How to Edit Your Faculty Page

Introduction:

You may send edits to your faculty profile to Sneha Patel, Creative Director of Communications (snehapatel@virginia.edu), or Rae Swain, Web Communications Assistant (rs7cf@virginia.edu)

Alternatively, if you would like to edit your profile yourself, please send an email to Sneha at snehapatel@virginia.edu with this request so she can set you up with editing permissions.

1) Upon request, Sneha will register you on the website and you will receive this email.
2) Click on the confirmation link, and you will be prompted to enter your email address to Log in. Your user name is your netID@virginia.edu – input this and select the NEXT button. This will route you to NetBadge. You will follow the typical steps you use to enter the NetBadge site. For detailed information and instruction about NetBadge visit its.virginia.edu/netbadge/

3) Once you have gained access through NetBadge, you will be taken to the back end of the website. Select the EDIT SITE button to access the website.
4) Select the 3 pages icon on the top left, and type your name in the GO TO PAGE box.
5) To edit your pages, select the edit button in the top right corner. From there, you can edit any text on this page. We have already created the initial format of the page for you to ensure consistency among faculty + staff profiles. If you need to adjust formatting or add/delete components, please contact Sneha Patel (snehapatel@virginia.edu) or Rae Swain (rs7cf@virginia.edu) for assistance.

6) Text edits are made by selecting the text you want to change and typing directly in the text editor. The text box you are working on will highlight, and a tab will appear at the top with the name of section you are working on. If you’ve made the changes you want, select the check mark and it will
autosave for you. If you don’t want the change to take place, select the x.
The text changes will also autosave by clicking outside of the textbox. You will know the page is saved when the message at the top appears green. If you receive an error message instead, try to make your change again.

Note Graphic:

Certain features are set as part of the website’s design and cannot be adjusted. For example, you may type your name in sentence – case type in the editor but it will auto-adjust to all caps, based on the design.
7) When you’re finished making edits, select the arrows in the top left, then select REQUEST APPROVAL.
8) Select SAVE. This will set your page up for pending publication. Send an email to Sneha Patel (snehapatel@virginia.edu) or Rae Swain (rs7cf@virginia.edu) and let them know you made changes to your profile. They will then publish the updates on your behalf.

That’s it!

For future reference here is the login link for the website:
https://www.builtforyou.com/Account/Login