

Introduction

Cascade Server is a powerful web content management system designed with end-users in mind. By providing advanced tools to maintain the most complex websites, Cascade Server can give you the functionality you need with the simplicity you desire. Cascade Server is accessible through any Internet-connected browser and is as easy as email. Unlike current web content management solutions, Cascade Server helps organizations maintain a higher quality, standards-compliant web site, while providing deployment flexibility, a zero footprint client and a fast implementation.

NOTE: Faculty will only have access to edit their own profile.

Objectives

- Logon to the Cascade Server to access your account
- Navigate to your Faculty Profile
- Update your Faculty Profile information
- Upload your Faculty Vitae
- Upload your Faculty Profile image
- Publish your Faculty Profile

Login

1. To logon to the **Cascade Server**, go to <http://www.csueastbay.edu/cascade>.
2. For the **Username**, type your **NetID**, and then type your **Password**.



Log In

CALIFORNIA STATE
UNIVERSITY
E A S T B A Y

Welcome

Username

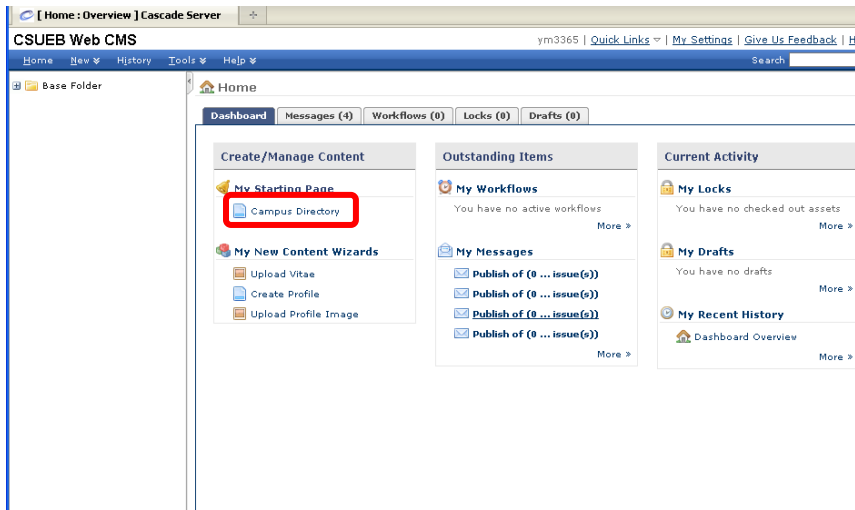
Password

Remember me

Log In

Navigate to the Profile

- In the section **Create/Manage Content**, under **My Starting Page**, Click the **Campus Directory** link.



- Faculty Profiles are listed by last name. Under **Faculty Profiles**, click the first letter of your last name.
- Locate your name then click the link.



- To edit your Faculty Profile, click the Edit tab.



Update the Faculty Profile Information

- The Yellow Stars represent the required fields. Make sure all the required fields are correct.

[/directory/profiles/ted/normanjesse](#)

View Edit Copy Publish Delete Advanced ▾

Content Metadata System Configurations

Inline Metadata

Last Name * Norman

First Name * Jesse

Title * Lecturer

Curriculum Vitae (PDF or Word document) [Window Icon] [List Icon]

Profile Image (147x197) [Window Icon] [List Icon]

Contact information

Office * WA 447



Phone * (510) 885-2046

E-mail * jesse.norman@csueastbay.edu

Office Hours

To Upload your Curriculum Vitae in PDF or Word format

Note: You must have an electronic version your Curriculum Vitae to complete this step.

- To browse to the Vitae folder, click the window icon   .

[/directory/profiles/ted/normanjesse](#)

View Edit Copy Publish Delete Advanced ▾



Content Metadata System Configurations



Inline Metadata

Last Name * Norman

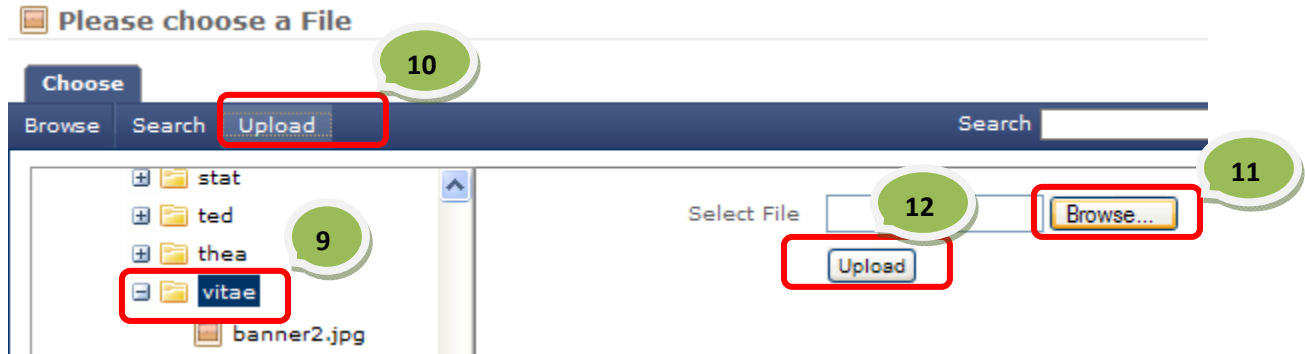
First Name * Jesse

Title * Lecturer

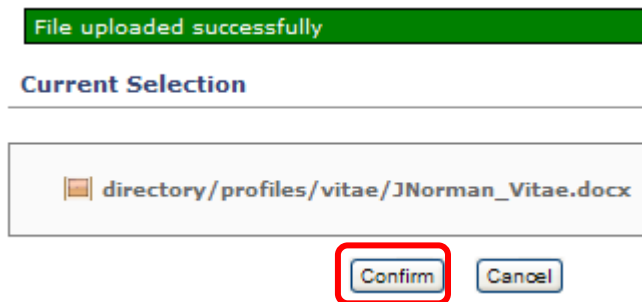
Curriculum Vitae (PDF or Word document)  

Profile Image (147x197)  

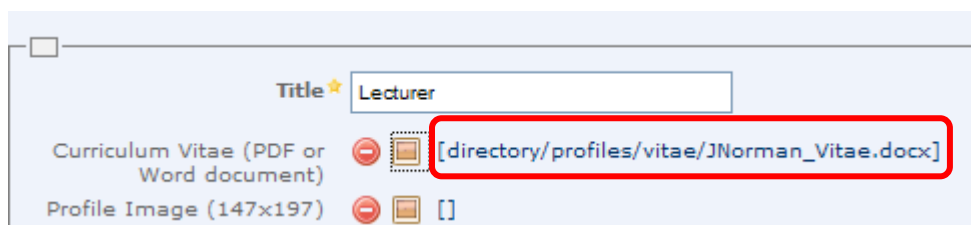
9. In the left navigation window, select the **vitae** folder .
10. Click the **Upload** tab .
11. Click the **Browse** button to locate the vitae.
12. Once your file is selected, click the **Upload** button.



13. Click the Confirm button.



14. The vitae has successfully been added.

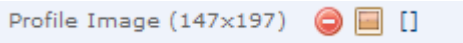


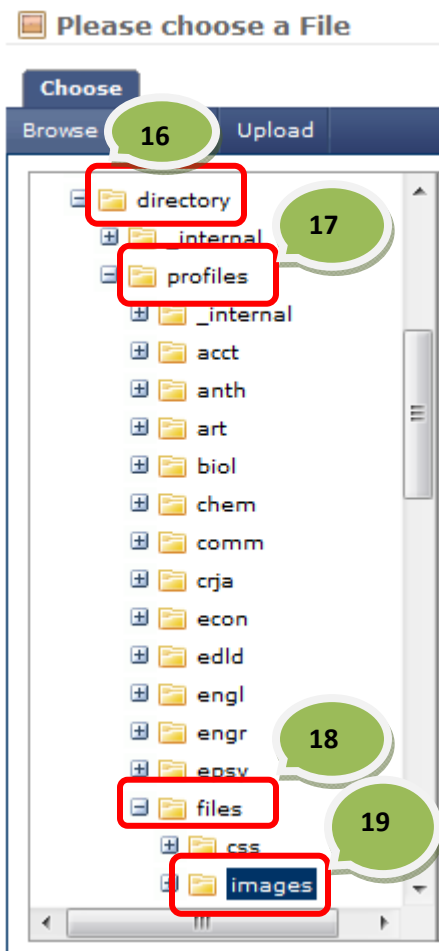
To Upload your Faculty Image

Note: Photos uploaded to the faculty profile pages must comply with local, state, and federal statutes, including but not limited to laws concerning decency, privacy, and copyright. Only portraits of faculty members will be accepted – logos, icons, avatars, and graphics are not acceptable.

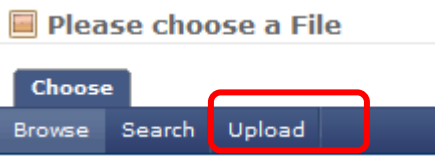
Note: The profile image size should be (147x197) pixels. Upload your image. If you notice it is distorted, resize it or send a service desk ticket along with the attached image then IT will fix it for you.



15. Click the **browse** button next to Profile Image 
16. In the left navigation window, select the **directory** folder.
17. Select the **profile** folder.
18. Select the **files** folder.
19. Select the **image** folder.



20. Click the **Upload** tab.



21. Click the **Browse** button to locate the image.

22. Once your file is selected, click the **Upload** button.

23. Click the **Confirm** button.

24. For your Contact Information, Title, College and Department, confirm the information.

25. Write a Brief Description and Professional Focus.

26. Under **Education**, type your Degree and the Awarded Institution.

27. **Click** the **+ sign** to add additional degrees.

28. Under **Courses**, first type the quarter then the courses individually.

29. To add additional courses, **click** the **+ sign** next to course.

30. To add additional quarters, **click** the **+ sign** below the heading **Courses >> Quarters**.

31. In the section, **Publications and Accomplishments**, **copy** and **paste** the information from your **curriculum vitae**.

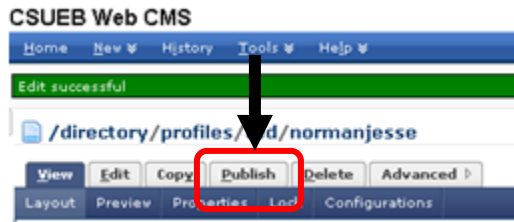
32. In the section, **Service**, **copy** and **paste** the information from your **curriculum vitae**.

33. **Scroll** to the bottom of the page then **click** the **Submit** button.

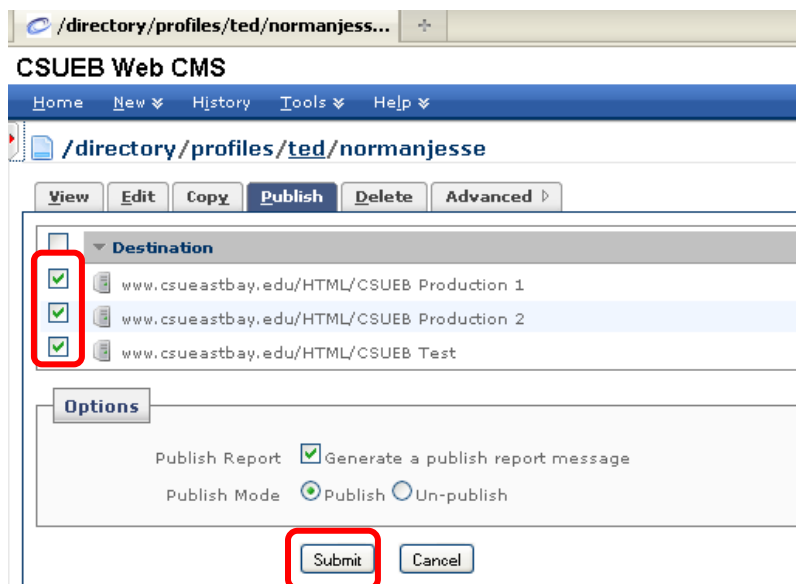
34. View the page for accuracy.

Publish your Faculty Profile

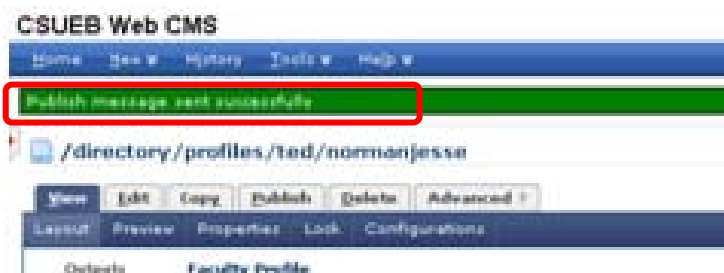
35. If this is OK, click the **publish** tab to publish the web page.



36. Put a check mark in all the destinations check boxes, then click Submit.



37. The window below appears with a message, "Publish message sent successfully."



You have successfully updated and published your faculty profile!