Personal Pages

1. To edit your personal directory page, navigate to the <u>Directory</u> and select your entry

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- 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

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

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5. E-mail <u>am_itsup@colorado.edu</u> with the link to have it attached to your personal webpage