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.

![Login Screen]

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.

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. 53-60
- *Looking in the Mirror of Inquiry: Knowledge in Our Students and in Ourselves.* Teaching and Learning Inquiry: The ISSTL Journal, Volume 2, Issue 1, 2014

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 that are available free of charge.

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

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.

![Set Featured Image](image)

After clicking Set Featured Image, you will be brought to the Media Library, where open the Faculty Headshots folder on the left to select your photo. (picture of this on next page.)
After you have clicked on your image, click on **Set Featured Image** at the lower right of the page to bring this image into your faculty page.
RESUME

Scrolling down to the bottom of the page you will find a button to upload a resume or CV.
**FORMATTING AND STYLE**

**AP Style**
BMCC uses Associate Press (AP) style for print and website.

Some examples of AP style are:

**Time**
AP style uses periods for a.m. and p.m. and lower case letters.

Ex. 3:30 p.m. or 8 a.m. is correct

**Dates, Months, Years, Days of the Week**
For dates and years, use figures. Do not use st, nd, rd, or th with dates

Ex. May 12 is correct . . . not May 12th

**Technological Terms**
Here are the correct spellings for some common technological terms:

- e-book
- e-book reader
- e-reader
- email
- cellphone
- Facebook

**Numbers**
Spell out numbers used at the beginning of a sentence, except for years.

Ex. Two hundred students volunteered for the program.
2018 was the year the college president stepped down.

**Headings**
* Capitalize principal words in headings and subheads
  - minor words such as for, of, a, an, at, are not capitalized
  - see AP Style Title Case for more information

**AP Style References**
A more complete summary of the AP style can be found in the following:

- The Purdue Online Writing Lab
- The State of Colorado AP Cheat Sheet
Formatting Style

**Use of Bold Type**
Use *occasional* bold type to emphasize **one** or **two words**, not a whole sentence or paragraph.

**Use of ALL CAPS**
This is not a style we use on the BMCC website. It is more difficult to read than mixed case.

**Use of Underlining**
Underlining is not used on our website, because it can easily be mistaken for a hyperlink.
OFFICE OF PUBLIC AFFAIRS

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