

Personal Pages

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

The screenshot shows the Express CMS 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 third bar 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'. The 'Personal' tab contains the following fields: 'First Name' (John), 'Last Name' (Doo), 'Job Type/Type' (Graduate Students), and a 'TITLE' section with a table containing 'Graduate Student'. Below the title section is an 'Add another item' button. The 'Department/Department' field is empty. The 'Photo' section has a 'Browse...' button, 'No file selected.', and an 'Upload' button. The 'Alternate text' field is empty. At the bottom, there is a 'Menu settings' section with a checkbox for 'Provide a menu link' which is currently unchecked.

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

Back to site Express Shortcuts Sebastian Lloret Help Log out

Dashboard Content Structure Users Reports Design Settings

HOME - ADMINISTRATION

Content Find Content Help

Content Blocks Webforms Locked documents

Add content

Title: Mark Type: File Published: - Any - Author: [] Apply Reset

OPERATIONS

- Choose an operation - Execute

| TITLE | TYPE | AUTHOR | PUBLISHED | UPDATED DATE | EDIT |
|---------------------|------|------------------|-----------|---------------------|------|
| 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

Express Shortcuts Sebastian Lloret Help Log out

Dashboard Content Structure Users Reports Design Settings

Applied Mathematics UNIVERSITY OF COLORADO BOULDER

Academics Research Organizations Resources News & Events Directory Alumni Donate

A user without editing permissions would have been redirected to node/3342/attachment

VIEW EDIT CLEAR PAGE CACHE

Mark Ablowitz Files

Home > Mark Ablowitz Files

Access the top file listed below with the following url:
<https://www.colorado.edu/amath/node/3342/attachment>

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

Log In Faculty & Staff

Applied Mathematics
 Department of Applied Mathematics
 Engineering Center, ECOT 225
 526 UCB
 Boulder, CO 80309-0526
 303-492-4668
 303-492-4066 (fax)

Be Boulder.
 University of Colorado Boulder
 © Regents of the University of Colorado
 Privacy • Legal & Trademarks • Campus Map

Contact Us

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