University of Maryland
CENTER FOR ENVIRONMENTAL SCIENCE

Welcome to your bio page!

Here is a step-by-step tutorial to completing your bio pages on the new University of Maryland Center for Environmental Science website. If you have any questions or need assistance along the way.

START HERE: http://www.umces.edu/user

You will be prompted for a username and password. (Contact your lab's IT department, if you do not have a password.)
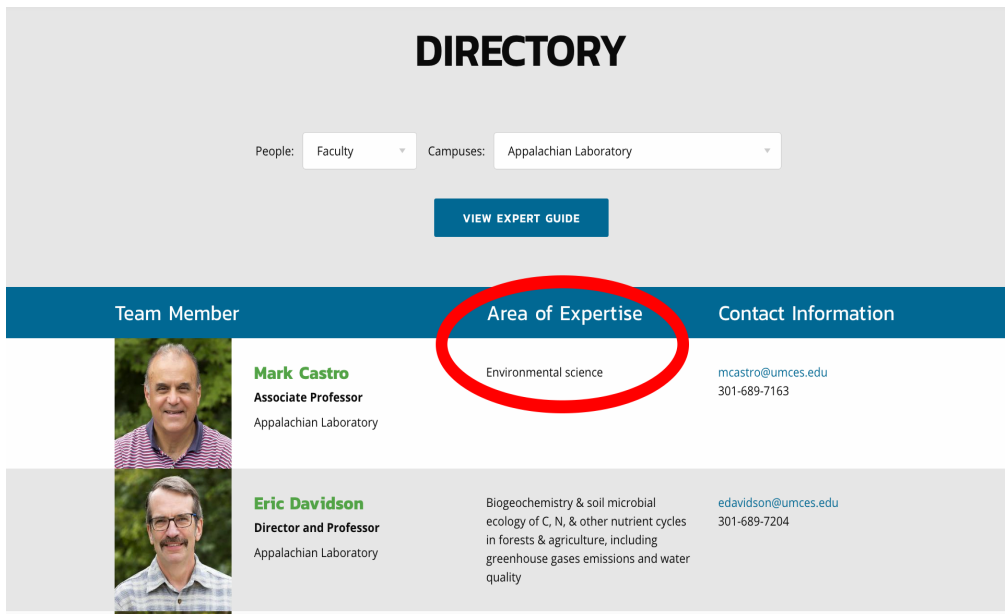
Find your bio page by entering your name into the search bar at the upper right-hand corner and clicking on your name or by finding your page in the Directory.

Click the blue **EDIT** button at the top of your bio page, and we're off!

Now that you're on the back end, you'll see the bio page is mostly a form to fill out. Some of the boxes, such as your name and campus information, were filled out when your page was created. It's up to you how you want to fill in the rest. This is a walk-through to help you understand how each section appears on the published site. Samples of a completed bio and the back end appear at the end of this document:

Areas of Expertise – Summary for Directory
This first box just below your name won't appear on your bio page, but in the directory listing as seen below. You are limited to 157 characters, but this just is a short description of your primary expertise:

Title or Position
Choose your title from the drop-down menu, if not already selected.

Mailing Address
Under the mailing address boxes are some additional optional boxes you can choose to fill in, including Building Name, Room Number, etc. You should input your basic contact information, including email and office phone number. This will appear in a blue sidebar box next to your bio.

Bio
This can be filled out as you prefer up to 205 words. Please use the standard formatting provided when typing in the box. (the automatic font, size, etc).

Content Paragraphs
The content paragraphs section allows you to add a photo or video link. This section is optional but a good location to add photos or Youtube videos you may be featured in.

Member Type
Select your type

Areas of Expertise – Bio Page
Unlike the first box you filled out, this text will appear on your bio page. You can enter as many or few as you choose. If you run out of boxes, click 'Add another item.' If you want to reorder your answers, use the cross to the left of the box to drag and drop.

Education
This works just like the Areas of Expertise. Fill it out how you prefer. For example:

CV
 Here you can upload a PDF of your CV. It will appear as a button on the finished page.

Lab Link
The Visit Lab button will link to your own lab page, if you have one, or you can leave it blank and this button will not appear on your page. Like anything on this bio page, you can fill out as much or as little as you choose and make edits/additions later.

Students Working for Member
This is where you can type in the names of your current students (if applicable).

It will appear below your contact information on the finished page, and the students' names will be links to their own pages. There are circles to the far right of the fill-in box. That indicates that you can only type in something that already exists on the site.

When you start to type in your student's name, a list of options will appear for you to choose from. If you don't see your student's name, they likely don't have a page created for them yet.. Don't worry about the number that appears next to their name. That won't appear on the published version.

Regularly Offered Courses
Add your course titles here (if applicable)

Graduate Program Foundation Areas
Please enter the foundation areas in which you teach. Start typing and the box will auto populate one of the following:

- Applied Ecology & Conservation Biology
- Ecological Systems
- Earth & Ocean Systems
- Environment & Society
- Environmental Molecular Science & Technology
- Molecular Microbiology & Immunology
- Toxicology
- Wildlife/Fisheries Ecology

Recent Publications
This is a list of published work you would like to highlight. You'll need the title, publish date, resource, and link.

More Publications Link
In this section you can add your Google Scholar link or Researcher ID page link here to refer people to more of your work.

Featured Work

This is another place where you can showcase any of your research that has been highlighted elsewhere on the UMCES website or through a media outlet. There are two ways to do this:

Add new node: A "new" node is something outside the UMCES site. You'll need the headline of the piece, an image, the link. Click the blue button to upload that "node."

An "existing" node is a feature on the UMCES site, such as a news story, press release, or research highlight. You can copy/paste the headline or start to type it in and you'll get an automated fill list to choose from.

This section appears as a carousel on your page, so it's best to have more than one, if you choose to use this option.

Featured Work

Wind energy development has broad consequences for Golden Eagles

Each dot indicates another story in the carousel.

News

This is another place to add news that already exists on the UMCES website. You can copy/paste the headline or start to type it in, and you'll get an automated fill list to choose from.

Once you've filled out everything you want, click the green **SAVE** button on the bottom of the page. Remember, you may choose to not fill out all of the sections. The blank sections will not appear on your final bio page.