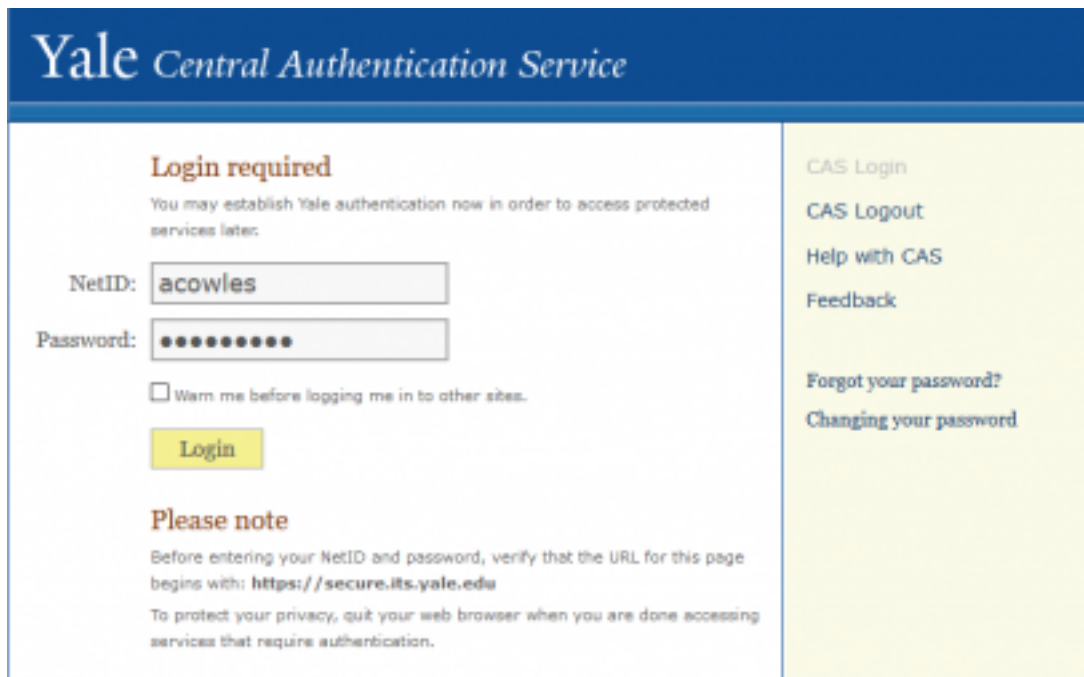


Faculty - How do I edit my Econ biography page?

It is possible for you to edit your profile information listed on the [Faculty directory page](#). Below are instructions on how to do so.

1. Sign-in to the Economics website using you Yale NetID and password by clicking the “sign in” link on the home page of the Economics site (lower right-hand corner), or by using this URL:
<http://economics.yale.edu/cas>



2. Once authenticated, locate the **User Menu** in the lower right-hand corner of the home page and click the “**My account**” link to take you to your people page.

USER MENU

[My account](#)

[YaleSites How-to Guide](#)

[Log out](#)

3. On your people page, click the **Edit** button at the top of the page.



The screenshot shows the Department of Economics website. At the top, there is a blue header with the text "Department of Economics" and "News | Contact Us". Below this is a navigation bar with links for HOME, PEOPLE, GRADUATE, MA PROGRAM, UNDERGRADUATE, EVENTS, and ALUMNI. The main content area shows the profile for Alfred Cowles, with a breadcrumb trail "Home > People > Alfred Cowles". The profile title is "Alfred Cowles", and there are three buttons: "View", "Edit" (highlighted with a red box), and "Signups". To the left of the text is a headshot of Alfred Cowles. To the right, the text reads: "Founder/Director", "alfred.cowles@yale.edu", "Website", "CV Link", and a paragraph of biographical information: "Elihu Yale (5 April 1649 – 8 July 1721) was an American-born British merchant, philanthropist, and President of the East India Company settlement in Fort St. George, at Madras, and a benefactor of the Collegiate School in the Colony of Connecticut, which in 1718 was renamed Yale College in his honor." Below this is the source "Source: Wikipedia".

Note: You can also access the edit link form the Faculty Directory page next to your name if you are already signed-in



The screenshot shows the Faculty Directory page for Alfred Cowles. On the left is a headshot of Alfred Cowles. To the right, the text reads: "Alfred Cowles", "Founder/Director", "On Leave Fall 2016", "cowles1@yale.edu", "Website", and "CV Link". To the right of this text is a small blue button with the word "edit" in white, which is highlighted with a red box.

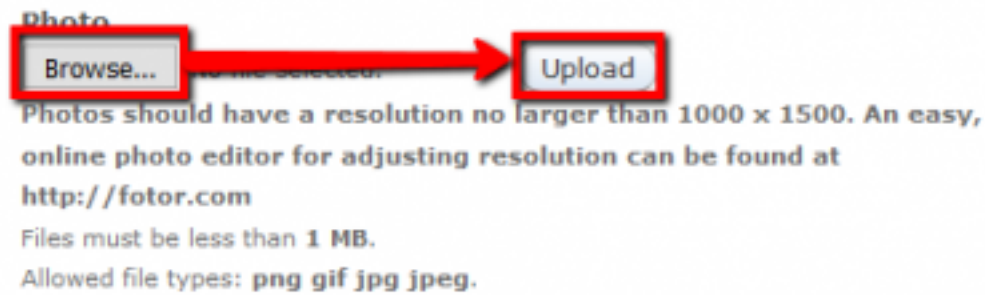
4. Modify any display fields on the form page accordingly.

Notes:

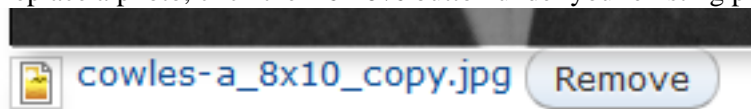
- Headshot photos are preferred
- Click the **Browse** button, and then the **Upload** button to add a photo

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- Photos should have a resolution no larger than 1000 x 1500 or they will not save in the system (an easy, online photo editor for resizing images can be found at <https://www.fotor.com/app.html#/editor>)
- Use the cropping tool to adjust your photo by using the white perimeter handles (e.g., crop a full body picture to show only your head - see screenshot below)
- Any picture you upload will resize automatically
- To replace a photo, click the **Remove** button under your existing photo



Photos should have a resolution no larger t

- A CV can either be uploaded in PDF format or linked to a server location using the URL field
- Update your *Title*, *Department*, *Office Hours*, and *On Leave* fields accordingly

Home » Alfred Cowles » Alfred Cowles

Alfred Cowles

View

Edit

Signups

First name

Alfred

Last name

Cowles

Phone number

Title

Founder/Director

For Faculty People Pages Only

Email

alfred.cowles@yale.edu

Department

Economics

Website

<http://cowles.yale.edu>

Username *

Alfred Cowles

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.


▼ Email settings

Plaintext email only

Check this option if you do not wish to receive email messages with graphics and styles.

Photo



 cowles-a_8x10_copy.jpg Remove

Photos should have a resolution no larger than 1000 x 1500. An easy, online photo editor for adjusting resolution can be found at <http://fotor.com>
Files must be less than 1 MB.
Allowed file types: png gif jpg jpeg.

5.

To upload a new PDF CV, click the **Browse** button to locate your CV on your computer, and the **Upload** button to save it to your page.


*****Important***** Check the **Display** box to ensure your CV shows on your page. Alternatively, un-checking the Display box will hide the old CV.

NOTE: Old CVs can be removed by clicking the *Remove* button (this is useful when replacing an old CV).

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File information **Display** **Operations**

 **cvsamples.pdf** (387.38 KB)

Description

The description may be used as the label of the link to the file.

Remove

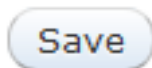
Add a new file

Upload | [Advanced upload](#)

Browse... Upload

Files must be less than 256 MB.
Allowed file types: **pdf**.

6. Click the “Save” button at the bottom of the page. If this is not done, any changes you made **will not** display on your page.



For assistance, please email your [admin assistant](#).

Source URL: <https://economics.yale.edu/help/faculty-how-edit-your-econ-people-page>