

## 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**

- Login 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 login to the **Cascade Server**, go to <u>http://www.csueastbay.edu/cascade</u>.
- 2. For the **Username**, type your **NetID**, and then type your **Password**.

Login		
Username		
Password		
- Remember me	Locia	
Remember me	Login	

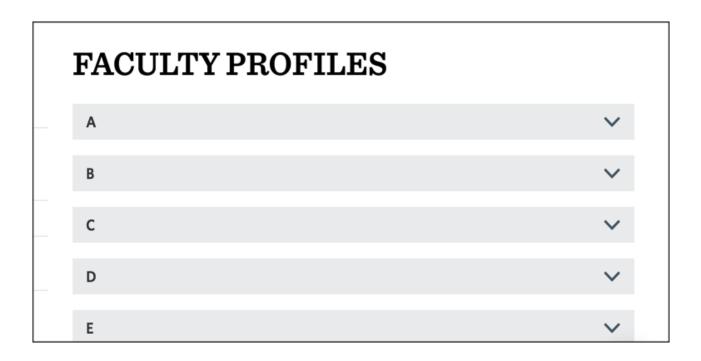


# Navigate to your Faculty Profile

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

C SITE: Go to a Site V		My Content Q Search U ~ =
Welcome back John Doe + Add Widget C Reset Dashboard	New Content (iii) csueb Starting Page index	Notifications You have no notifications
		Content to Review

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



5. Locate your name then select it.



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

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# **Update the Faculty Profile Information**

7. The Red 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.** 

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	Name *								
Joh Mide	n lle Initial								
M	entials								
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Title		(1/2)							
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# 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 upload your Vitae, click on **Choose File**.

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	culum Vitae Choose File		rd document			

9. In the right navigation window, select the Upload tab

Choose a file	Cancel	Choose
Recent Browse Upload	from your comput	er

10. **Drag and drop** your Vitae in the box **or click on choose to browse** for it on your local machine.



# 11. To select a placement folder for you Vitae, select **profile**.

Choose a file	Cancel	Choose
Select a placement folder Current selection: CSUEB: /directory/profile	s/instructions	
CSUEB  CSUEB / directory / profiles		

# 12. Scroll to the bottom and select the last page

## 13. Select the vitae folder

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۲	iii vitae
	Path directory/profiles/vitae
	Created 9 years ago
	Last Modified a year ago
	< 1 2 3 >



### 14. Select your **department's folder**

Choose	e a file	Cancel	Choose
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15. Select Choose in the top right hand corner

Choose a file	cel	Choose
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o soc		

16. The vitae has successfully been added.



## 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 Choose File button next to Profile Image

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	le Image (14 Choose File	-				

- 17. In the left navigation window, select the **upload** tab
- 18. Drag and drop you image in the box or
- 19. Select **Choose to browse** for the image on your local computer

Choose a file	Cancel	Choose
Recent Browse Upload		
Drop a file here or choose one f	rom your comput	er



#### 20. Select Profiles

Select a placement folder
Current selection: CSUEB: /directory/profiles/files
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CSUEB / directory profiles
profiles
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- 21. Select **files folder**, (click on folder not the radio button)
- 22. Select the **image folder**, (click on folder not the radio button)
- 23. Select your department's folder, (click on folder not the radio button)
- 24. Select Choose

Select a placement folder	
Current selection: CSUEB: /directory/profiles/files/images/art	
CSUEB	
CSUEB / directory / profiles / files / images / art	
Image: A set and a set and a set and a set a	
Path directory/profiles/files/images/art	
Created	
7 years ago Last Modified	
a year ago	IJ



# **Publish your Faculty Profile**

#### 33. Select Preview Draft

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## 34. After previewing what the page will look like, select Submit

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Draft - Page: Sample Profile	Discard 💉 Edit 🖵 Comments 访 Details 🚥 More
CSUEB / directory / profiles / instructions / sample-profile	This is a draft. Click Submit to save changes.
EAST BAY Rising in the East	

- 35. Enter comments for changes made
- 36. Click on Check Content & Submit.

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	Submit now or perfor	m guided cor	tent checks.							
	Submit		Check Content &	Submit						



#### 34. After previewing what the page will look like, select **Publish**

SITE: CSUEB	<ul><li>↓</li></ul>	Add Content Site Content	<b>.</b>		My Content	Q Search	] ~ ≡
SITE CONTENT	$\bigcirc$		Edit	Publish	🖵 Comm	nents (i) Det	ails ••• More
		Current - Page: Sample Profile					Output: HTML 🗸
geog		CSUEB / directory / profiles / instructions / sample-profile					

#### 35. The default settings should have everything checked

## 36. Click on Submit

Publish folder	Cancel	Submit
Generate a publish report		
Select one or more destinations to publish to:		
Destination		
Production		
Contraction Test		
Publish Summary You will be publishing to destination(s) <b>Production, Test</b> .		

# You have successfully updated and published your faculty profile!