

College of Arts and Sciences Faculty Database

The College of Arts and Sciences Faculty Database was created to provide faculty members with a way to make information about themselves available to other faculty, students and the general public.

What are the benefits of using the Faculty Database?

- Requires no knowledge of web development.

You don't need to know HTML or understand web services to use the Faculty Database. It is a simple web application that works similarly to a word processing application (Microsoft Word, WordPerfect, etc).

- Eliminates duplicate or incorrect information.

When information is updated in the Faculty Database, it will instantly update everywhere it appears.

- Makes information more accessible.

Information in the Faculty Database is searchable by faculty, students and the general public. This allows people to find out, for example, who shares their research interests or is an expert in a particular field.

- Puts the power in the hands of faculty.

Using the Faculty Database eliminates the often-lengthy process involved in maintaining a webpage. Because it is so easy to use, you can update information as frequently as you wish.

Before you get started:

1. Install the latest Flash Player. You can download Flash Player from the Adobe website at www.adobe.com.
2. Disable any pop-up blockers. Your antivirus or antispyware program controls pop-up blockers. Your web browser or a toolbar such as the Google or Yahoo toolbar may also control them.
3. At this time, it is recommended that you use Internet Explorer or Mozilla Firefox.

Logging In

Browse to www.cas.umt.edu/facultydatabase. You may want to bookmark this address for future use.

Click on the “Login Now” button to begin.

1. Generate a password. You can do this by clicking on “Forgot Your Password?” Enter your official University email address (first.last@mso.umt.edu or first.last@umontana.edu). Your password will be mailed to you.
 - a. If you do not receive a password, contact your department’s administrator or send an email to sfd@mso.umt.edu.
2. Return to the login screen and enter your username (email address) and password.
 - a. If you have difficulty logging in, please contact your department’s administrator or send an email to sfd@mso.umt.edu.
3. We recommend that you change your password right away. This can be done in the Login Information section.
4. If at any time you forget your password, just use the “Forgot your Password?” link to generate a new one.

Getting Around

Login Information

Update your email address and password.

Navigation

Use this menu to navigate the Faculty Database.

Profile Image

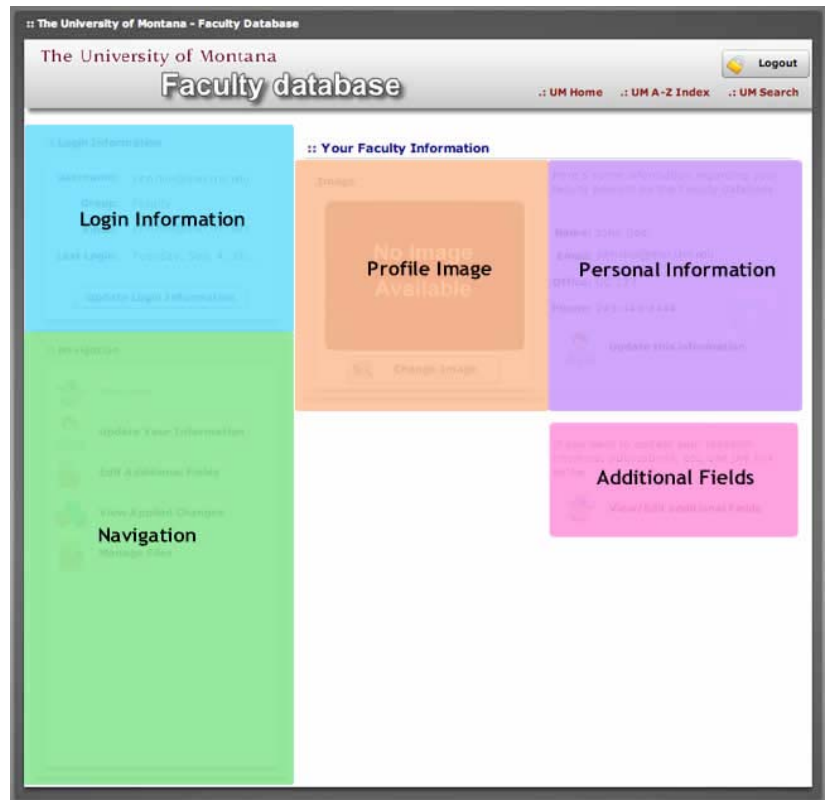
Update your profile image.

Personal Information

Update your personal information, including telephone number, office location, personal website address and curriculum vitae.

Additional Fields

Update additional fields such as current courses, research interests, publications, and many more.



Login Information

It is important that your login information be up to date.

Your email address should be your official University email address. Because your email address also serves as your username, changing your email address will change your username.

Your password is originally sent to your email address. Once you have logged in, it is recommended that you change your password. A secure password is one that is at least 8 characters in length and contains letters, numbers and symbols. Use words and phrases that are easy for you to remember, but difficult for others to guess.

Navigation

Let's take a closer look at the Navigation section.

Welcome

Clicking on the welcome button will always take you back to the main screen of the Faculty Database.

Update Your Information

This link is another way to get to [Personal Information](#).

Edit Additional Fields

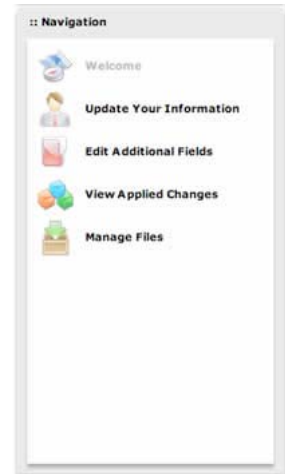
This link is another way to get to [Additional Fields](#).

View Applied Changes

Allows you to view your changes.

Manage Files

Allows you to upload files from your computer. You may use this interface to upload syllabi, publications, images and other files.



Profile Image

Your profile image will appear on your faculty listing.

You can upload any image up to 100 kilobytes in size. Don't worry about the physical dimensions of your image, as it will be automatically resized to fit.

You can also remove your image at any time and it will be replaced by a default University-related image.

Personal Information

It is important that your personal information be up to date.

Use this field to update your name, office location, phone number and personal website address.

Your email address should be your official University email address. Because your email address also serves as your username, changing your email address will change your username.

There are two ways to link to your CV. If it is already online, just enter its address. You may also upload a CV from your computer by clicking on the button to the right.

Additional Fields

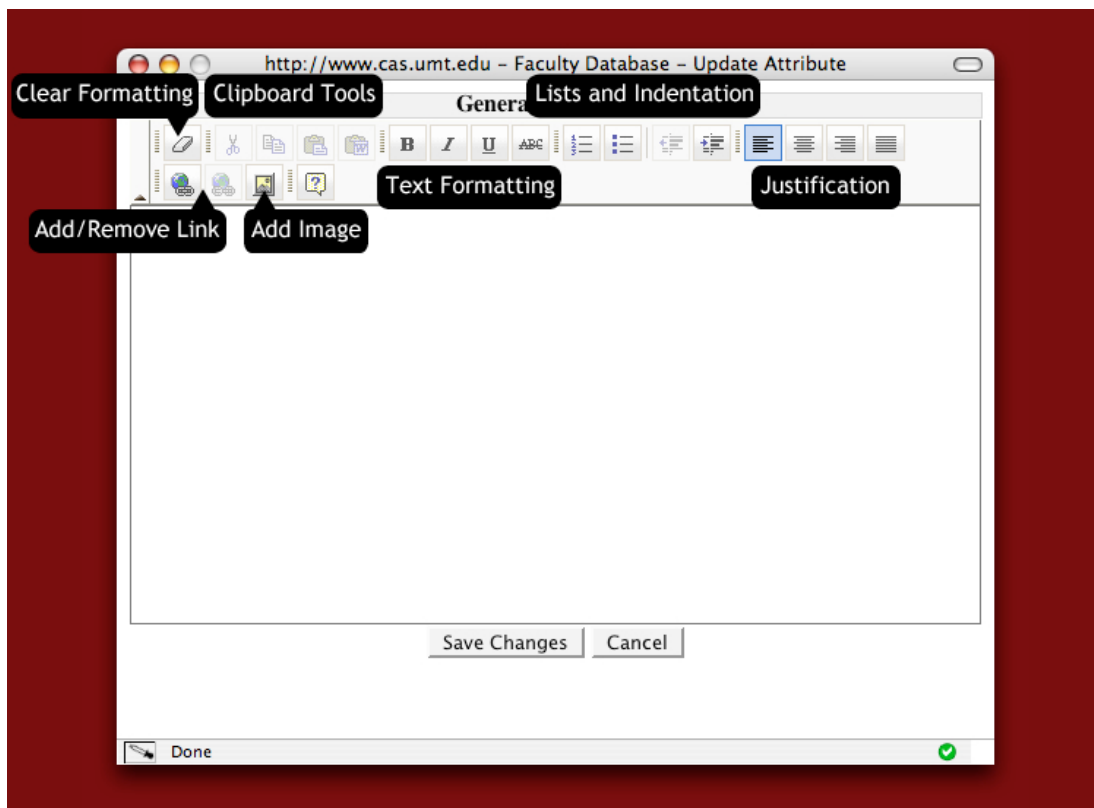
You can fill out as few or as many of the additional fields as you choose. If you leave a field blank, it will not show up on your faculty listing.

Please remember to keep your information up to date. If you choose to list your current courses, for example, make sure they are current! Having incorrect or out of date information is more harmful than having no information at all.

Using the Editor

When you select a field, a text editor will appear. You can type information directly into the editor or copy and paste it from a web page or document.

The editor works like any standard word processing application. Hover over each button to see a brief explanation of what it does.



Clear Formatting - Removes all formatting. Especially useful when text has been copied from an external source.

Clipboard Tools - Includes cut, copy, paste and paste from Word.

Text Formatting - Includes bold, italics, underline and strikethrough.

Lists and Indentation - Includes numbered list, bulleted list, outdent and indent.

Justification - Includes left-align, center, right-align and justify.

Add/Remove Link - Create or remove a link. To use, highlight the text you would like to link. Type the address of your link or choose "Browse" to upload a document.

Add Image - Add an image. Image must be less than 100 kilobytes.

Tips for Editing

- If you plan on typing a large amount of text, you may want to format it in your preferred word processing application first and then use the “Paste from Word” button to insert the text into the editor.
- Pressing enter will create a space between lines. Pressing-shift enter will not create a space between lines.
- Images should be less than 100 kilobytes in size. Pay attention to the physical dimensions of the image as well. Large images can become skewed and disrupt the balance of the page.

Manage Files

The file manager allows you to upload files from your computer for use with your profile. You can upload Word documents, Adobe PDFs, PowerPoint presentations, images (less than 100 kilobytes) and other file types. This could be useful for adding a syllabus to your Current Courses or adding an article to your Research Interests.

Clicking on “Add Files” will allow you to select a file for upload. Clicking on “Delete Files” will delete selected files.

Once you have uploaded files, you can link to them within Additional Fields using the editor. If you delete a file, remember to delete your links to that file.

You can also upload files from within the editor by using the “Link” button and then choosing “Browse Server”. Any files uploaded through the editor can also be managed through the file manager.

Please keep in mind that anything you upload will be accessible to the public. Do not upload sensitive information.

Additional Resources

A list of frequently asked questions is available on the [Faculty Database support page](#). You may also contact us at sfd@mso.umt.edu.