Changing a Faculty/Personal Page:

1. Find the Personnel Folder in your department’s folder and click the Faculty and Staff content item.
2. Click edit and Ektron will display a screen similar to the one below.

![Image of Ektron interface]

3. Click the list modifier (Purple Box to the left of Staff’s name). A box appears that allows you to insert a new Faculty member above, or below the selected one, you can also duplicate, move or remove the faculty member.

4. After inserting a new line, or if you want to select a new faculty member for a line, click the folder to the right of the Faculty’s name. It should open the screen below; give Ektron a minute.
to find all the faculty members or you will end up with a blank screen.

5. Locate the desired Faculty and click ok. When inserting faculty members please follow the usual hierarchy of Department Head, faculty in alphabetic order, technicians or admin support people, and list the emeritus professors in the text box at the bottom of the page.

6. When finished with the desired edit click the publish button in the top left of the page. To check and make sure the edits turned out the way you wanted click the hyperlink under the Aliases tab. The updates will sync out to the live site at 5:00 p.m.