

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

- In the section **New Content**, under **Starting Page**, Click the **A-Z Index** link.

New Content

Starting Page

- A-Z Index**

New Content Wizards

- Format
- Template
- External Link
- Folder
- Block
- Page

Show 1 more

Last Updated 60 or more days ago

- Stale (63921)
- Fresh (8068)

- Under **Campus Directories** select **Faculty Profiles**.

Campus Directories

- Directory Search
- Colleges & Departments
- Faculty Profiles**
- Administrative Divisions & Departments
- A-Z Index

A-Z Directory

CSUEB Home > Campus Directories > A-Z Index

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O

A

- [Academic Advising and Career Education](#)
- [Academic Calendar](#)
- [Academic Senate](#)
- [Academic Offices](#)
- [Academic Programs and Graduate Studies](#)
- [Accessibility Services](#)
- [Accessibility Services Forms and Policies](#)
- [Accounting & Fiscal Services](#)

In an Emergency Dial 911

5. Faculty Profiles are listed by last name. Under **Faculty Profiles**, click the first letter of your last name.
6. Locate your name then click the link.



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



Update the Faculty Profile Information

8. 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 'Metadata' sub-tab is active, showing an 'Inline Metadata' section with fields for 'Last Name' (Doe), 'First Name' (John), 'Middle Initial', and 'Credentials'. Below this is the 'Faculty Profile' section, which includes a 'Title' field (Faculty), a 'Curriculum Vitae' field (with a search icon), and a 'Profile Image' field (with a search icon).

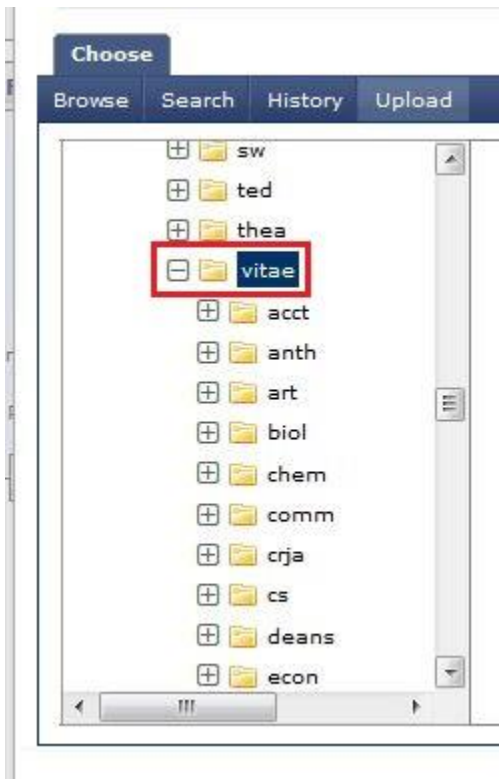
To Upload your Curriculum Vitae in PDF or Word format

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

9. To browse to the Vitae folder, click the file icon   .

The screenshot shows the same web interface as above, but now the 'Curriculum Vitae' field is highlighted with a red box. The 'Title' field is set to 'Lecturer'. The 'Curriculum Vitae' field has a search icon and a folder icon next to it, indicating the upload process.

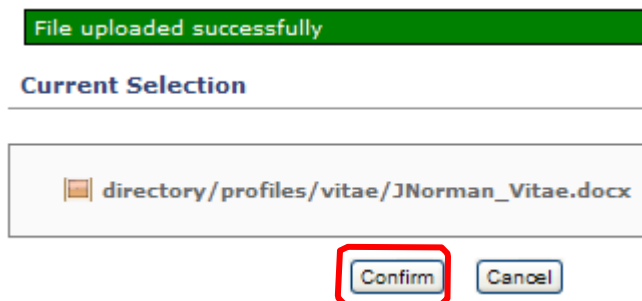
10. In the left navigation window, select the **vitae** folder.



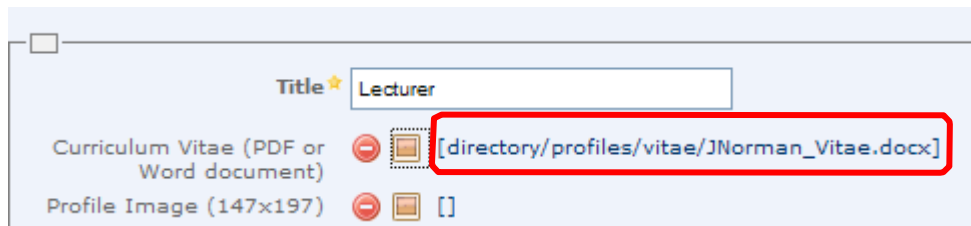
- 11. Select your department folder.
- 12. Click the **Upload** tab.
- 13. Click the **Browse** button to locate the vitae.



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



16. The vitae has successfully been added.



The screenshot shows a form with the following fields:

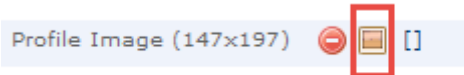
- Title** (with a star icon): A text input field containing the word "Lecturer".
- Curriculum Vitae (PDF or Word document)**: A field with a red minus icon, a document icon, and a red-bordered box containing the file path "[directory/profiles/vitae/JNorman_Vitae.docx]".
- Profile Image (147x197)**: A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

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

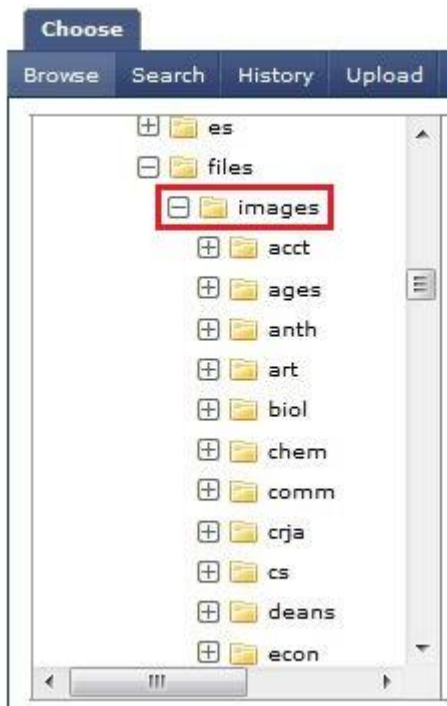


18. In the left navigation window, select the **directory** folder.

19. Select the **profiles** folder.

20. Select the **files** folder.

21. Select the **image** folder.



22. Select your department folder.

23. Click the **Upload** tab.



24. Click the **Choose File** button to locate the image.

25. Once your file is selected, click the **Upload** button.

26. Click the **Confirm** button.

27. For your Contact Information, Title, College and Department, confirm the information.

28. Write a Brief Description and Professional Focus.

29. Under **Education**, type your Degree and the Awarded Institution.



30. Click the **+** sign to add additional degrees.

31. In the sections, **Publications, Presentations, Grant Awards, Service & Other Accomplishments**, copy and paste the information from your **curriculum vitae**.

32. In the **Web Site** box, input your name and your personal website's address.



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

Publish your Faculty Profile

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



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



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



You have successfully updated and published your faculty profile!