

Updating Your Entry in the COE Faculty/Staff Directory

Logging in

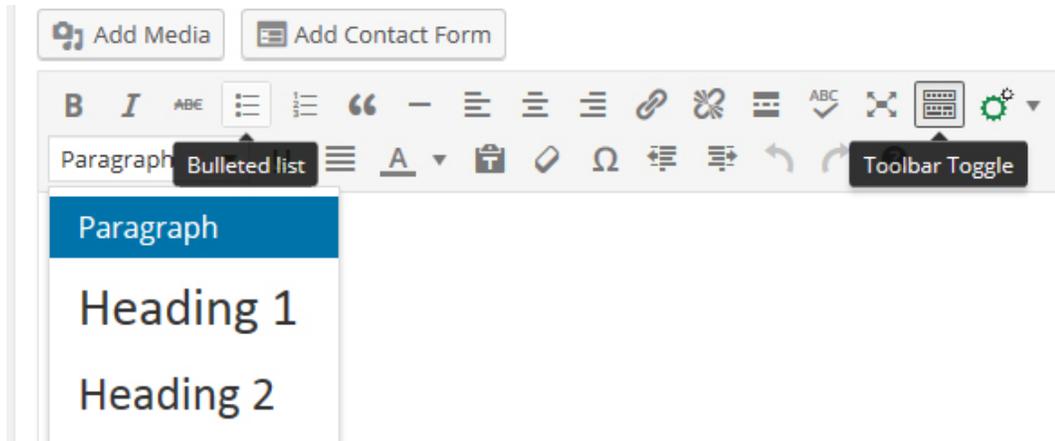
1. Go to <http://coeweb.ecu.edu/Directory> and on the right-hand side below the list of Departments and Administrative Units, login using your Pirate ID
2. At the top right, you will see Howdy, _____. You can open that up and Choose “Edit My Directory Entry” or “Add My Entry”. You can also make this same choice down in the same area where you logged in.

Editing Your Entry

1. The screen that appears will allow you to edit your information. It is important that we keep the information consistent to maintain the overall appearance of the directory.
 - a. The **Organization blank** is actually the Department or highest office. For example, “Office of the Dean” or “Department of Special Education, Foundations and Research”.
 - b. The **Department blank** is actually the area or lower office. For example, “Office of Educator Preparation” or “Special Education”.
An office like Office of Educator Preparation may fall as Organization if another office falls below it, such as Office of Clinical Experiences.
 - c. For the **Image**, Terah Archie is taking pictures of Faculty and Staff for the directory to help with the consistency of the photos being used. Faculty and Staff are encouraged to contact her at archiet15@ecu.edu to schedule to have a picture taken in Speight 243. Since the pictures are seen at the same time, it is important that they have a consistent, professional look. If you have pictures that fit this standard (preferably with a purple background) you are welcome to upload them, but they need to fit a basic headshot style and need to be of a decent resolution to appear crisp.
 - d. We are not using the Logo option.
 - e. To add **an address**, click the Add Address button. Change the type of address to Work Address. In order for the map to work, you’ll need to put in the entire address. For example, 125 Speight Building/ East Carolina University/Greenville, NC 27858. Some buildings also require Latitude and Longitude, here they are in case.
 - i. Building 123 – Lat 35.594765 Long -77.368962
 - ii. Flanagan – Lat 35.606344 Long -77.366302
 - iii. Ragsdale – Lat 35.607646 Long -77.363775
 - iv. Rivers – Lat 35.6059363 Long -77.3612697
 - v. Speight – Lat 35.6064549 Long -77.3619167
 - f. To add **a phone number**, click the Add Phone Number button. Change the type of phone to Work Phone. Phone numbers should all be entered in using hyphens only. For example, 252-328-1143



- g. To add **an email address**, click the Add Email Address button. Change the type of Email to Work Email. Email addresses should all be entered in lowercase only.
- h. Currently there are no Messenger, Social Media IDs, or Dates entered, but if your area would like to include them, let me know.
- i. To add **a link**, click the Add Link button. Then just decide if it is a website or blog, type in the name of the site/blog and include the address. Change the target to New Window.
- j. The **Curriculum Vitae** can either be put directly on the page by copying and pasting from Word and reformatting a bit or linking a PDF copy or both.
 - i. If you decide to do both, first put the link.
 - ii. To add a link, simply click in the text box, then look above the box, and click on the Add Media button. Click on Select Files to find the CV.pdf file you want to add. The title you give the document will be the title that appears for the link. Once you have added the file, click on Insert into post. (You may also attach it to the alert email you send when you have finished updating your entry and it will be attached when your entry is approved.)
 - iii. To add text, copy and paste the text from word into the text box. Click on the Toolbar Toggle to give you more formatting options. If styles were used in Word, they should carry over into the box, but if you would like to introduce them here, you can use them here using the drop down that currently shows Paragraph in the image below. The styles are particularly useful for headings.
- k. The **Research Interest** can be added by simply using a bulleted list.



- l. The Business Hours section can be used to display Office Hours, though the hours cannot be separated between virtual and actual hours. You can put several periods through the course of a day. Any days without designated hours will show By Appointment Only. To add a start or close time, just click on the box and use the slider then click done.



Office Hours

I am currently holding my office hours.

	Open		Close
Mon	8:00 am	-	5:00 pm
Tue	8:00 am	-	5:00 pm
Wed	8:00 am	-	5:00 pm
Thu	8:00 am	-	5:00 pm
Fri	8:00 am	-	5:00 pm
Sat	By Appointment Only		
Sun	By Appointment Only		

- Full Faculty and Staff Directory
- College of Education Administration

2. Next, scroll up to choose **Categories** for the person in the right column. You will want to choose the department, office, area, faculty, staff, dean, chair associate dean or director. The only directors that are to be selected are those who report directly to the dean. According to Dean Hayes, the directors to be selected here are OEP, CSTEM, and OAADM. The choices here is what populates the drop down menu at the top, the menu on the right of the directory, and the page that displays for a Department/Office, so it is extremely important we get this right.
3. Above the Categories, make sure that Individual and Public is Selected, then click Update.
4. You have now updated your entry the directory.
5. You will get a confirmation at the top of the window that says: **SUCCESS:** Entry has been updated.

Viewing Your Updated Entry

1. When you update your entry, it will go into Moderate status and will not be visible. To make it visible, it must be approved. Send an email to coewebteam@ecu.edu. If you would like your CV updated, go ahead and attach it to the email as well.
2. Periodically entries are checked without the email being sent, but not regularly. So it is imperative you send this email to continue appearing in the directory.

Making an Entry Unavailable/Available

1. If you take a semester off, you will want to make your entry unavailable.
2. Login to the site.
3. On the left side change the publish option to unlisted.

If you have any questions or problems as you are using these instructions, please email wilsonc@ecu.edu