaptist.edu/facultydirectory/Default.aspx>
 - a. In the menu on the right side (shown below), select under “Directory Database” either: “Create Faculty” or “Create Staff” and complete the form. To submit, click the “Submit” button at the bottom of the form.



- 2) **You will receive a confirmation e-mail. Click the “activate” to activate your account.**

This will take you to a webpage (shown below.) Click on the blue “Update” button to complete your activation.



- 3) Your profile is now created, activated, and published to the website. If you are staff, you may log in anytime to update your information. If you are Faculty you will want to log in to add additional detailed information and or update your existing information.

Logging in to update or add information to your profile

- 1) Go to: <http://www.calbaptist.edu/facultydirectory/Default.aspx> . In the menu on the right side, select “Log In” under “Directory Database” as shown below.



- 2) Log in using your complete CBU E-Mail address as your User Name, and enter the password either supplied to you or the one you entered when registering with this system. If your password was supplied, you should change it to a password you will remember.
- 3) Once logged in, you may update each of the content fields. Be sure to click the “Update” button at the bottom of the form to apply your changes.

Changing or recovering your password

- 1) Go to: <http://www.calbaptist.edu/facultydirectory/Default.aspx>:
 - a. In the menu on the right side, select “Password Recovery” under “Directory Database” as shown below, then continue as prompted.



- b. You will receive an e-mail whereby you are to click on a link to affirm that you have requested the password change. Your password is then changed.

Adding or changing your photo

Since most users do not have access to photo editing software (e.g., Photoshop) and to maintain consistency of quality throughout the system, adding or changing photos is not enabled at the user level.

If you would like to have your photo added or changed, please send a note (with your photo attached as a jpeg file) to websupport@calbaptist.edu and we will make the change for you.

Need help? Send a note to websupport@calbaptist.edu