

## Introduction

Cascade Server is a powerful web content management system designed with end-users in mind. By providing advanced tools to maintain the most complex websites, Cascade Server can give you the functionality you need with the simplicity you desire. Cascade Server is accessible through any Internet-connected browser and is as easy as email. Unlike current web content management solutions, Cascade Server helps organizations maintain a higher quality, standards-compliant web site, while providing deployment flexibility, a zero footprint client and a fast implementation.

**NOTE: Faculty will only have access to edit their own profile.**

## Objectives

- Logon to the Cascade Server to access your account
- Navigate to your Faculty Profile
- Update your Faculty Profile information
- Upload your Faculty Vitae
- Upload your Faculty Profile image
- Publish your Faculty Profile

## Login

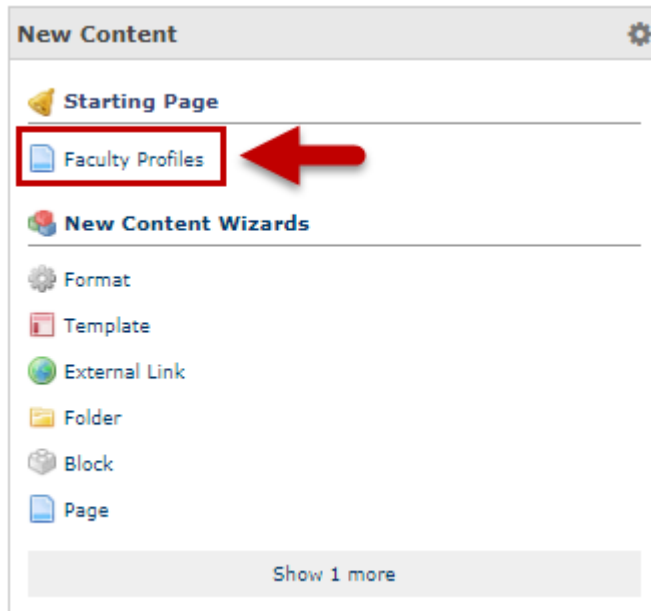
1. To logon to the **Cascade Server**, go to <http://www.csueastbay.edu/cascade> .
2. For the **Username**, type your **NetID**, and then type your **Password**.



Remember me

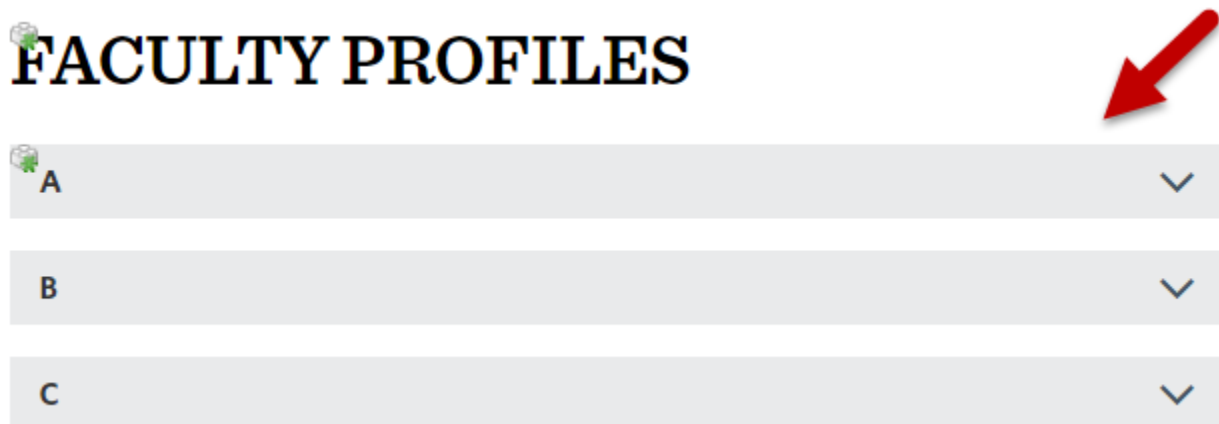
## Navigate to the Profile

3. In the section **New Content**, under **Starting Page**, Click the **Faculty Profiles** link.



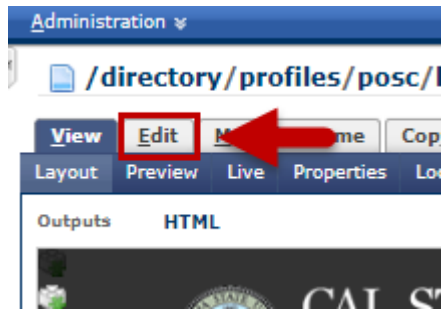
4. Faculty Profiles are listed by last name. Under **Faculty Profiles**, expand the accordion with the first letter of your last name.

## FACULTY PROFILES



5. Locate your name then select it.

6. To edit your Faculty Profile, click the Edit tab.



## Update the Faculty Profile Information


7. The Yellow Stars represent the required fields. Make sure all the required fields are correct.

**Note: There will not be an option to input your courses as they are automatically populated.**

The screenshot shows a web interface for editing a faculty profile. At the top, there are tabs for 'View', 'Edit', 'Move/Rename', 'Copy', 'Publish', 'Relationships', and 'More'. Below these are sub-tabs for 'Content', 'Metadata', 'System', and 'Outputs'. The main content area is divided into two sections: 'Inline Metadata' and 'Faculty Profile'. In the 'Inline Metadata' section, there are four input fields: 'Last Name' (with a yellow star and the value 'Doe'), 'First Name' (with a yellow star and the value 'John'), 'Middle Initial', and 'Credentials'. The 'Faculty Profile' section has a 'Title' field (with a green plus icon and the value 'Faculty'), a 'Curriculum Vitae (PDF or Word document)' field with a red minus icon, a search icon, and a '[ Search ]' button, and a 'Profile Image (147x197)' field with a red minus icon, a search icon, and a '[ Search ]' button.

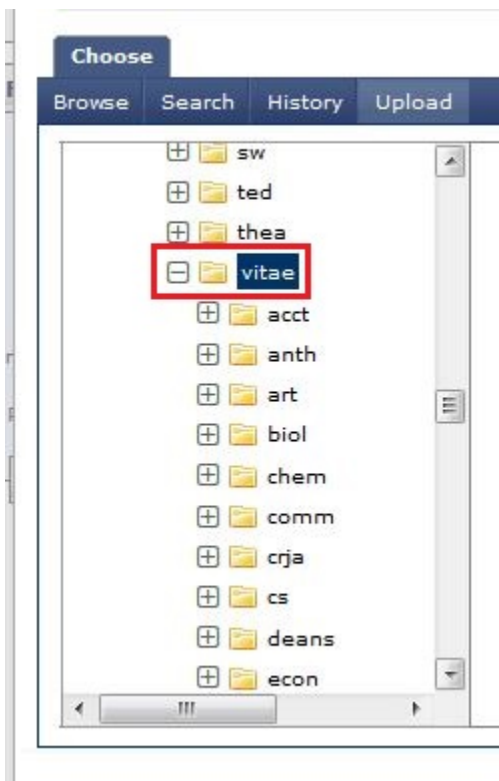
## To Upload your Curriculum Vitae in PDF or Word format

**Note: You must have an electronic version your Curriculum Vitae to complete this step.**

8. To browse to the Vitae folder, click the window icon  .

The screenshot shows the same web interface as above, but for a different user profile. The 'Inline Metadata' section shows 'Last Name' (Norman) and 'First Name' (Jesse). The 'Faculty Profile' section shows 'Title' (Lecturer) and 'Curriculum Vitae (PDF or Word document)' field with a search icon. A red box highlights the search icon in the CV field. The 'Profile Image (147x197)' field also has a search icon. The top navigation tabs are 'View', 'Edit', 'Copy', 'Publish', 'Delete', and 'Advanced'. The sub-tabs are 'Content', 'Metadata', 'System', and 'Configurations'. The URL in the address bar is '/directory/profiles/ted/normanjesse'.

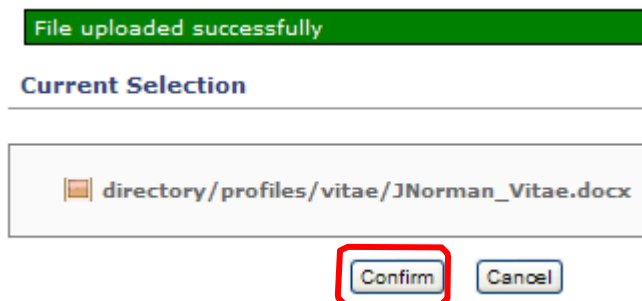
9. In the left navigation window, select the **vitae** folder.



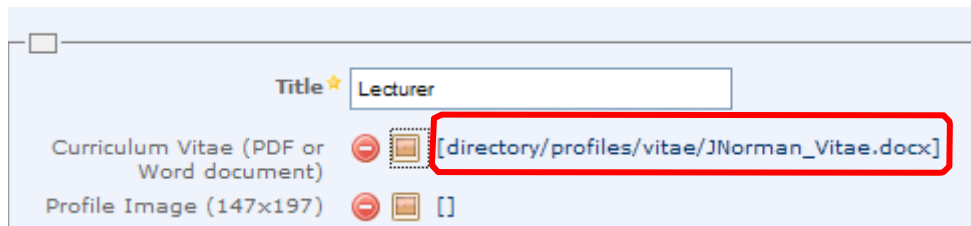
- 10. Select your department folder.
- 11. Click the **Upload** tab.
- 12. Click the **Browse** button to locate the vitae.



- 13. Once your file is selected, click the **Upload** button.
- 14. Click the Confirm button.



15. The vitae has successfully been added.



The screenshot shows a form with the following fields:



- Title** (with a star icon): A text input field containing the word "Lecturer".
- Curriculum Vitae (PDF or Word document)**: A field with a red minus icon, a document icon, and a red-bordered box containing the file path "[directory/profiles/vitae/JNorman\_Vitae.docx]".
- Profile Image (147x197)**: A field with a red minus icon, a document icon, and empty square brackets "[]".

## To Upload your Faculty Image

**Note:** Photos uploaded to the faculty profile pages must comply with local, state, and federal statutes, including but not limited to laws concerning decency, privacy, and copyright. Only portraits of faculty members will be accepted – logos, icons, avatars, and graphics are not acceptable.

**Note:** The profile image size should be (147x197) pixels.

16. Click the **browse** button next to Profile Image

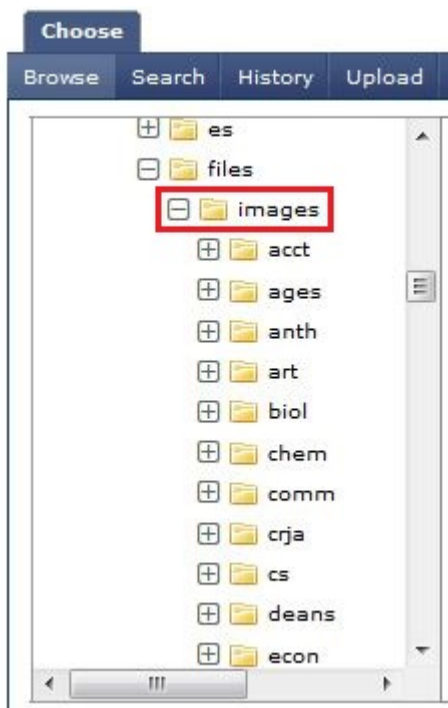
Profile Image (147x197)   

17. In the left navigation window, select the **directory** folder.

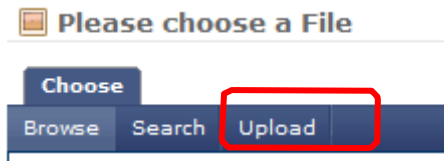
18. Select the **profiles** folder.

19. Select the **files** folder.

20. Select the **image** folder.



21. Select your department folder.
22. Click the **Upload** tab.



23. Click the **Browse** button to locate the image.
24. Once your file is selected, click the **Upload** button.
25. Click the **Confirm** button.
26. For your Contact Information, Title, College and Department, confirm the information.
27. Write a Brief Description and Professional Focus.
28. Under **Education**, type your Degree and the Awarded Institution.

29. Click the **+** sign to add additional degrees.
30. In the sections, **Publications, Presentations, Grant Awards, Service & Other Accomplishments**, copy and paste the information from your **curriculum vitae**.
31. In the **Web Site** box, input your name and your personal website's address.

32. Once you have filled out all the information, click **Submit**.

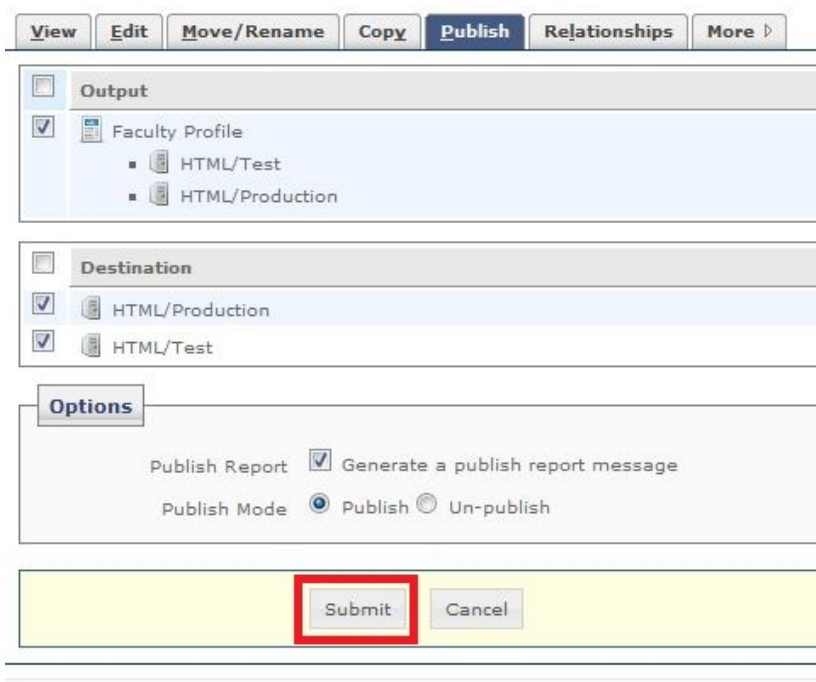


## Publish your Faculty Profile

33. If this is OK, **click** the **publish** tab to publish the web page.



34. Leave the HTML/Production and HTML/Test boxes checked and click **Submit**.



35. The window below appears with a message, " **Publish message sent successfully.**"



**You have successfully updated and published your faculty profile!**