Welcome to our new WordPress Content Management System, which will make editing and managing your faculty page much easier. Please contact Public Affairs by phone (212) 346-8501 or email publicaffairs@bmcc.cuny.edu if you have any questions.

1) Go to Faculty/Staff Resources, a menu title towards the top of the BMCC website; select Faculty/Staff Resources on that menu.

2) In the right column (Resources) scroll down to Faculty Page Log in.
3) Log in to your faculty page with your Outlook email username (just the name part, not @bmcc.cuny.edu) and your Outlook password.

4) You will see your faculty profile from the backend of the site—the information here comes from CUNYFirst. If anything is incorrect on this page, we will report it to them.

To go to your faculty page, hover over the word “Faculty” on the left hand menu and then select “All Faculty”. (You will be brought directly to your faculty page)
5) Editing Your Faculty Page
Type, cut and paste, or edit text in the boxes.

Be consistent.

Biographical Description
Use third-person singular to create a brief biographical description. You can include a hyperlink to your Linkedin or personal professional website in the last sentence of your bio.
6) Expertise
Add your areas of expertise.

7) Adding Courses Taught

While in the Courses Taught field, type the three letter code for the subject, (ex. MAT, ENG, BUS, etc.) and you will get a drop down list of courses in that field to select from.

Changing Course Order
You can change the order of the courses by dragging them before or after another course.
8) Adding Publications

Type or cut and paste your publications in the Publications box.

- The Role of Performing Arts Centers: A Case for the City University of New York. The International Journal of Learning, Volume 17 (8), 2010, pp.473-484
- Marketing a Brand That is You. Inquirer, Vol 14, Spring, 2007, pp. 55-60

Move the publications (drag and drop or cut and paste) to be in reverse chronological order, so that the newest publication is first.

You can hyperlink to online versions of your publication.

9) Select **Update** to save and publish your changes.
HEADCHESTS

Our photographer is available to take headshots of faculty. Please contact Public Affairs by phone (212) 346-8501 or email publicaffairs@bmcc.cuny.edu if you do not have a professional headshot on your faculty page.

You can upload your photo using “Set Featured Image” on the lower right side of the screen.

After clicking Set Featured Image, you will be brought to the Media Library, where open a folder on the left to select your headshot or you can upload your own by selecting Upload Files.

RESUME

Scrolling down to the bottom of the page you will find a button to upload a resume or CV.
OFFICE OF PUBLIC AFFAIRS

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