

Graduate Students/Post-doc Fellows - How do I edit my Econ biography page?

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

1. Sign-in to the Economics website using you Yale NetID and password from the following URL: <http://economics.yale.edu/cas>

Yale Central Authentication Service

Login required
You may establish Yale authentication now in order to access protected services later.

NetID:

Password:

Warn me before logging me in to other sites.

Login

Please note
Before entering your NetID and password, verify that the URL for this page begins with: **https://secure.its.yale.edu**
To protect your privacy, quit your web browser when you are done accessing services that require authentication.

CAS Login
CAS Logout
Help with CAS
Feedback
Forgot your password?
Changing your password

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.


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HOME PEOPLE GRADUATE MA PROGRAM UNDERGRADUATE EVENTS ALUMNI

Home > People > Alfred Cowles

Alfred Cowles

View **Edit** Signups



Founder/Director
alfred.cowles@yale.edu
Website
CV Link
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.
Source: Wikipedia

Note: You can also access the edit link form the [Graduate Student directory page](#) next to your name if you are already signed-in



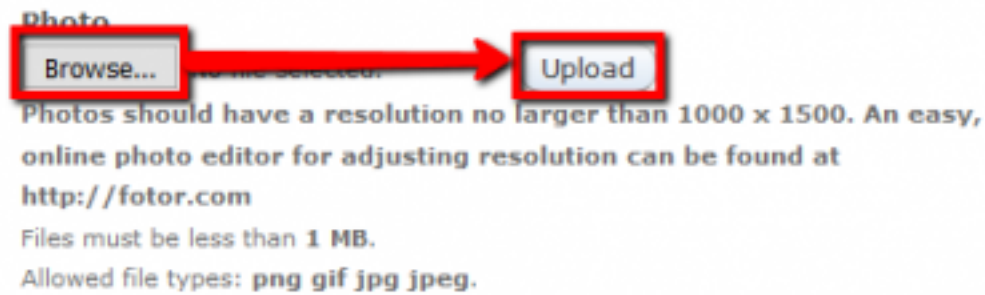
Alfred Cowles
Founder/Director
On Leave Fall 2016
cowles1@yale.edu
Website
CV Link

edit

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



- 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



- A CV can either be uploaded in PDF format or linked to a server location using the URL field
- The *Title*, *Department*, *Office Hours*, and *On Leave* fields will not display on your personal page

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HOME PEOPLE GRADUATE MA PROGRAM UNDERGRADUATE EVENTS ALUMNI

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***** After your CV has been uploaded, check the **Display** box to ensure your CV shows on your page. Alternatively, un-checking the box will hide the old CV.

NOTE: Click the *Remove* button to delete a CV (This would be true if 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

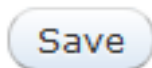
Upload | [Advanced upload](#)

Browse... Upload

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

6.

Remember to 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.



If you have questions, please email economics@yale.edu.

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