HOW TO EDIT YOUR FACULTY PROFILE 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.

STEPS FOR EDITING YOUR PROFILE PAGE

1. Upon request, Sneha will register you on the website and you will receive this email.
   You have been invited to join ARCHITECH!
   Welcome to ARCHITECH
   Hello, You have been invited to be a Faculty Page Editor of University of Virginia School of Architecture by Sneha Patel.
   Please activate your account by clicking on the following link:
   www.journal.uva.edu/Architech/ProfilePage/snehapatel
   You can manage your account in the Dashboard.
   If you have any questions regarding your registration please contact
   ARCHITECH Customer Care Department
   +1.434.243.9700
   architech.care@uvanet.uni
   You are receiving this message because you are a subscriber or authorized member of the Architech service.
   This message is in response to a direct request and you can unsubscribe or change your settings by clicking the link.
   If you feel you have received this message in error please contact Architech Customer Care at once.
   Please direct any questions to journ@uvanet.uni
   +1.434.924.3748
   Copyright Architech 2019

2. Click on the confirmation link, and you will be prompted to enter your email address to Log in.
   Your user name is your NET ID – 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 and you will find yourself on the Dashboard screen. Select the EDIT SITE button to access the website.
Select the 3 pages icon on the top left, and type your name in the GO TO PAGE box.
To edit your pages, select the edit button on 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. If you do not have a profile up on the School’s site, please contact Sneha Patel (snehapatel@virginia.edu) or Rae Swain (rs7cf@virginia.edu) so we can create a profile on your behalf.

Text edits are made by selecting the text you want to change and typing directly in the text editor. The textbox you are working on will highlight, and a tab will appear at the top of with the name of the section you are working on. If you’ve made the changes you want, select the check make and it will save your changes. If you do not want the changes/edits to be saved, select the “X”. Text changes that you make will also autosave when you click outside the text box. You will know the page is saved when the message at the top appears green. If you receive an error message (in red) instead, try to make your
changes again. If you continue to have errors, log out and reach out to the Communications Team for assistance.

Note: Certain features are set up 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 are finished making edits, select the arrows diagram 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) to let them know you have made changes to your profile. They will then publish the updates on your behalf.

FOR FUTURE REFERENCE
The login link for accessing the website’s Content Management System, ARCHITECH, is: https://www.builtforyou.com/Account/Login