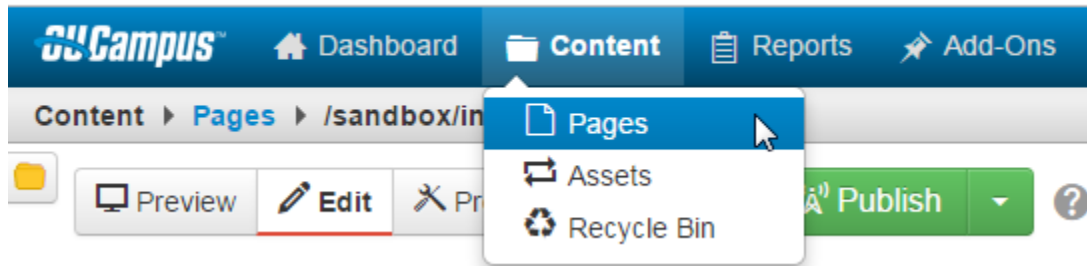


## How to Create New Faculty Profile Pages

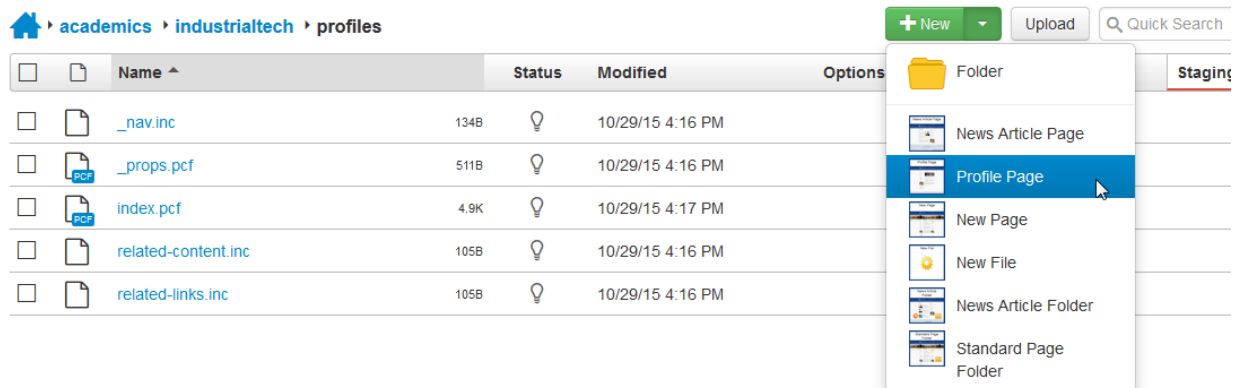
1. From your department page, log into OU Campus.
2. Choose Content > Pages



3. Click on the **profiles** directory



4. Click on the dropdown arrow on the "New" button and select the **Profile Page** template:



5. Fill out the form fields for a new page. Refer to this screenshot for each field:

### Profile Page

*General Page Setup*

Page Title   
*Required Field. Enter the page title. This will also be displayed by search engines as well as the web browser window.*

Description   
*Important. Enter a short description of the page, to be displayed by search engines.*

*File Configuration*

Add Navigation Item    
*Specify if this page should be added to the navigation file automatically. Note that both files need to be published after creation.*

*Faculty Profile Builder*

Faculty Name   
*Enter the name of the faculty member.*

Profile Image      
*Choose a profile picture for the faculty member.*


Position / Title   
*Faculty member's position and/or title.*

Phone #:   
*Format: ### ### ####*

E-mail:   
*Enter the e-mail address of the faculty member.*

Filename

**TIP: Use the faculty's last name for filename.**

Click on the page icon  to search for a temporary image named "faculty-noimage.png"

- 6.** Click the Create button. You may now edit this page, save and publish.