

How To Update an RBLP Directory Page

Login

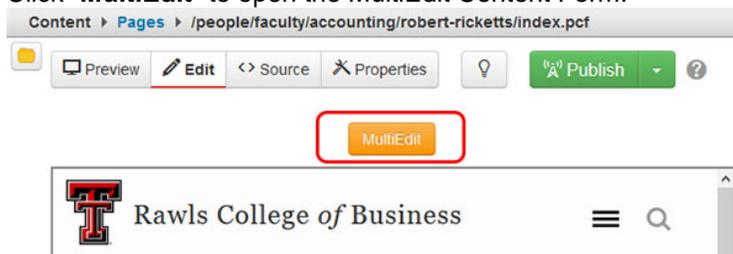
1. Go to rblp.ba.ttu.edu/students/.
2. Click your name on the "Students" page.
3. Click the date located at the bottom of your page.



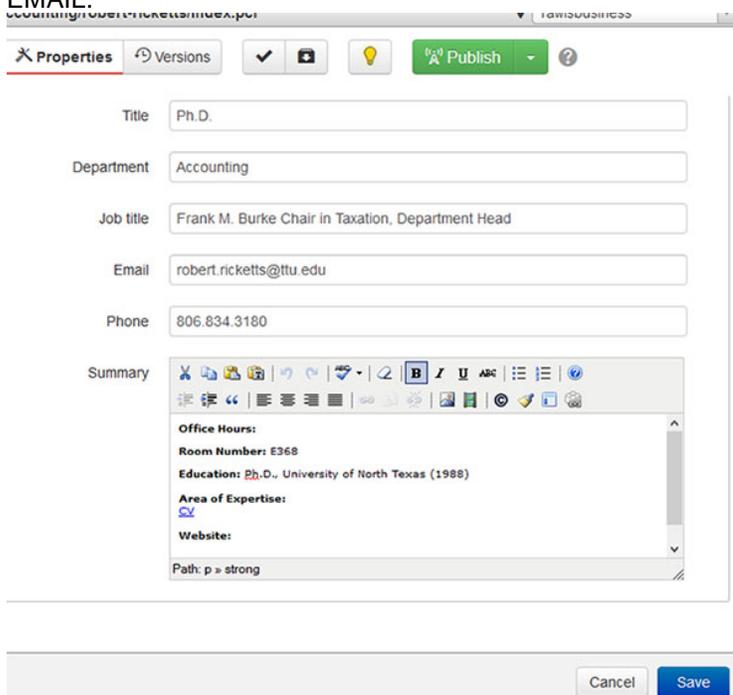
4. Login with eRaider when prompted.

Editing Your Page

1. Click "MultiEdit" to open the MultiEdit Content Form.



2. Enter your information as appropriate. RBLP members are not required to enter PHONE or EMAIL.

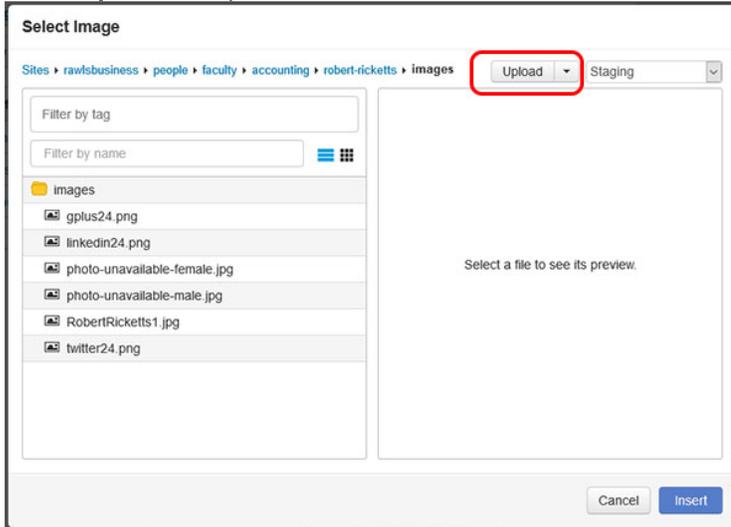
A screenshot of a form for editing a directory page. The form has several input fields: "Title" (with "Ph.D." entered), "Department" (with "Accounting" entered), "Job title" (with "Frank M. Burke Chair in Taxation, Department Head" entered), "Email" (with "robert.ricketts@ttu.edu" entered), and "Phone" (with "806.834.3180" entered). Below these fields is a "Summary" section with a rich text editor toolbar. The summary text includes: "Office Hours:", "Room Number: E368", "Education: Ph.D., University of North Texas (1988)", "Area of Expertise:", "Website:", and "Path: p > strong". At the bottom of the form are "Cancel" and "Save" buttons.

Upload and Assign a Photo

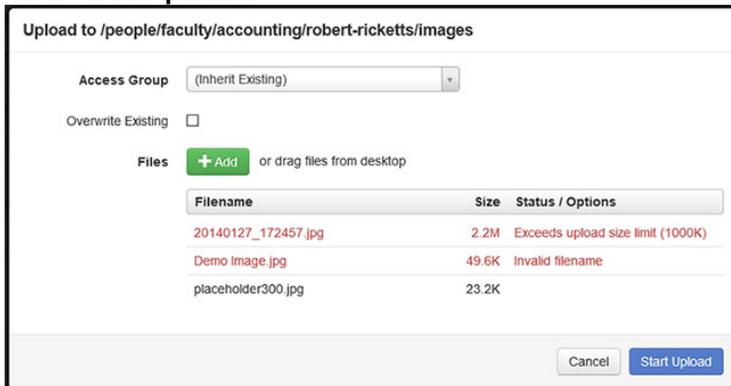
1. From the **MultiEdit Content Form**, click the “**select image**” icon.



2. Click “**Upload**” to open the file chooser.



3. Click “**Add**” or drag and drop the image from your computer.
4. Click “**Start Upload**”.



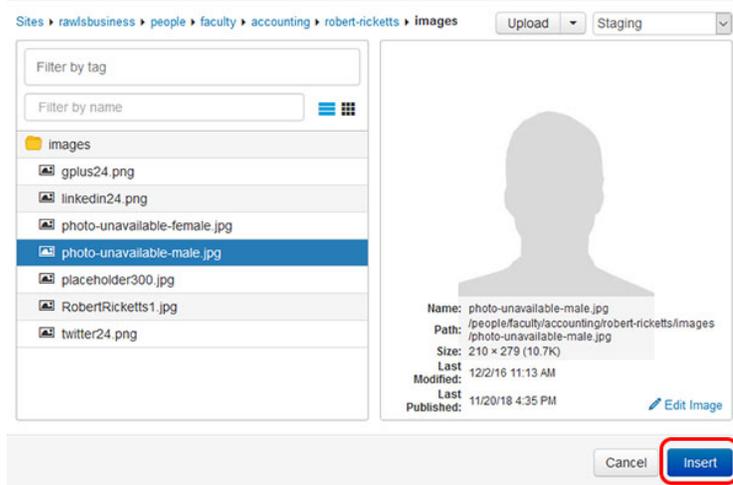
Errors

If you receive an error about the upload file size limit, this means your file is larger than 1MB.

If you receive a file name error, hover over the error text (**Invalid filename**) to activate the **FILE RENAME** function. Change the file name according to onscreen guidelines provided.

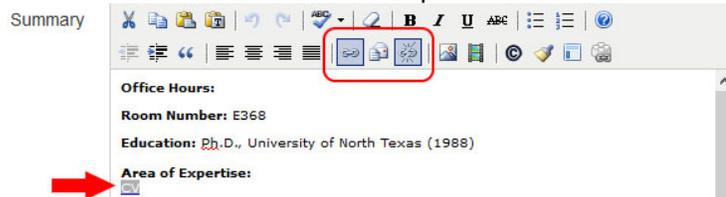
- Once the file has been uploaded, click **“Insert”**.

Select Image

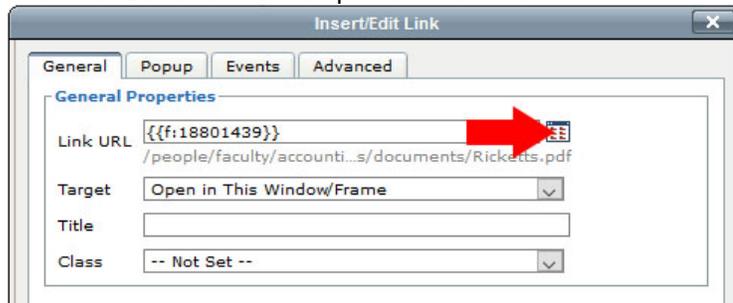


Add a Resume (optional)

- Navigate to the **Summary** section of the directory page.
- Highlight **“Resume”**.
- Click the **“insert/edit link”** icon to open the insert/edit link window.

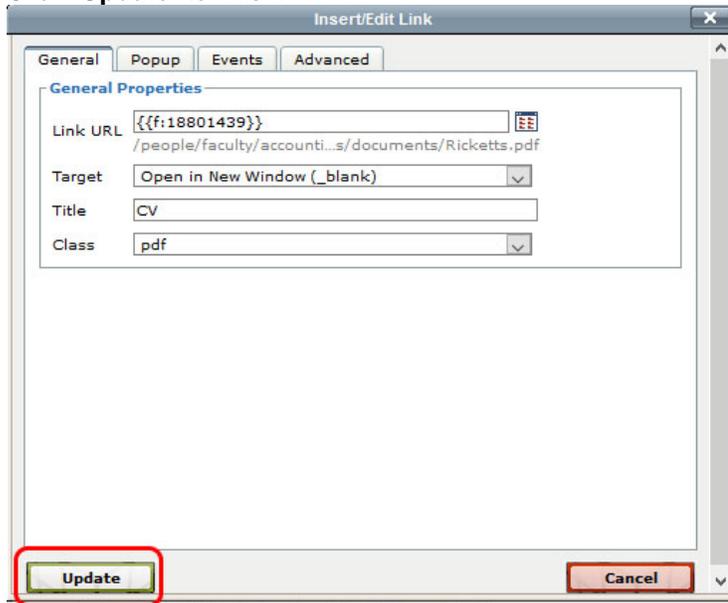


- Click the **“Browse”** icon to open the file chooser.



- Choose a file and upload as seen in the photo upload section above.

6. Click **Update** to finish.

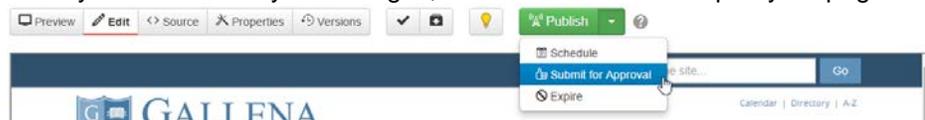


Important

Due to a bug in the content management system, your uploaded resume and photo may not be visible in the preview window after upload. Resume files and profile photos will be visible in the preview window after your page is published.

Submit for Approval

1. Once you have saved your changes, click **Submit** at the top of your page.



2. Select your RBLP advisor from the list provided in the "To" field. Click the blue "Submit" button to submit the page for approval.

Submit for Approval - courses.pcf ?

To: Neal McLaughlin (nmclaughlin)

Subject:

Message:

Send Copy to Email
Send external email in addition to internal OU Campus message

Cancel Submit

Technical Support

Please complete the web request form at <http://bit.ly/rawlswbreq>. If you are experiencing any errors, please be sure to include them as well as an explanation of what you were trying to do when you experienced it.