

Creating a new faculty profile

Creating a faculty profile involves 2 parts:

1. [The Shared Content profile](#)

Shared Content is material that is intended to be used in more than one place at the same time. This efficient practice is encouraged within the UBCMS. Shared Content is created once and then can be displayed many times. Different people can control production of the shared content, completely independent of the people responsible for the pages where it is being displayed. Once the shared content reference is set up, new shared content can flow onto unit webpages, without any need for further involvement by the authors maintaining those pages.

In summary, shared content is a highly effective means of:

- Being consistent when using the same information.
- Updating all instances of information simultaneously.
- Providing authoritative sources of information.
- Reinforcing the UB brand (for University-Wide and Authoritative content).
- Sharing common feeds, such as news and campus events feeds.

2. [Host page](#)

When you use shared content in your site, one of your regular pages acts as a 'host' to provide the navigation and header/footer elements. For example, when you include shared content through a Shared Content Reference, the shared content is immediately displayed on that regular webpage, which acts as the host.

Part 1: Shared Content profile

Step 1:

- Open the [UBCMS](#) and navigate to Shared Content > College of Arts and Sciences > [Department]
 - o Note: there are 2 different CAS folders. Make sure to select the one where your department is listed (</content/shared/arts-sciences/> or </content/shared/cas/>).
- Find your department.
- Open Faculty Profiles (could be titled as "Department Faculty", "Faculty" , "Meet Our Faculty").

Experience Manager

Faculty Profiles

Start Offset Load All Select All Create













Title	Name	Modified	Published	Template	Operation	Workflow
Name, Facul	Name, Faculty	faculty-template-psc	4 hours ago Anshul M Dayavaan	Not published	Faculty Profile Template (Authoritative Content)	
Anderson, C	Anderson, Collin	anderson-collin	Oct 5, 2021 Mary E O'Brien	Oct 5, 2021 Mary E O'Brien	Faculty Profile Template (Authoritative Content)	
Battista, Jarr	Battista, James	battista-james	Jan 14, 2021 Mary E O'Brien	Jan 14, 2021 Mary E O'Brien	Faculty Profile Template (Authoritative Content)	
Benson, Mic	Benson, Michelle	benson-michelle	Apr 11, 2022 Mary E O'Brien	Apr 11, 2022 Mary E O'Brien	Faculty Profile Template (Authoritative Content)	
Campbell, Jr	Campbell, James	campbell-james	Jan 14, 2021 Mary E O'Brien	Jan 14, 2021 Mary E O'Brien	Faculty Profile Template (Authoritative Content)	
Danilovic, V	Danilovic, Vesna	danilovic-vesna	May 10, 2021 Mary E O'Brien	May 10, 2021 Mary E O'Brien	Faculty Profile Template (Authoritative Content)	
Donahue, Sh	Donahue, Shawn	donahue-shawn	Mar 15, 2021 Mary E O'Brien	Mar 15, 2021 Mary E O'Brien	Faculty Profile Template (Authoritative Content)	
Eagles, Mun	Eagles, Munroe	eagles-munroe	Aug 18, 2021 Mary E O'Brien	Aug 18, 2021 Mary E O'Brien	Faculty Profile Template (Authoritative Content)	
Hinkle, Rach	Hinkle, Rachael	hinkle-rachael	Jan 14, 2021 Mary E O'Brien	Jan 14, 2021 Mary E O'Brien	Faculty Profile Template (Authoritative Content)	
Kathman, Ja	Kathman, Jacob	kathman-jacob	Aug 30, 2021 Mary E O'Brien	Aug 30, 2021 Mary E O'Brien	Faculty Profile Template (Authoritative Content)	
Lamb, Charl	Lamb, Charles	lamb-charles	May 26, 2022 Mary E O'Brien	May 26, 2022 Mary E O'Brien	Faculty Profile Template (Authoritative Content)	
Lee, Jieun	Lee, Jieun	lee-jieun	Aug 4, 2022 Mary E O'Brien	Aug 4, 2022 Mary E O'Brien	Faculty Profile Template (Authoritative Content)	
Matthews, A	Matthews, Abigail	matthews-abigail	Aug 7, 2020 Mary E O'Brien	Aug 7, 2020 Mary E O'Brien	Faculty Profile Template (Authoritative Content)	

Step 2:

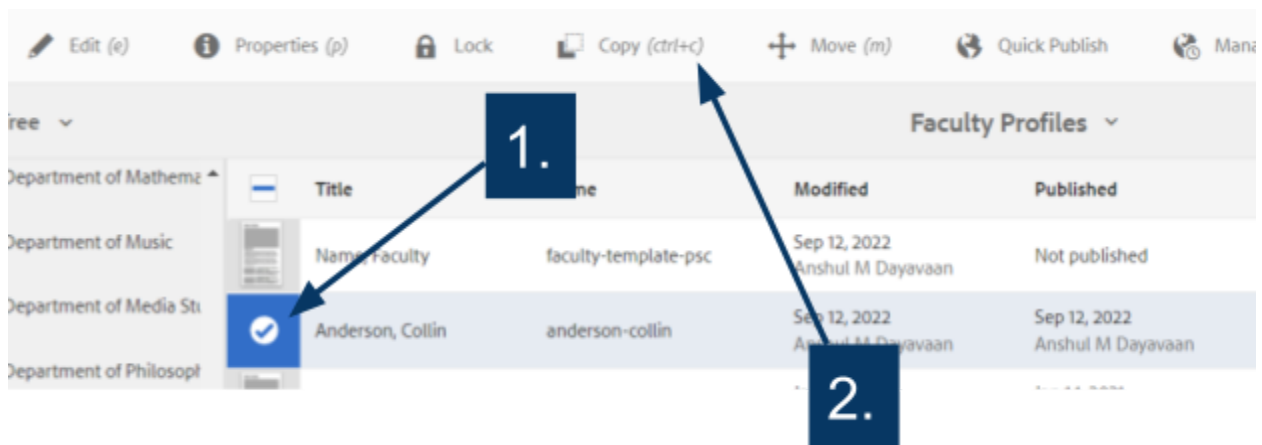
- Find and select any one of the already existing faculty profiles. For this example, we are using the profile of Anderson, Collin.

Faculty Profiles ▾

Start Offset * Load All

<input type="checkbox"/>	Title	Name	Modified	Published	Template
	Name, Faculty	faculty-template-psc	Sep 12, 2022 Anshul M Dayavaan	Not published	Faculty Profile Template (Authoritative Content)
	Anderson, Collin	anderson-collin	Sep 12, 2022 Anshul M Dayavaan	Sep 12, 2022 Anshul M Dayavaan	Faculty Profile Template (Authoritative Content)
	Battista, James	battista-james	Jan 14, 2021 Mary E O'Brien	Jan 14, 2021 Mary E O'Brien	Faculty Profile Template (Authoritative Content)
	Bell, Sam	bell-sam	Sep 15, 2022 Mary E O'Brien	Sep 15, 2022 Mary E O'Brien	Faculty Profile Template (Authoritative Content)
	Benson, Michelle	benson-michelle	Apr 11, 2022 Mary E O'Brien	Apr 11, 2022 Mary E O'Brien	Faculty Profile Template (Authoritative Content)
	Campbell, James	campbell-james	Jan 14, 2021 Mary E O'Brien	Jan 14, 2021 Mary E O'Brien	Faculty Profile Template (Authoritative Content)
	Danilovic, Vesna	danilovic-vesna	Sep 15, 2022 Mary E O'Brien	7 days ago Mary E O'Brien	Faculty Profile Template (Authoritative Content)
	Donahue, Shawn	donahue-shawn	Mar 15, 2021 Mary E O'Brien	Mar 15, 2021 Mary E O'Brien	Faculty Profile Template (Authoritative Content)
	Eagles, Munroe	eagles-munroe	Aug 18, 2021 Mary E O'Brien	Aug 18, 2021 Mary E O'Brien	Faculty Profile Template (Authoritative Content)
	Hinkle, Rachael	hinkle-rachael	7 days ago Mary E O'Brien	7 days ago Mary E O'Brien	Faculty Profile Template (Authoritative Content)
	Kathman, Jacob	kathman-jacob	Aug 30, 2021 Mary E O'Brien	Aug 30, 2021 Mary E O'Brien	Faculty Profile Template (Authoritative Content)
	Lamb, Charles	lamb-charles	May 26, 2022 Mary E O'Brien	May 26, 2022 Mary E O'Brien	Faculty Profile Template (Authoritative Content)

- Select the thumbnail (1.) of the profile so the checkmark appears.
- In the toolbar, click "Copy" (2.).



- After clicking "Copy", you should see a second toolbar appear.
- Select "Paste" to paste the page into the same folder.

Title	Name	Modified	Published	Template	Operation	Workflow
Name, Faculty	faculty-template-psc	4 hours ago Andrius M Dreyvonen	Not published	Faculty Profile Template (Authoritative Content)		
Anderson, Collin	anderson-collin	Oct 5, 2021 Mary E O'Brien	Oct 5, 2021 Mary E O'Brien	Faculty Profile Template (Authoritative Content)		
Battista, James	battista-james	Jan 14, 2021 Mary E O'Brien	Jan 14, 2021 Mary E O'Brien	Faculty Profile Template (Authoritative Content)		
Benson, Michelle	benson-michelle	Apr 11, 2022 Mary E O'Brien	Apr 11, 2022 Mary E O'Brien	Faculty Profile Template (Authoritative Content)		
Campbell, James	campbell-james	Jan 14, 2021 Mary E O'Brien	Jan 14, 2021 Mary E O'Brien	Faculty Profile Template (Authoritative Content)		
Darilovic, Vesna	darilovic-vesna	May 10, 2021 Mary E O'Brien	May 10, 2021 Mary E O'Brien	Faculty Profile Template (Authoritative Content)		
Donehue, Shawn	donehue-shawn	Mar 15, 2021	Mar 15, 2021	Faculty Profile Template (Authoritative Content)		

You should see the copy/pasted page at the bottom of the list.

- o Make sure it was modified a few seconds ago (highlighted below).

Title	Name	Modified	Published	Template	Operation	Workflow
Balteson, Jack	balteson-jack	Aug 30, 2021 Mary E O'Brien	Aug 30, 2021 Mary E O'Brien	Faculty Profile Template (Authoritative Content)		
Carlini, Charles	carlini-charles	May 26, 2022 Mary E O'Brien	May 26, 2022 Mary E O'Brien	Faculty Profile Template (Authoritative Content)		
Lee, Jason	lee-jason	7 days ago Mary E O'Brien	7 days ago Mary E O'Brien	Faculty Profile Template (Authoritative Content)		
Wardlaw, Carla	wardlaw-carla	May 19, 2022 Mary E O'Brien	May 19, 2022 Mary E O'Brien	Faculty Profile Template (Authoritative Content)		
Wardlaw, Margaret	wardlaw-margaret	7 days ago Mary E O'Brien	7 days ago Mary E O'Brien	Faculty Profile Template (Authoritative Content)		
Wickham, Steve	wickham-steve	7 days ago Mary E O'Brien	7 days ago Mary E O'Brien	Faculty Profile Template (Authoritative Content)		
Wong, Thomas	wong-thomas	May 15, 2022 Andrius M Dreyvonen	May 15, 2022 Andrius M Dreyvonen	Faculty Profile Template (Authoritative Content)		
Hoffman, Jacob	hoffman-jacob	Jan 14, 2021 Mary E O'Brien	Jan 14, 2021 Mary E O'Brien	Faculty Profile Template (Authoritative Content)		
Palmer, Henry	palmer-henry	Jan 14, 2021 Mary E O'Brien	Jan 14, 2021 Mary E O'Brien	Faculty Profile Template (Authoritative Content)		
Hoffman, Andrew	hoffman-andrew	7 days ago Mary E O'Brien	7 days ago Mary E O'Brien	Faculty Profile Template (Authoritative Content)		
Dignan, Frank	dignan-frank	Jan 25, 2021 Mary E O'Brien	Jan 25, 2021 Mary E O'Brien	Faculty Profile Template (Authoritative Content)		
Anderson, Collin	anderson-collin	10 seconds Andrius M Dreyvonen	Not published	Faculty Profile Template (Authoritative Content)		

- Select the new page by clicking the thumbnail.

Step 3:

Change the Name and Title of the page to the new Faculty name.

- o Note: Make sure the format matches the rest of the profiles (First-Name,Last-Name; Last-Name, First-Name etc):

1. With the thumbnail highlighted blue, click “Move” in the Command Menu that is now revealed at the top of the screen.
2. A new page will appear, with the Title and Name plus information about the page (last modification and the number of references to that page).
3. Make any changes to Title and Name then click “Next”.
4. A new page will display requiring the destination.

5. Select the destination as the current location. Click “Move”.

- o More information on changing names and titles of pages can be found [in the UBCMS documentation](#).

Make sure the newly created profile page follows the alphabetical order like the other pages in the faculty profiles directory. Drag and drop a page up/down the List View (i.e. within the same 'folder') by dragging the 'domino' icon drag handle located at the right end of the page title (it looks like two vertical rows of dots).

Faculty Profiles ▾					Start Offset	Load All	Select All	⋮
Modified	Published	Template	Operation	Workflow				
Aug 30, 2021 Mary E O'Brien	Aug 30, 2021 Mary E O'Brien	Faculty Profile Template (Authoritative Content)						⋮
May 26, 2022 Mary E O'Brien	May 26, 2022 Mary E O'Brien	Faculty Profile Template (Authoritative Content)						⋮
Oct 6, 2022 Mary E O'Brien	Oct 6, 2022 Mary E O'Brien	Faculty Profile Template (Authoritative Content)						⋮
Sep 19, 2022 Mary E O'Brien	Sep 19, 2022 Mary E O'Brien	Faculty Profile Template (Authoritative Content)						⋮
Oct 6, 2022 Mary E O'Brien	Oct 6, 2022 Mary E O'Brien	Faculty Profile Template (Authoritative Content)						⋮
Oct 6, 2022 Mary E O'Brien	Oct 6, 2022 Mary E O'Brien	Faculty Profile Template (Authoritative Content)						⋮
Sep 13, 2022 Anshul M Dayavaan	Sep 13, 2022 Anshul M Dayavaan	Faculty Profile Template (Authoritative Content)						⋮
Jan 14, 2021 Mary E O'Brien	Jan 14, 2021 Mary E O'Brien	Faculty Profile Template (Authoritative Content)						⋮
Jan 14, 2021 Mary E O'Brien	Jan 14, 2021 Mary E O'Brien	Faculty Profile Template (Authoritative Content)						⋮
Oct 6, 2022 Mary E O'Brien	Oct 6, 2022 Mary E O'Brien	Faculty Profile Template (Authoritative Content)						⋮
Oct 25, 2021 Mary E O'Brien	Oct 25, 2021 Mary E O'Brien	Faculty Profile Template (Authoritative Content)						⋮
Oct 13, 2022 Anshul M Dayavaan	Not published	Faculty Profile Template (Authoritative Content)						⋮

Step 4:

- Select the thumbnail of the page (It should be modified a few seconds ago and generally is displayed at the bottom – if you don't see it there, try refreshing your browser)
- Select “Edit” from the toolbar to open the profile in the Edit Console to begin editing the content

Title	Name	Modified	Published	Template
Eagles, Munroe	eagles-munroe	Aug 18, 2021 Mary E O'Brien	Aug 18, 2021 Mary E O'Brien	Faculty Profile Template (Authoritative Content)
Hinkle, Rachael	hinkle-rachael	Jan 14, 2021 Mary E O'Brien	Jan 14, 2021 Mary E O'Brien	Faculty Profile Template (Authoritative Content)
Kathman, Jacob	kathman-jacob	Aug 30, 2021 Mary E O'Brien	Aug 30, 2021 Mary E O'Brien	Faculty Profile Template (Authoritative Content)
Lamb, Charles	lamb-charles	May 26, 2022 Mary E O'Brien	May 26, 2022 Mary E O'Brien	Faculty Profile Template (Authoritative Content)
Lee, Jeun	lee-jeun	Aug 4, 2022 Mary E O'Brien	Aug 4, 2022 Mary E O'Brien	Faculty Profile Template (Authoritative Content)
Matthews, Abigail	matthews-abigail	Aug 7, 2020 Mary E O'Brien	Aug 7, 2020 Mary E O'Brien	Faculty Profile Template (Authoritative Content)
McLean, Elana	mclean-elana	Aug 18, 2021 Mary E O'Brien	Aug 18, 2021 Mary E O'Brien	Faculty Profile Template (Authoritative Content)
Neiheisel, Jacob	neiheisel-jacob	Jan 14, 2021 Mary E O'Brien	Jan 14, 2021 Mary E O'Brien	Faculty Profile Template (Authoritative Content)
Palmer, Harvey	palmer-harvey	Jan 14, 2021 Mary E O'Brien	Jan 14, 2021 Mary E O'Brien	Faculty Profile Template (Authoritative Content)
Yoshinaka, Antoine	yoshinaka-antoine	Jan 14, 2021 Mary E O'Brien	Jan 14, 2021 Mary E O'Brien	Faculty Profile Template (Authoritative Content)
Zagare, Frank	zagare-frank	Oct 25, 2021 Mary E O'Brien	Oct 25, 2021 Mary E O'Brien	Faculty Profile Template (Authoritative Content)
Name, Faculty	faculty-template-ps1	6 days ago Anshul M Dayeewan	Not published	Faculty Profile Template (Authoritative Content)
Name, Faculty	faculty-template-ps2	4 hours ago Anshul M Dayeewan	Not published	Faculty Profile Template (Authoritative Content)

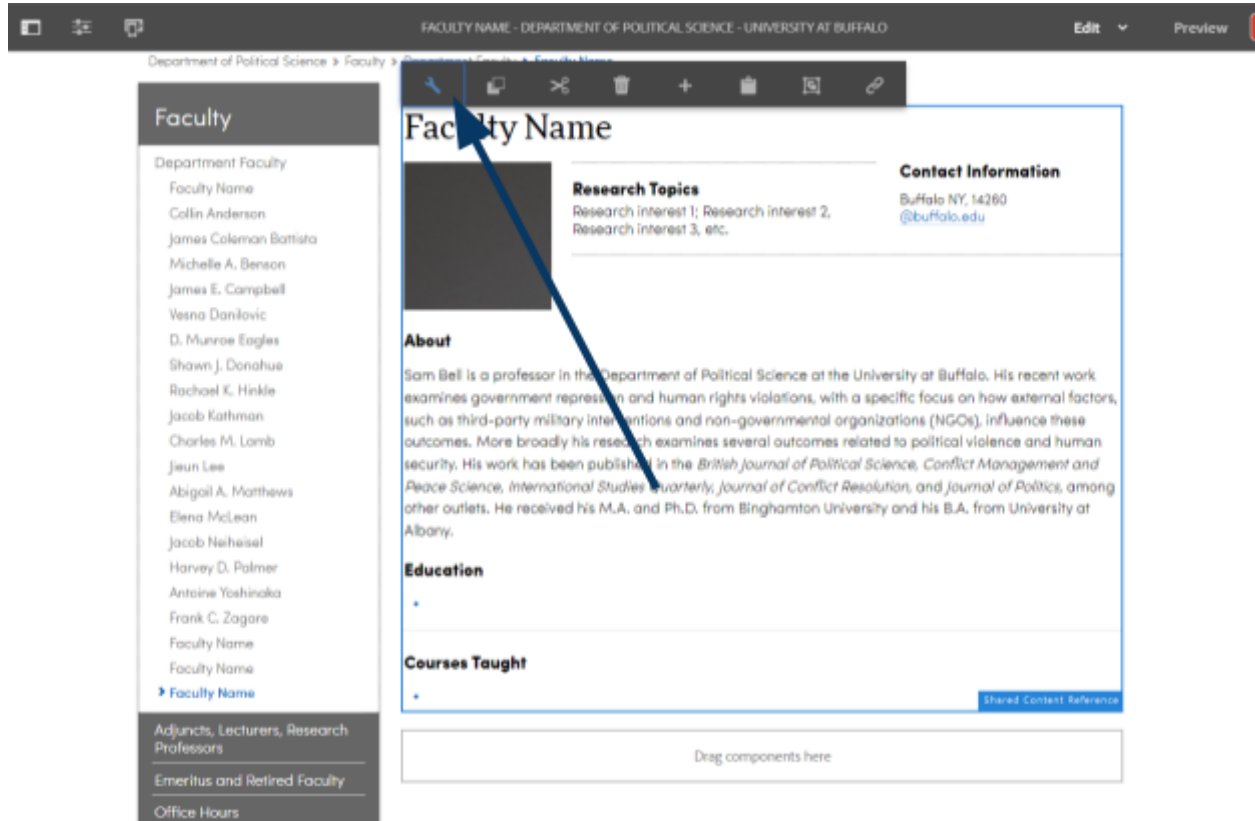
Step 5:

Once you've selected Edit from the Sites Console, you'll be in the Edit Console where you'll be able to customize the profile content for the new faculty member.

The screenshot shows the 'Edit Console' for a faculty profile. On the left, there is a 'Components' sidebar with a search filter and a list of available components such as 'Audio Player', 'Body Text', 'Button', 'Call to Action', 'Callout', 'Caption', 'Carousel', 'Checkbox Group', and 'Collapsible Content'. The main area displays a preview of the profile page for 'Faculty Name'. The profile includes a header with 'Faculty Name', a 'Profile' label, and a 'Contact Information' section with address and email. Below this are sections for 'Research Topics', 'About' (with a bio paragraph), 'Education', and 'Courses Taught'. At the bottom, there is a placeholder box that says 'Drag components here'.

- Click once on the profile info component. A floating toolbar should appear above it.

- Click 'Configure' (The wrench icon ).



Department of Political Science - UNIVERSITY AT BUFFALO

Department of Political Science > Faculty > **Faculty Name**

Faculty

- Department Faculty
- Faculty Name
- Collin Anderson
- James Coleman Battista
- Michelle A. Benson
- James E. Campbell
- Vesna Danilovic
- D. Munroe Eagles
- Shawn J. Donahue
- Rachael K. Hinkle
- Jacob Kathman
- Charles M. Lomb
- Jeun Lee
- Abigail A. Matthews
- Elena McLean
- Jacob Neihessel
- Harvey D. Palmer
- Antoine Yoshinaka
- Frank C. Zagare
- Faculty Name
- Faculty Name
- Faculty Name**

Adjuncts, Lecturers, Research Professors

Emeritus and Retired Faculty

Office Hours

Faculty Name

Research Topics
Research Interest 1; Research Interest 2; Research Interest 3, etc.

Contact Information
Buffalo NY, 14260
@buffalo.edu

About
Sam Bell is a professor in the Department of Political Science at the University at Buffalo. His recent work examines government repression and human rights violations, with a specific focus on how external factors, such as third-party military interventions and non-governmental organizations (NGOs), influence these outcomes. More broadly his research examines several outcomes related to political violence and human security. His work has been published in the *British Journal of Political Science*, *Conflict Management and Peace Science*, *International Studies Quarterly*, *Journal of Conflict Resolution*, and *Journal of Politics*, among other outlets. He received his M.A. and Ph.D. from Binghamton University and his B.A. from University at Albany.

Education

-

Courses Taught

-

Shared Content Reference

Drag components here

Step 6:

- Update and edit the details as required.

For each profile page, there are three default editable areas, a Profile, a Teaser, and an additional content area (usually for the Tabs component).

A) Profile Area

This area has a series of tabs: Personal, Professional, Additional Resources, and Image.

Personal Tab

- **List Name**
 - Used as descriptive title for Lists and for alphabetical sorting.
 - List their preferred full name, as used for scholarship, in reversed normal order.
 - Must follow this standard: "Bull, Victor" or "Bull, Victor E."
- **Display Name**
 - Displays as main heading at top of their profile page.

- List their preferred full name, as used for scholarship, in normal order.
- Must follow this standard: "Victor Bull" or "Victor E. Bull".

- **Post-nominal**
 - Displayed immediately after or below their name.
 - List all academic degrees.
 - Watch capitalization and do not punctuate; e.g. BS, EdM, MBA, PhD. (See [UB and AP style.](#))

- **Terminal Degree**
 - Only displayed in the List view.
 - List only the highest degree earned.

- **Disable Profile Link**
 - Use if have only provided basic details for the teaser (name, title, contact details).

- **Address**
 - This first field is usually a room number and campus building.
 - If it matches an existing building, it will automatically link to the campus interactive map; e.g. [Ketter Hall](#).

- **Address 2**
 - Provide any secondary address details as needed, perhaps an office name.

- **City**

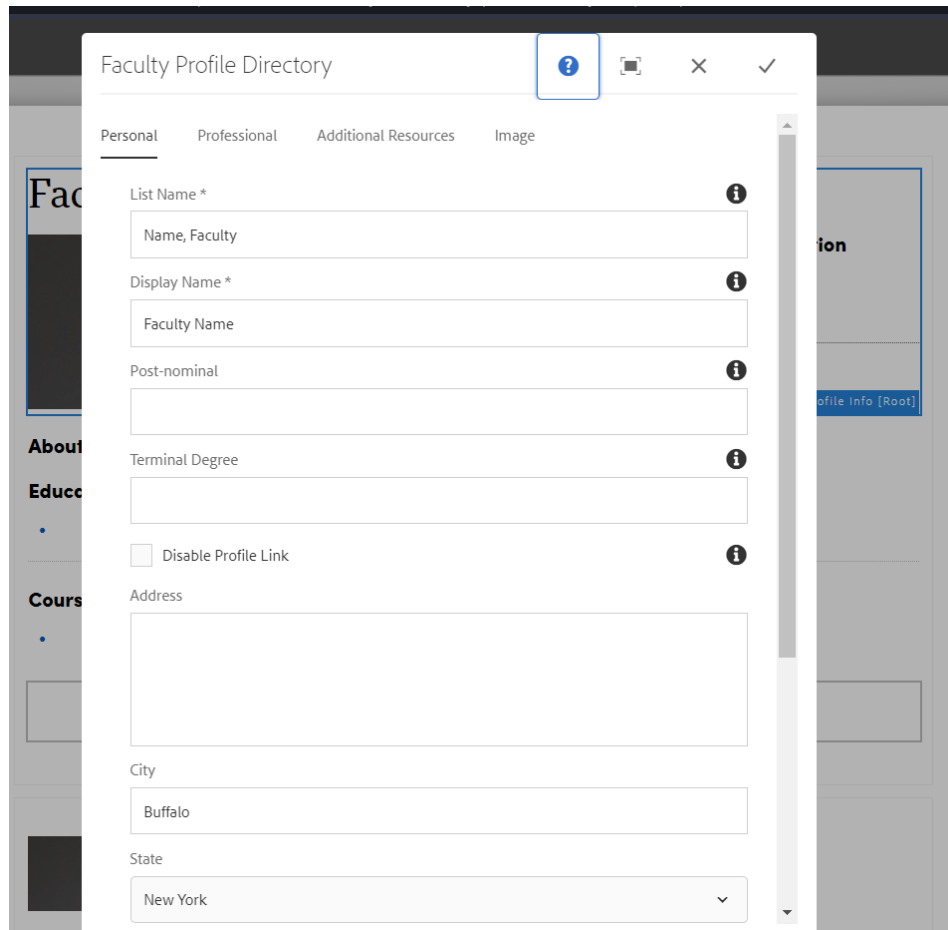
- **State**
 - Choose from dropdown list.

- **Zip**

- **Phone**
 - Use international standard, area code in parentheses, followed by the seven-digit number; e.g. *716-645-1234*.

- **Fax**

- Use international standard, area code in parentheses, followed by the seven-digit number; e.g. 716-645-1234.
- **Email**
 - List one email address only. It will be a clickable link.



The image shows a screenshot of a web form titled "Faculty Profile Directory" with a "Personal" tab selected. The form contains several input fields and a checkbox, each with an information icon (i) to its right. The fields are: "List Name *" with the placeholder "Name, Faculty"; "Display Name *" with the placeholder "Faculty Name"; "Post-nominal"; "Terminal Degree"; "Address"; "City" with the placeholder "Buffalo"; and "State" with a dropdown menu currently showing "New York". There is also a checkbox labeled "Disable Profile Link". The form is overlaid on a blurred background of a website.

Professional Tab

Research Interests/Creative Activities

- **Display Title**
 - Provide a descriptive heading for the focus area (e.g. "Research Topics" or "Creative Activities").
 - Defaults to "Research Topics."
- **Interest/Activity**

- List major scholarly interest areas, separated by semicolons.
- **School Affiliation (Primary)**
 - **Name** - Formal name of their primary school.
 - **Homepage** (URL)
 - **Titles** - Provide their formal title at the school level, without abbreviations; e.g. "Dean." Click 'Add Item (+)' to add additional lines as needed.

For **Titles**, list UB positions, with most important first (e.g. dean, chair, director, titled professorship, regular academic line). Best practice: list each title on a separate line, spell out in full and capitalize.

Department 1 (Primary)

- **Name** - Formal name of their primary department.
- **Homepage** (URL)
- **Titles** - Provide their formal title with their primary department, without abbreviations; e.g. "Associate Professor." Click 'Add Item (+)' to add additional lines as needed.

Department 2

- **Name** - Formal name of any affiliated department.
- **Homepage** (URL)
- **Titles** - Provide their formal title with this affiliated department, without abbreviations; e.g. "Research Associate Professor." Click 'Add Item (+)' to add additional lines as needed.

Department 3

- **Name** - Formal name of another affiliated department.
- **Homepage** (URL)
- **Titles** - Provide their formal title with this affiliated department, without abbreviations; e.g. "Clinical Research Professor." Click 'Add Item (+)' to add additional lines as needed.

School Affiliation (Secondary)

- Repeats same fields provided in School Affiliation (Primary).

School Affiliation (Tertiary)

- Repeats same fields provided in School Affiliation (Primary).

The screenshot shows a web form titled "Faculty Profile Directory" with a "Professional" tab selected. The form includes the following sections:

- Interests Title:** A text input field with an information icon.
- Interests/Activities:** A text input field containing the placeholder text "Research interest 1; Research interest 2, Research interest 3, etc." with an information icon.
- School Affiliation (Primary):** A section with a dropdown arrow, containing:
 - Name:** A text input field with "College of Arts and Sciences" entered.
 - Homepage:** A text input field with "/content/arts-sciences" entered and a search icon.
 - Titles:** A section with an "Add" button.
- Department 1 (Primary):** A section with a dropdown arrow, containing:
 - Name:** A text input field.

Additional Resources Tab

Here you can provide a series of links, usually for more information about the faculty member's work, or to related offices. These links will appear on the right, below their contact information.

Display Title

- This value will be displayed as the heading for any links that are provided below (e.g. "Background").
- If no links are displayed, the **Display Titles** will be hidden.

Links

- Click the 'Add Item (+)' to add one or more links. The first line holds the link, while the second holds the link text.
- Click the magnifying glass icons to select from UBCMS pages, or enter the complete URL (http://...) for external pages.
- Use the **Up** and **Down** buttons to specify the order that the web pages will be displayed in the list. The minus (-) buttons allow you to delete web pages while the + button enables you to add pages.

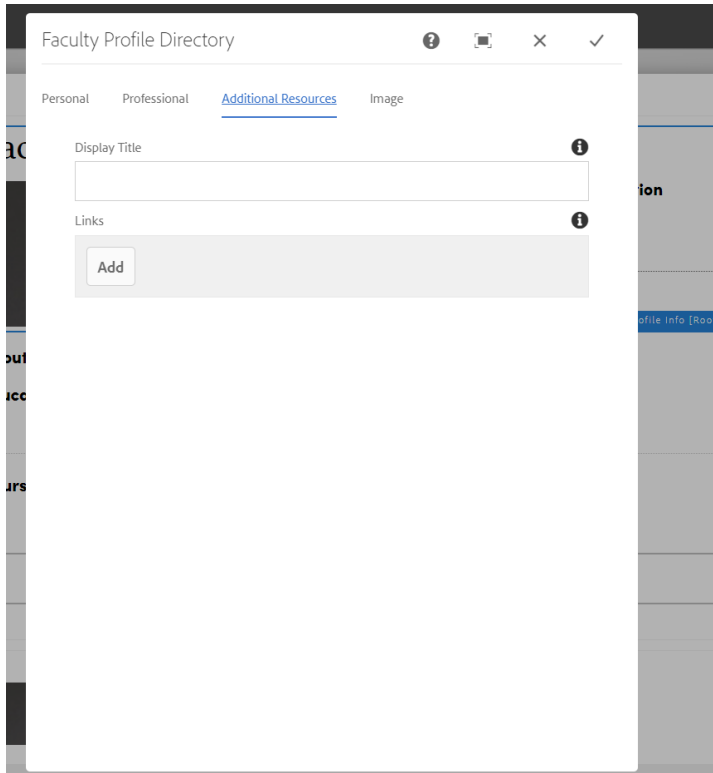
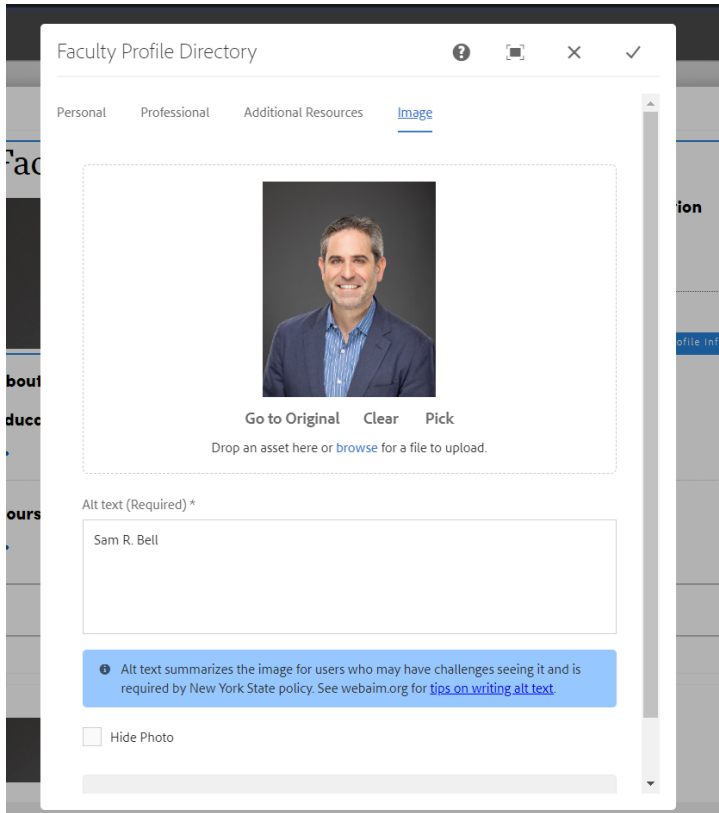


Image Tab

Add a suitable image, usually a portrait. This tab works the same as the standard **Photo Component**.

- The image will be displayed to the left of their entry.
- If you do not provide an image, a placeholder will be shown (e.g. a gray box or silhouette) unless you turn off the image by selecting 'Hide Photo'.



- A profile Image can be added by going into the image tab. The best practice is to upload files on the Assets Console.
 - o More info on uploading images to the Assets Console can be found [in the UBCMS documentation](#).
- You can edit title(s) on the Professional tab
- Click the check mark (✓) on the top right of the window.

Step 7:

Go back to the Sites Console and refresh the page. Select the thumbnail of the new profile. Click 'Quick Publish'


Part 2: Host Page

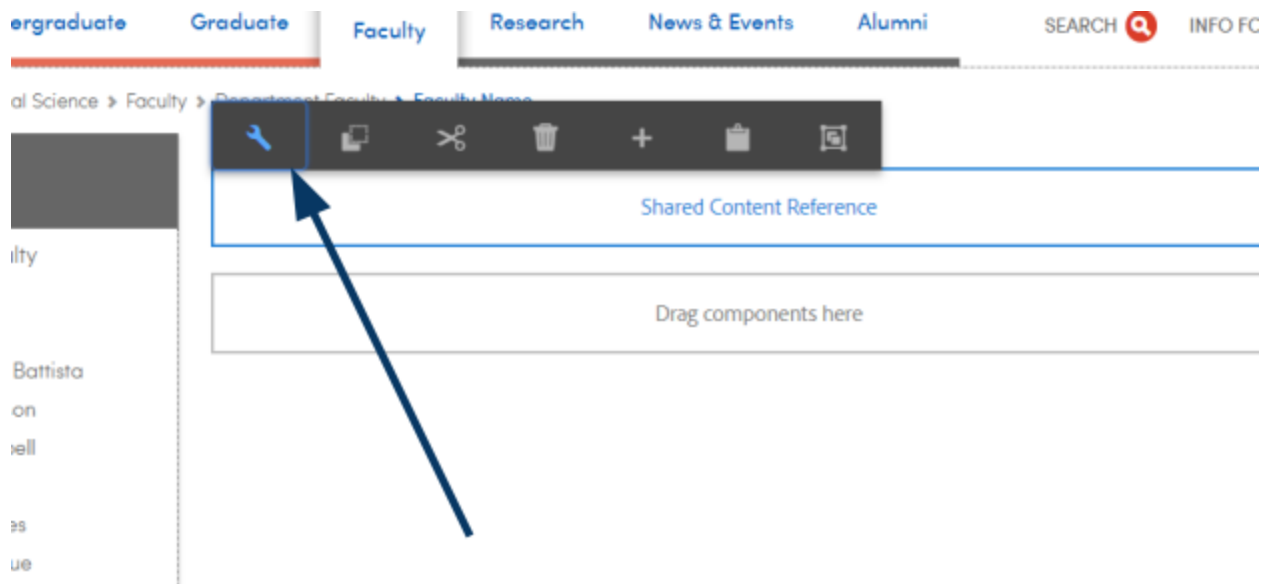
Step 1:

- Copy and paste one of the existing pages.
- Select the newly pasted page by clicking its thumbnail.
- Change the Name and Title of the page to the new Faculty name.
 - o Note: Make sure the format matches the rest of the profiles (First-Name,Last-Name; Last-Name, First-Name etc):
 1. With the thumbnail highlighted blue, click “Move” in the Command Menu that is now revealed at the top of the screen.
 2. A new page will appear, with the Title and Name plus information about the page (last modification and the number of references to that page).
 3. Make any changes to Title and Name then click “Next”.
 4. A new page will display requiring the destination.
 5. Select the destination as the current location. Click “Move”.
 - o More information on changing names and titles of pages can be found [in the UBCMS documentation](#).

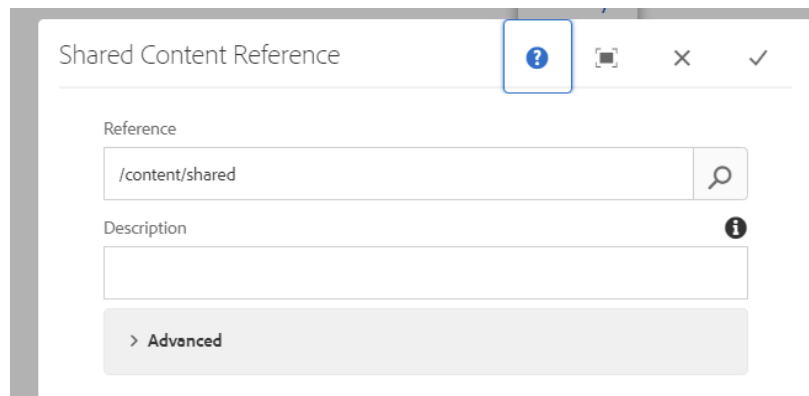
Select the thumbnail of the page you just created and click 'Edit'.

Step 2:

- Select the Shared Content Reference component
- Click configure (The wrench icon )



Navigate to the profile shared content, or enter the path of the profile that was created in shared content. For example: /content/shared/arts-sciences/dept-name/faculty/faculty-name



Step 3

Make sure to publish both the Shared Content profile and the Host Page.

- In the Sites Console, select the shared content profile that you want to publish. The Command Menu toolbar will appear at the top of the window. Choose Quick Publish.
- Repeat the same for the host page.

Create Edit (e) Properties (p) Lock Copy (ctrl+c) Move (m) Quick Publish Manage Publication Restore

- Content Tree
- Department of Mathematics
- Department of Music
- Department of Media St
- Department of Philosoph
- Department of Physics
- Department of Political S
- Faculty & Staff Profil
- Faculty Profiles
- Name, Facult

Faculty Profiles

Title	Name	Modified	Published	Template
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Bell, Sam	bell-sam	Sep 15, 2022 Mary E O'Brien	Sep 15, 2022 Mary E O'Brien	Faculty Profile Template (Authoritative)
Benson, Michelle	benson-michelle	3 days ago Mary E O'Brien	3 days ago Mary E O'Brien	Faculty Profile Template (Authoritative)
Campbell, James	campbell-james	Jan 14, 2021 Mary E O'Brien	Jan 14, 2021 Mary E O'Brien	Faculty Profile Template (Authoritative)
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