
CMS Guide for New Faculty Profile Setup and Update

A. User account and page setup

For user account and faculty page set up, contact May Perata at 305-284-5938 or mperalta@bus.miami.edu

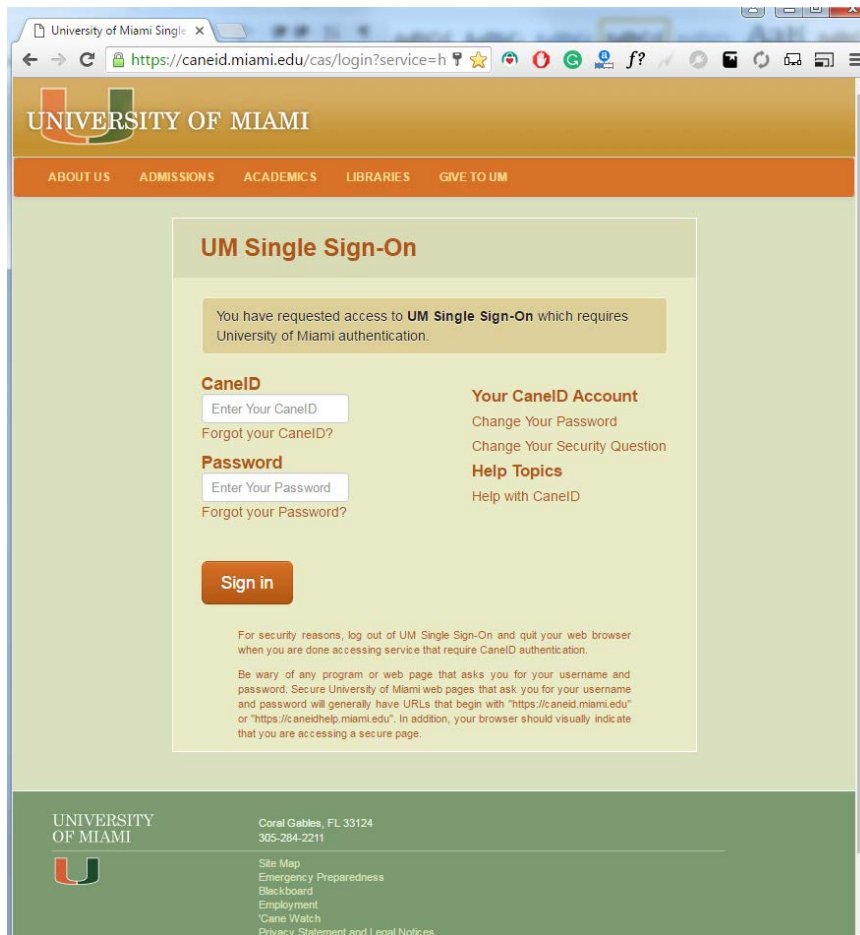
For content updates, contact Krystal Guerra at 305-284-3141 or kguerra@bus.miami.edu.

B. Log-in

Log in to the CMS with your UM Cane Username and Password:

URL: <http://cms.miami.edu>

Username/Password: Cane Username and Password



The screenshot shows a web browser window displaying the University of Miami Single Sign-On page. The browser's address bar shows the URL <https://caneid.miami.edu/cas/login?service=h>. The page features the University of Miami logo and a navigation menu with links for ABOUT US, ADMISSIONS, ACADEMICS, LIBRARIES, and GIVE TO UM. The main content area is titled "UM Single Sign-On" and contains a message: "You have requested access to UM Single Sign-On which requires University of Miami authentication." Below this message are two columns of input fields and links. The left column has "CaneID" with an input field "Enter Your CaneID" and a "Forgot your CaneID?" link, and "Password" with an input field "Enter Your Password" and a "Forgot your Password?" link. The right column has "Your CaneID Account" with links for "Change Your Password" and "Change Your Security Question", and "Help Topics" with a link for "Help with CaneID". A "Sign in" button is located below the input fields. At the bottom of the page, there is a footer with the University of Miami logo, contact information (Coral Gables, FL 33124, 305-284-2211), and a list of links: Site Map, Emergency Preparedness, Blackboard, Employment, Cane Watch, and Privacy Statement and Legal Notices.

C. Display asset tree

Cascade has a feature that allows individual users to set if the asset tree is displayed at login or not. After you log in to the CMS, click on the "My Settings" link at the top right of the browser window. On the User Preferences tab (image 2) you will see a check box labeled "Do not show asset tree on log-in (May require deletion of browser cookies)". Check this on or off to enable/disable this feature.

The screenshot shows the Cascade CMS interface. On the left is a navigation menu with a red box around the 'Asset Tree' section. The main content area is the 'User Preferences' form. A red box highlights the checkbox 'Do not show asset tree on log-in (May require deletion of browser cookies)' with the label 'Step 2'. Another red box highlights the 'Submit' button at the bottom of the form with the label 'Step 3'. The browser address bar shows 'https://cms.miami.edu/preferences.act?tab=4'. The top right of the page has a 'My Settings' link highlighted with a red box and labeled 'Step 1'. The footer contains copyright information for the University of Miami and Cascade Server v7.04.2.

D. Update Profile

To update a profile page:

1. Select the index page at **/bus.miami.edu/faculty-and-research/faculty-directory/{department}/{faculty}/index**
2. Click the **Edit** tab
3. Click **“Send to Workflow”** button for approval.

The screenshot displays the Cascade Server interface for editing a faculty profile page. The browser address bar shows the URL: <https://cms.miami.edu/entity/edit.act?type=page&id=a8b852b0a3da76878fcb75ebbe35d>. The interface includes a left-hand navigation pane with a tree view of folders and files. A red box highlights the 'leone' folder, labeled 'Step 1'. The main content area shows the 'Edit' tab selected, with a red box around the 'Edit' button, labeled 'Step 2'. The 'Edit' tab contains several sections: 'Inline Metadata' with fields for 'Display Name' (Leone, Andrew J.), 'Title' (Vice Dean of Faculty and Arthur P. Stetzer Professor of Accounting), and checkboxes for 'Include in Navigation?' and 'Include in Site Map?'. Below this is the 'Faculty Profile' section, which includes a 'Personal Information' sub-section with fields for 'First Name', 'Last Name', 'Middle Name', 'Position', 'Department', 'School', 'Phone Number', 'Cell Number', 'Fax Number', 'Email Address', 'Office Building', and 'Office Number'. A red box highlights the 'Edit content' text in the 'Personal Information' section, labeled 'Step 3'. At the bottom of the page, a yellow bar contains a 'Send to Workflow' button, which is highlighted with a red box and labeled 'Step 4'. Other buttons in this bar include 'Save Draft', 'Cancel', and 'Advanced Options'. The footer of the page includes copyright information for 2013 Pearson Education, Inc., and the University of Miami Web Content Management System.

E. Upload CV

To update a CV:

1. Select the PDF file at `/bus.miami.edu/_assets/files/faculty-cv/{department}/{curriculum.pdf}`.
2. Click the “**Edit**” tab
3. Click the **File Chooser** and upload CV
4. Click “**Send to Workflow**” button for for approval.

The screenshot displays the Cascade Server interface for editing a file. The browser address bar shows the URL: `https://cms.miami.edu/entity/edit.act?type=file&id=a89c05120a3da76878fcb7631c42d`. The interface is divided into several sections:

- Left Panel (File Explorer):** Shows a tree view of the file system. Under the `faculty-cv` folder, the file `Leone_CV.pdf` is selected and highlighted with a red box labeled "Step 1".
- Top Panel (File Actions):** Contains tabs for `View`, `Edit` (highlighted with a red box labeled "Step 2"), `Share/Rename`, `Copy`, `Publish`, `Relationships`, and `More`.
- Main Content Area (Metadata):** Displays the "Inline Metadata" section with fields for `Display Name` and `Title`. Below these are checkboxes for `Include in Navigation?` and `Include in Site Map?`. A dashed box indicates a file upload area with the text "Drop (Step 3) to upload" and a `Choose File` button (highlighted with a red box).
- Bottom Panel (Workflow):** Features a `Send to Workflow` button (highlighted with a red box labeled "Step 4"), along with `Save Draft`, `Cancel`, and `Advanced Options` buttons. There are also checkboxes for `Start Workflow`, `Checks`, and `Spelling`.

The footer of the page includes the text: "© 2015 NetScout Systems Corporation University of Miami - Web Content Management System Cascade Server 07.14.15 Home Miami Log Out".