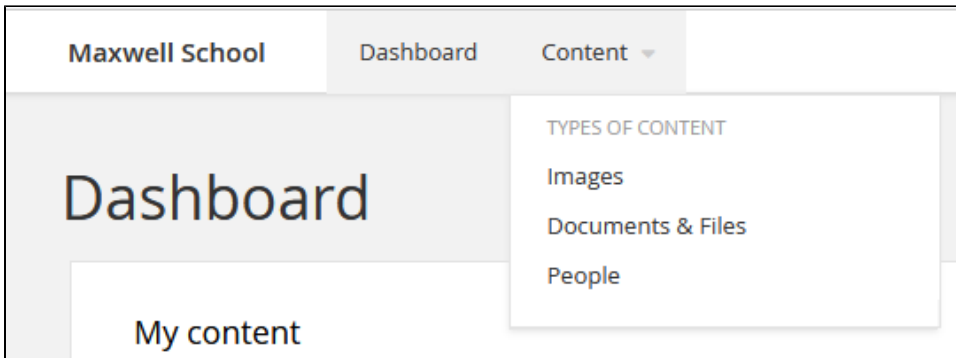
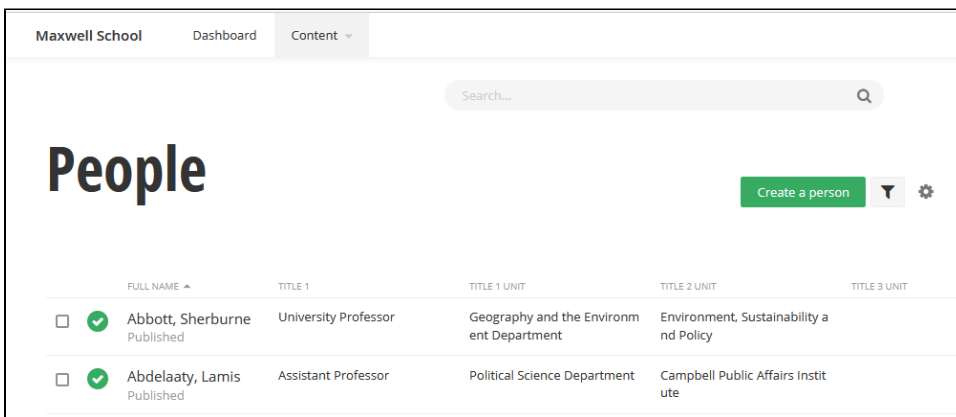


Faculty Staff Support

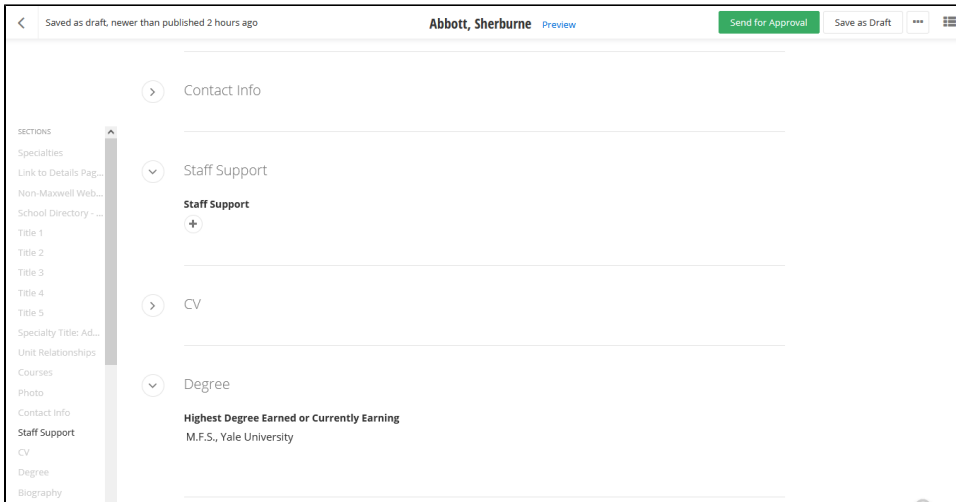
1. From Maxwell's Sitefinity Dashboard go to **Content > People**



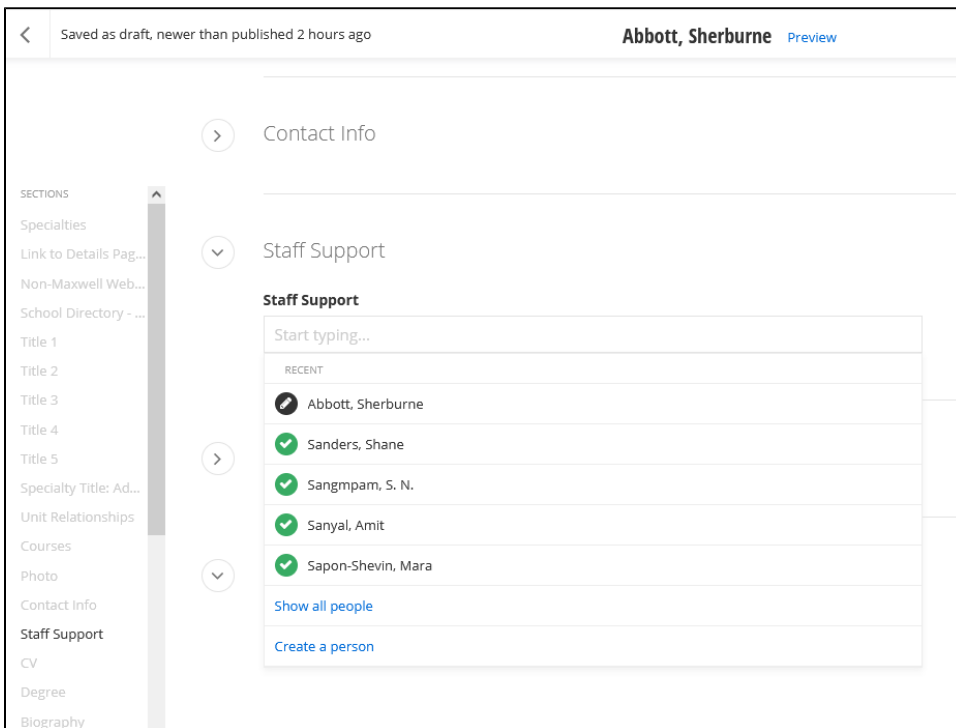
2. Find the person you want to edit. You can sort by the column "Full Name", or you can use the "Search..." box at the top of the page. Click on the person's name to open and edit the listing.



3. Click on the "Courses" link in the section navigation on the left side of the page. This will scroll the page to that specific section. Click on the "+" icon under Staff Support:



Search for the name of the staff support person in the field labeled "Start typing..." and select the individual whose contact information you want displayed in the sidebar of the faculty member's page.




This is an example of information that is displayed on the page after selecting the faculty staff support person:

Staff Support:
Emily Minnoe
[\(315\) 443-3114](tel:(315)443-3114)
erminnoe@maxwell.syr.edu

Curriculum Vitae >

4. After you have completed your edits, click the "Send for Approval" button and enter details of what you have changed on the page in the following window. As with Ektron, when you click "Send for Approval" a notification is sent to the Communications Team and they will review your changes and either publish the faculty listing for you, or they will send you a notification that further changes are required before the content is published.



Send for approval

Abbott, Sherburne

I changed "A, B and C" and also updated "D, E and F".

Optionally, add notes for the approvers.

Send for Approval Cancel

