# DSS Website Access and Instructions on Updating Individual Profiles

We have provided each faculty member and PhD student a login and password in order to manage their own profile pages within the site.

The instructions below will guide you through logging into the site and making changes to your profile pages.

Logging In

Start by opening the stat.cornell.edu site in a browser window (Any browser should work. If you have problems, please let Karen know.)
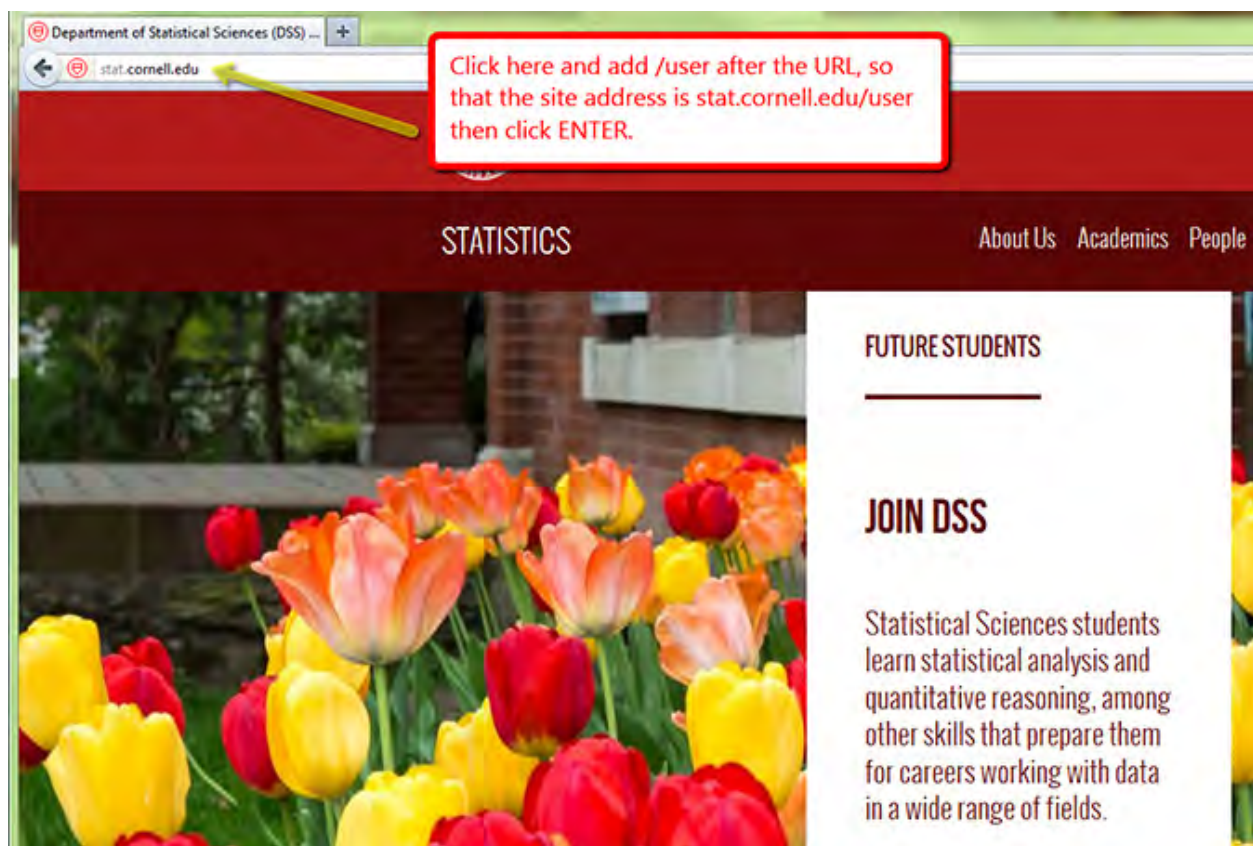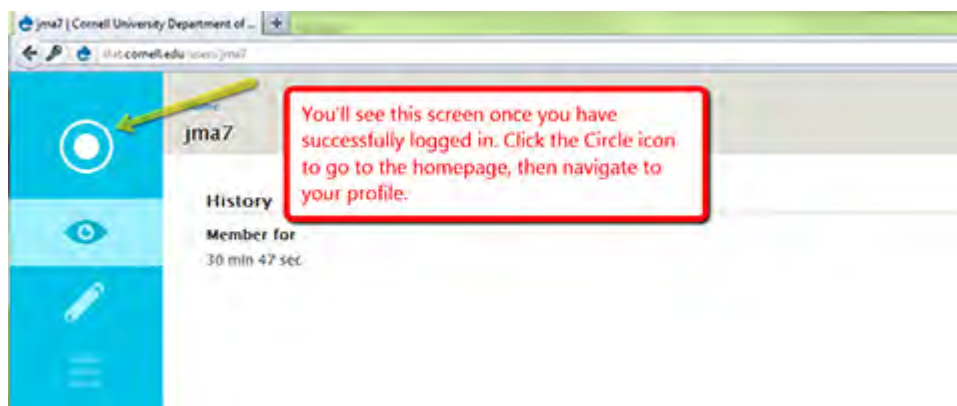

Click in the URL address field and add /user after the URL so that the site address is now stat.cornell.edu/user and then click ENTER.

The next screen you see will be the **login screen**. Each person's login is set to their netid and the password is "password1." After you log in for the first time, you should follow the instructions on how to change your password. You cannot change your user name. If you have any issues with logging in for the first time, please contact Karen.

Once you have logged in, you will see this screen, confirming your login.

You can click on circle icon on this page to start editing your profile, but first, you should click on the pencil icon to change your password.

If you click on the Pencil icon from this screen, it will take you to a page to edit the email and password associated with your account for accessing the stat.cornell.edu website. Follow the instructions here to change your password if this is your first time logging in, or if you've forgotten your password and need to reset it.

Enter password1 again in the current password field. If you wish to change the email associated with this account, you can do so here. Keep in mind that your user name will not change.


Enter a new password, making sure to use a combination of letters, numbers and symbols, making it something that is not easy for others to guess. It is a good idea to keep this password confidential as you would any other personal information.

Once you are happy with the password and the system has accepted it (note the strength bar on the side), then click SAVE.
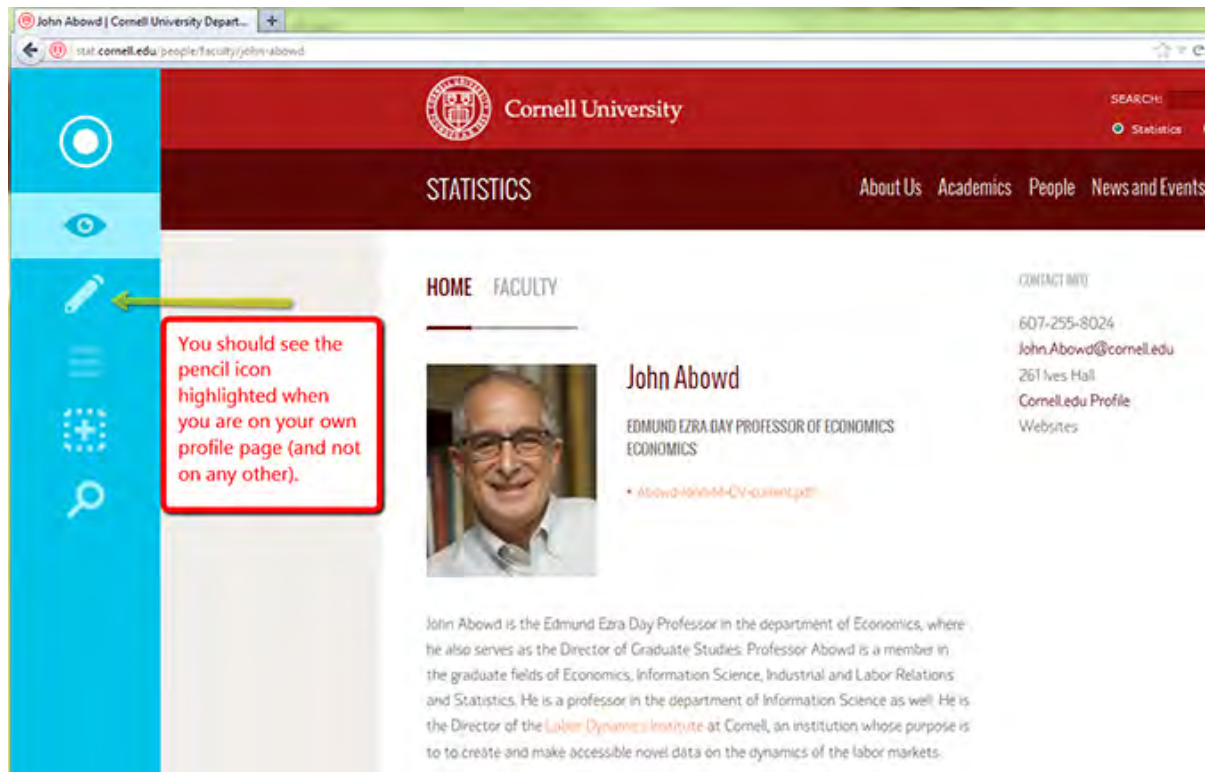
Editing Your Profile

Next you will want to navigate to your personal profile page. You can enter your profile URL in the address field, if you know it, or navigate to it using the menu buttons. The circle icon on the left side of your screen takes you to the homepage. Then you can use the top menu to go to the People section and scroll down to find your photo and info. Click on either your photo or name to go to your profile detail page.
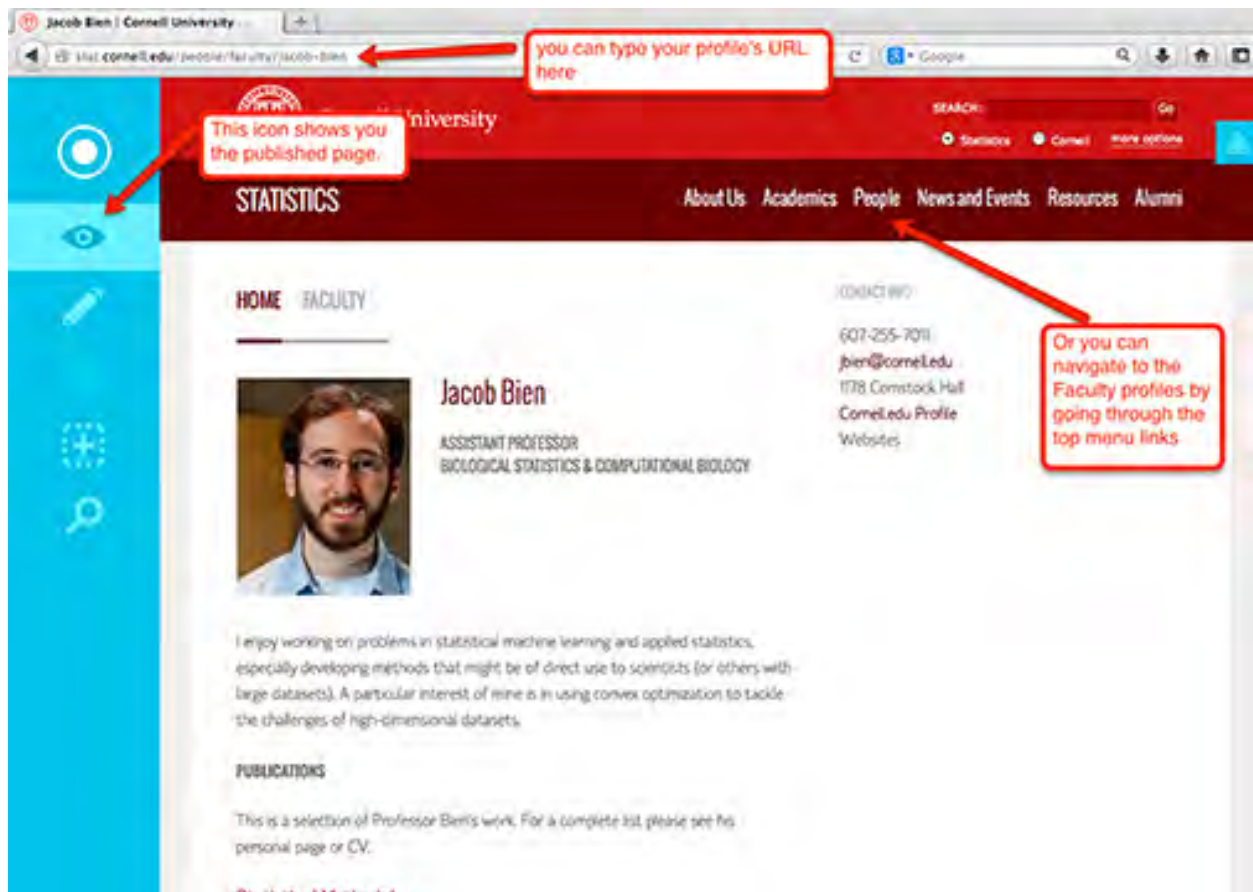
Once you are on your own page, you can review the information as it currently is, then go into the Edit mode to update anything that has changed.

You should see the pencil icon on the left highlighted when you are on your personal profile page (and not on any other pages in the site). Click on that icon to edit your profile.

Most people will only have access to this page of the website. Please don't give out your login and password information to anyone else. If you need assistance with editing your profile, please contact Karen and she can assist you.

Once you click on the pencil icon, you should see the following screen.

Use the tabs along the left (Name & Affiliations, Contact Information, Images, etc) to navigate through your information. Remember: NO changes that you make in the fields to the right will be saved until you click on the **SAVE** button at the bottom of the page. You can work through the tabs at the left prior to saving, but it's a good idea to save periodically in case something happens (browser shuts down, someone walks in, etc).

On this first page of your profile, edit your name, your title, the department/s you are associated with and you can choose an "affiliated degree" if there's a particular degree that you work more with than any other (makes the most sense for our faculty who are directors of the different programs).

The next tab allows you to edit **contact information**, including your phone, email, office location and website/s.

If any of this has recently changed, update the information then click SAVE.

The next tab allows you to upload an **image** that will appear on the People page as well as on your individual profile page.
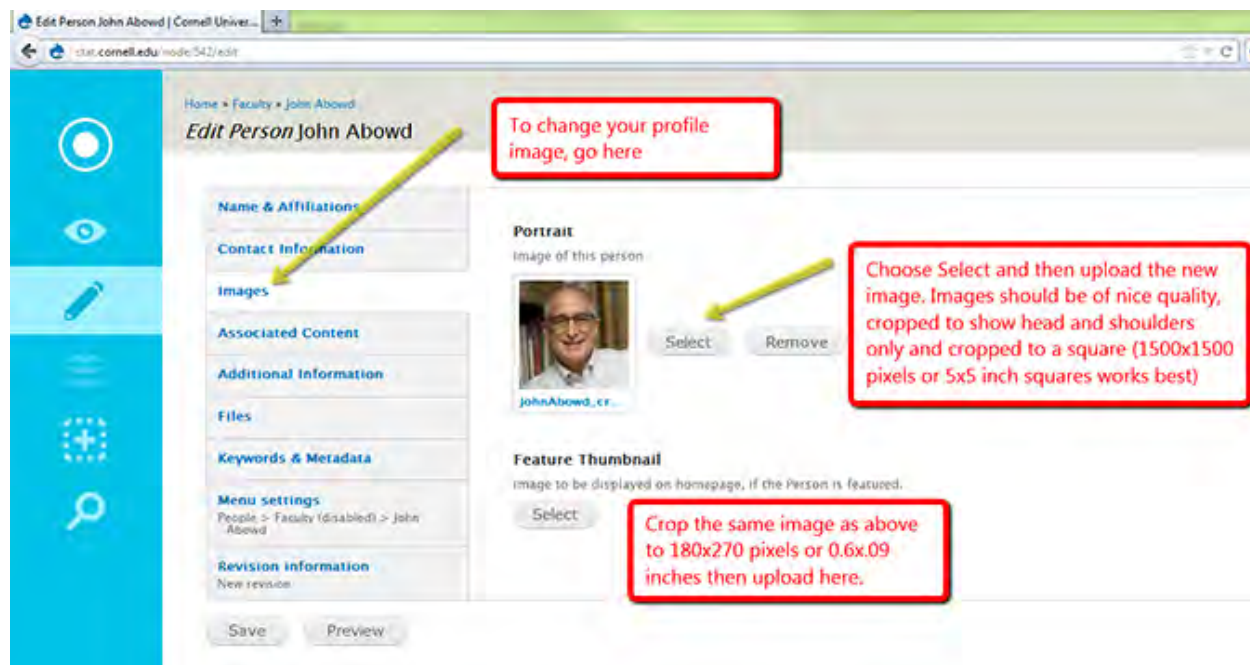
If you do not have an image already or want to change the one you have, you can upload a new image here. Keep in mind that images should be of a relatively nice quality, cropped to show head and shoulders only (keeping the site consistent) and cropped to a square (1500x1500 pixels or 5x5 inch square is what most of the profile images currently on the site are). If you wish to upload a thumbnail, you may crop the same image you selected as your primary image to a 180x270 pixel/0.6x0.9 inch rectangle to upload.

The next tab allows you to add content associated with your profile from other sections of the website. **Courses, research groups or news articles** would all be examples of other content.

If you are teaching a Statistics course that is not already associated with your profile, you can add it here. NOTE: Courses must already be added to our website for them to show up here. If you are adding a new course, coordinate with Karen or Diana first. If you are associated with a research group related to the Statistics department, you can add it to your profile here (CISER for example). If there is a featured news article or event related to your work elsewhere on the website, you can link those here.

The next section, "Additional Information" contains the fields for **Bios and Publications**. Try to keep Bios relatively concise and short. Use the publications list to highlight your most recent or most important publications. Think of this page as a quick view of your research for potential students, the audience of a conference you'll be presenting at soon or for PhDs, for potential employers to review. Since most of our faculty members and PhDs have personal websites they maintain, as well as profiles in other departments, the idea of keeping these profiles on the DSS site is to provide an overview for potential students all in one place. Once a student has an idea of whom they might like to work with, or what current students are working on, they can start clicking off the site to find out more information.

Follow the instructions below for editing within the Bio and Publications text boxes.

Use the clipboard T and clipboard W icons to paste information from other sources. The T icon allows you to paste text only from any other source, including Word docs and other websites, stripping out all other formatting. The W icon allows you to paste from Word with some basic formatting (if you want to keep bold, italics, bullets, etc). Put your cursor in the body text box where you want to insert the new data. Click the icon and then paste the text into the text box that opens and click OK. If you need to add formatting after you have inserted text, use the formatting icons across the top for Bold, Italic, Underline, inserting a link and so on.

The next tab allows you to upload files to your profile. We have mostly used this for PDFs of CVs but each person has the choice of uploading whatever they choose.
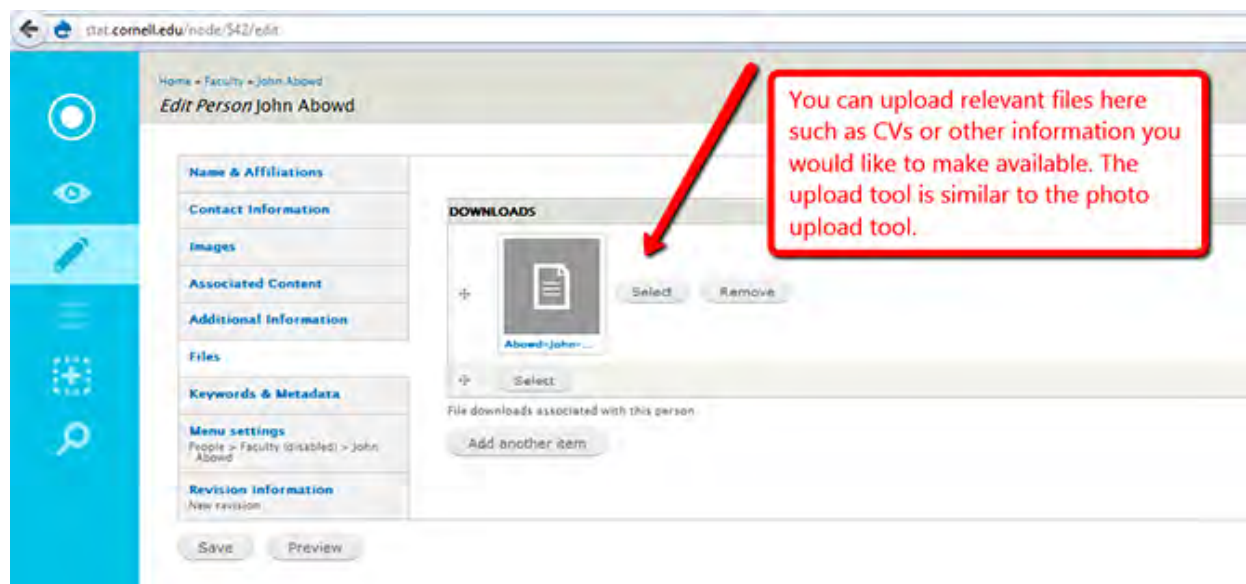
Most faculty members and PhD students will not need to edit the last 3 tabs – Keywords & Metadata, Menu Settings and Revision information. Please talk to Karen if you have questions about these. REMEMBER: be sure to click **SAVE** when you are done making changes to your profile.
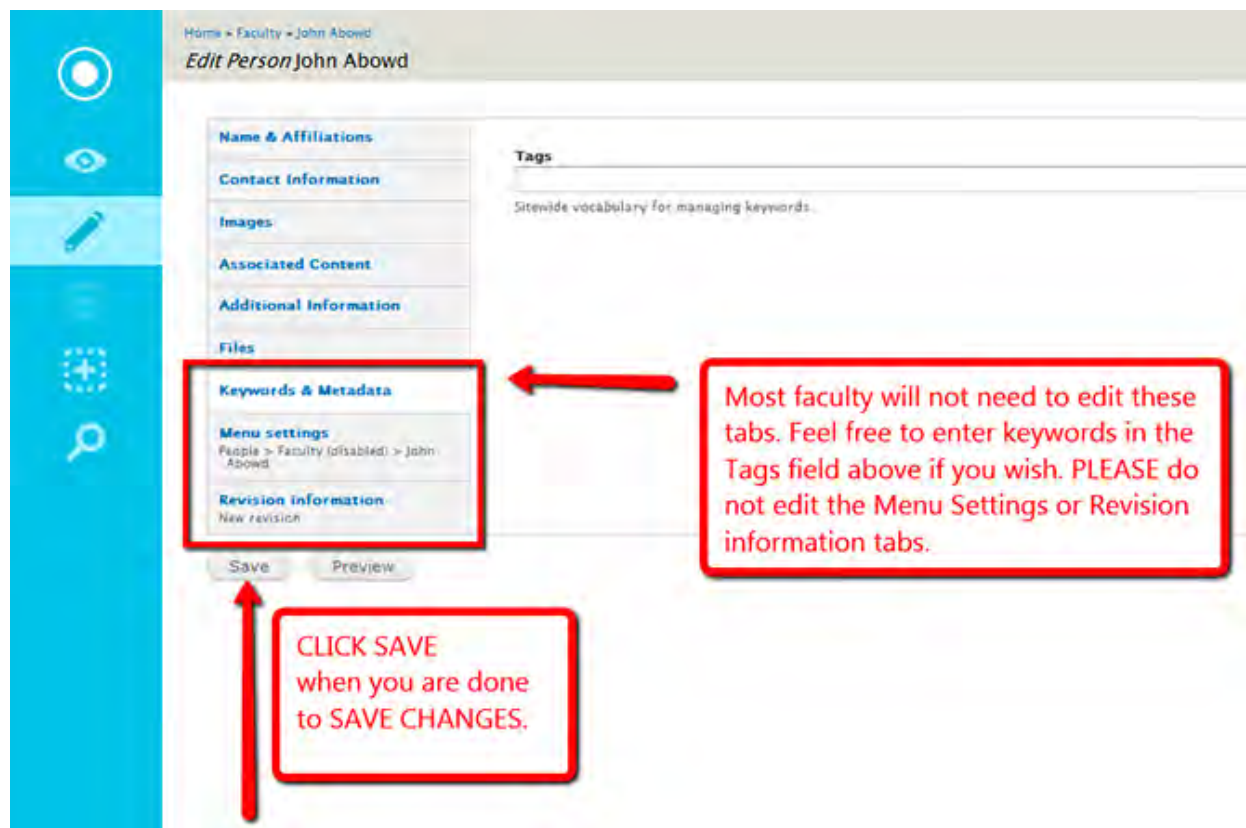
Once you click **SAVE**, the system should take you back to the published page to review it.

Please contact Karen Browning, klb272@cornell.edu, 607-255-5925, if you have any questions regarding the site or your profile.