

Editing Your Faculty Profile

STEP ONE

Navigate to your profile from your department site. Scroll to the bottom of the page and click on the line of text that reads “last edited on (DATE & TIME)” or, the button that says “Edit Profile”.

STEP TWO

You will be directed to a login screen. Use your TCU USERNAME (not email) and TCU PASSWORD to log in.

STEP THREE

To edit your basic profile information, click on the orange “MultiEdit” button at the top, center of your page.



MultiEdit

STEP FOUR

To edit your biography section, click on the green “Edit Biography” button below your basic information. Please note: This is an open section, you can adjust, create or delete any sections.



Edit Biography

Education

Ph.D., Political Science, University of North Carolina (2003)

MA, Political Science, Arizona State University (1998)

BA, Political Science / Journalism, Chapman University (1996)

Courses Taught

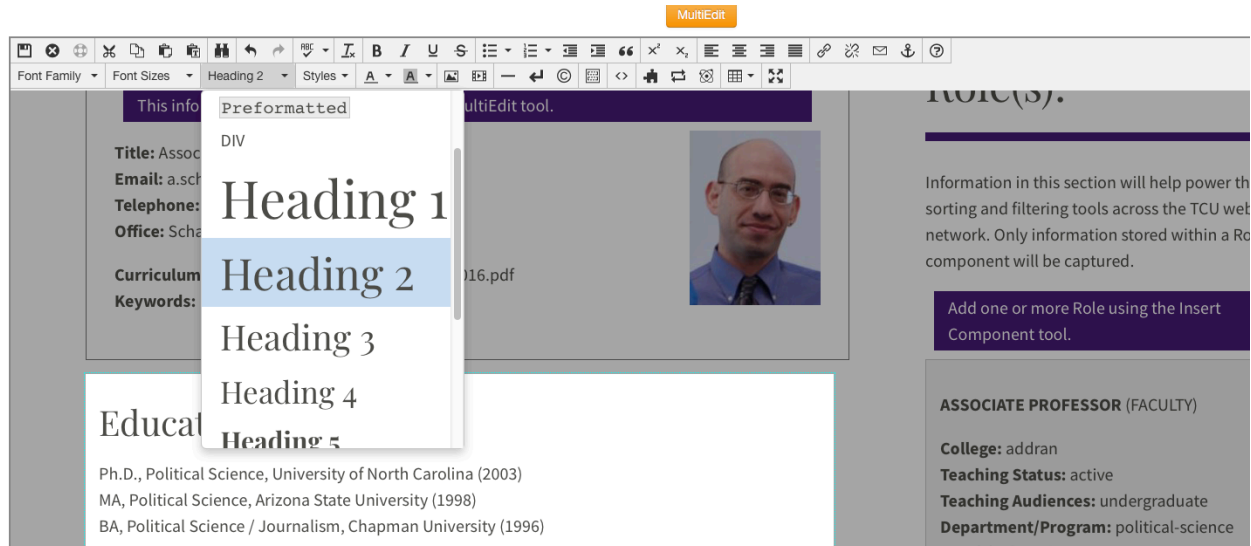
POSC 10093 Introduction to Political Science

POSC 10133 American and Texas Government

Helpful Tips

Formatting Your Profile

To format your profile, we recommend using HEADING 2 for all section titles. You can change the font format in the gray toolbox above your editing area.

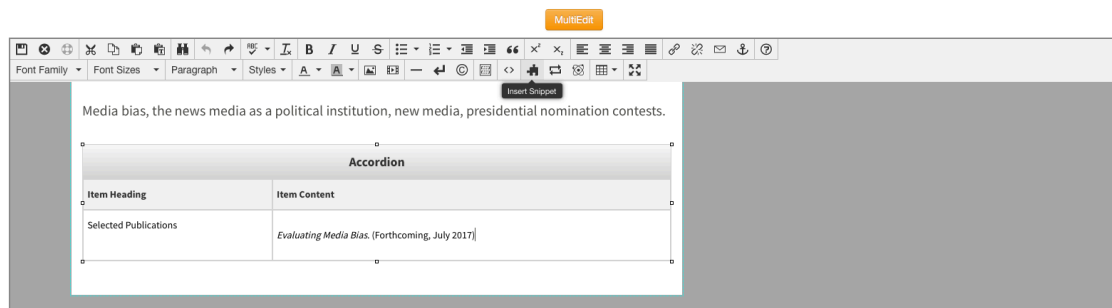


The screenshot shows a web editor interface with a toolbar at the top. A dropdown menu is open, displaying heading options: Preformatted, DIV, Heading 1, Heading 2 (highlighted), Heading 3, Heading 4, and Heading 5. The background shows a profile page with a photo of a man, a list of education degrees (Ph.D., MA, BA), and a section for 'ASSOCIATE PROFESSOR (FACULTY)' with details like College, Teaching Status, Teaching Audiences, and Department/Program.

Editing or Adding Accordions

To add a row to your accordion, place your cursor on the last row of the accordion and simply hit the “TAB” button on your keyboard. This will create a new row.

To insert an accordion, click on the SNIPPETS button on your editing toolbar. This button looks like a puzzle piece. Then, select “Accordion” from the list and click “Insert”.



The screenshot shows a web editor interface with a toolbar at the top. A snippet menu is open, showing an 'Accordion' widget. The accordion is titled 'Media bias, the news media as a political institution, new media, presidential nomination contests.' and contains two items: 'Selected Publications' and 'Evaluating Media Bias. (Forthcoming, July 2017)'. The 'Insert Snippet' button is visible in the toolbar.