The Communications and Marketing Department at the Rawls College will serve as a clearing house for content development, review and promotion for all website activity. As we transition into the new website and content management system, we need all faculty, staff and Ph.D. candidates to create a new bio. We have established three bio templates: faculty, staff and Ph.D. candidates. In order to establish and maintain a consistent image, it is important to complete all fields in your respective bio template and to follow the steps included in this tutorial. Please remember to proofread your bio upon submission.

If you have any questions or issues, contact Michele Moskos at michele.moskos@ttu.edu or call 806.834.1413.

Step 1: Go to the Rawls College of Business Website.

Step 2: Click “Our People” on the left sidebar. Find your name either in the directory or under your specific Area.

Step 3: Click the date at the bottom of your bio page.
Step 4: Click the light bulb icon to check out your page. Next, click “MultiEdit” to open the edit screen.

Step 5: Upload a professional photograph of yourself. Profile images should be 210 x 270 pixels (if you do not know how to resize your image, contact Lindsey B. Moore at lindsey.b.moore@ttu.edu or call 806.834.5315).

You will only have access to upload images to your own images folder. Select your images folder from the list, then click “upload.” Once your image is uploaded, select it from the list and click “insert.”

If you don’t have a professional photograph, you can take one at the Career Management Center (no charge). Contact Jamie Pitman at 834-8634 or email her at jamie.pitman@ttu.edu to set up an appointment. You may also contact Neal Hinkle at neal.hinkle@ttuhsc.edu or at 806.743.1366 to arrange to have your photo taken. You will need to provide an account number (FOP) to cover the cost of the photograph.
Step 6: Complete your bio.

Please do not adjust the formatting of any page, as we are trying to maintain a consistent look across all bio pages. Please note the following style guidelines for academic degrees.
- Doctorate = Ph.D.
- Master’s = M.S. or M.A.
- Master of Business Administration = MBA
- Juris Doctor = J.D.
- If you include the year in which you received your degree, separate it by parenthesis; example: MBA, Texas Tech University (2007)

Please also note that phone numbers should be separated by periods, not hyphens. Example: 806.555.5555

If you plan to list your website, please format as shown below. Delete the line containing “website” if you do not plan to link to yours (or do not have one). You may do the same for social media profiles. If you later decide to add a social media profile, icons are available in your “images” folder.
Staff will complete Section 1 (about). Faculty and Ph.D. candidates should complete all four sections as appropriate. If you do not have information for one or more sections, delete the contents of the “Section Heading” and respective “Section.”

If you would like to link to PDF versions of your publications, please adhere to University style guidelines. Upload your documents to your ‘documents’ folder and assign the ‘target’ and ‘class’ options shown below.
Step 7: Once everything is finalized, please press “Save” at the bottom of the page.

Step 8: “Check-in” your page and submit for approval.

Please note: If you are an approver for your area or department, you will have the option to publish pages. You will also receive email alerts from the system asking you to approve or decline pending changes. Please carefully review submitted pages before publishing.