

Staff - How do I edit my Econ biography page?

Published on Department of Economics (<https://economics.yale.edu>)

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It is possible for you to edit your profile information listed on the [Administration 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 » Alfred Cowles

Alfred Cowles

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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](#)

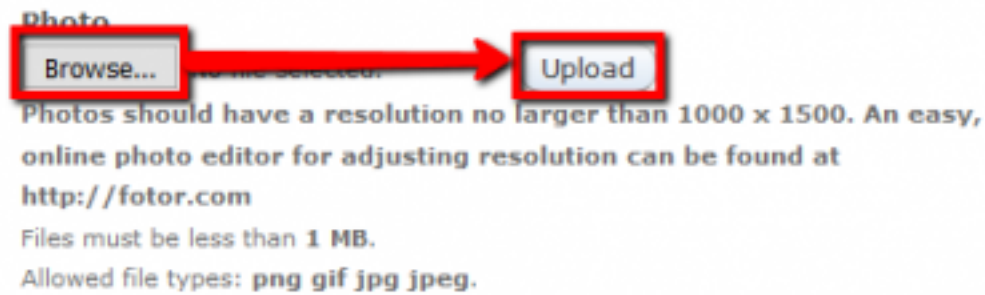
4. Modify any display fields on the form page accordingly.

Notes:

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

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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



- The *Title*, *Department*, *Office Hours*, and *On Leave* fields will not display on your personal page

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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.

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.

Save

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

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