

Personal Pages

1. To edit your personal directory page, navigate to the [Directory](#) and select your entry

The screenshot shows the user interface for editing a personal directory page. At the top, there is a navigation bar with 'Back to site', 'Express', 'Shortcuts', 'Sebastian Lloret', 'Help', and 'Log out'. Below this is a secondary navigation bar with 'Dashboard', 'Content', 'Structure', 'Users', 'Reports', 'Design', and 'Settings'. A toolbar contains 'View', 'Edit', 'Edit Layout', 'Revisions', and 'Clear Page Cache'. A green notification bar states: 'This document is now locked against simultaneous editing.' The main content area has three tabs: 'Personal' (selected), 'Contact', and 'Other'. Under the 'Personal' tab, there are several form fields: 'First Name' (John), 'Last Name' (Doo), 'Job Type/Type' (Graduate Students), and a 'TITLE' section with a table containing one row with 'Graduate Student'. Below the title section is an 'Add another item' button. There is also a 'Department/Department' dropdown, a 'Photo' section with a 'Browse...' button and an 'Upload' button, and an 'Alternate text' field. At the bottom, there is a 'Menu settings' section with a checkbox for 'Provide a menu link'.

2. Once there, the rest is relatively straight-forward. Everything should already be filled out on the Personal tab before you edit it, but feel free to attach a portrait under “Photo”
3. The “Contact” tab should have your colorado.edu e-mail for contact purposes
4. “Other” is optional, and allows you to edit the body of the page

Adding a CV

1. Navigate to [Content](#) from the Express menu
2. In the **Type** drop-down, select **File**
3. Search for your name, and select the relevant result

Content administration interface showing a table of content items:

<input type="checkbox"/>	TITLE	TYPE	AUTHOR	PUBLISHED	UPDATED DATE	EDIT
<input type="checkbox"/>	Mark Ablowitz Files	File	Ksenia Lepikhina	Yes	8/1/2016 - 10:10 am	edit

4. Attach the CV, save the page, and copy the link to the attachment

Website page titled "Mark Ablowitz Files" showing a warning message and a list of attached files:

Warning: A user without editing permissions would have been redirected to [node/3342/attachment](https://www.colorado.edu/amath/node/3342/attachment)

Attached Files:

- <https://www.colorado.edu/amath/sites/default/files/attached-files/vitas.pdf>

5. E-mail appm-help@colorado.edu with the link to have it attached to your personal webpage or submit a request at [request a website change](#)

