

Entomology Department Website

Faculty "Cheat Sheet"

8/7/2012

Find the System	http://www.entomology.wisc.edu
Which Login Do I Use?	You have a login just for this system. Email webeditor@russell.wisc.edu and tell us you need your login info for the Plant Pathology website.
Login	Scroll to the bottom of the homepage to the footer. Look in the right bottom corner. Click Login.
Log Out	Look in the top-right corner of the screen on the black menu bar. Click Log out.
Change Password – after successful login	Click Change Password/Email on the My Menu block.
Retrieve Lost Password	Scroll to the bottom of the homepage to the footer. Look in the right bottom corner. Click Login. Click Request new password and enter your email address. The system will email you further information.
My Menu	Menu block you see on the left side once you login.
Update my Faculty Page	Click Edit my profile (Faculty only) on the My Menu block.
Add Photos to a Page	Email the photo(s) to webeditor@russell.wisc.edu . We'll upload them and email you back a link to insert.
Get Info Changed on the Lab Group tab of my Profile	If you need lab assistants added or removed from your Lab Group tab, please email webeditor@russell.wisc.edu with your request. If the lab assistants need to be added, please include photo portraits (see Photo Guidelines above), first name, last name, title, email, and whether you also want them to appear on the People menu in the Research Staff listing.

Important Tips to Avoid Headaches:



The Editor Doesn't Display Some Formatting - Check the Page in a Web Browser.

The Editor box on your Faculty Profile does not display all formatting you apply. You'll need to save your changes then check the page in a browser to see all the formatting.

- **Do Not Paste Your Entire CV Directly from Word into an Edit Box.**

The Editor is primitive in what it can handle compared to Word. The average CV created in Word contains a lot of hidden formatting codes that will choke the editor.

Instead, email the Word file to webeditor@russell.wisc.edu - we'll upload it to the web server and link the file to the CV tab.