
EDITING THE PEOPLE DIRECTORY IN ROXEN

UPDATE PERSON FORM

Click on the "[Admin Login](#)" link from the right submenu on the Administration landing page at <https://www.princeton.edu/administration/>. You should be prompted for your NetID and password.

Select the » [Go to your profile to edit your bio](#) link from under the subheading, "All WWS Faculty and Staff."

Click on the "Edit this person" link above your name.

The "Update Person Form" should be displayed.

The fields that are grayed out are information that is displayed from the Staff and Faculty directory, and can only be updated by the Dean's office. Please contact [Pamela Garber](#) if the information regarding your name, title, position, department, email, phone, fax, assistant, or office is incorrect.

Fields that you can edit are:

- Areas (Separate each area in this field with a comma)
- Office Hours
- Web Page
- Image (Browse to upload a jpeg to Roxen)
- CV (Browse to upload a pdf of your cv to Roxen)

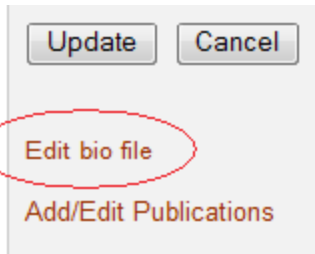
Click on the "Update" button to save your information.

UPDATE YOUR BIO—

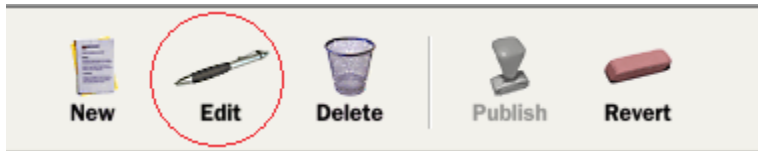
Open the "Update Person Form." (Follow the steps from above)

The first time you create your bio page, the link on the 'Update Person Form' will say, "Create bio," and will automatically create a bio page for you to edit. Once your page is created, the link will say, "Edit bio file."

Click on the link, "Edit bio file" from the bottom of the form.



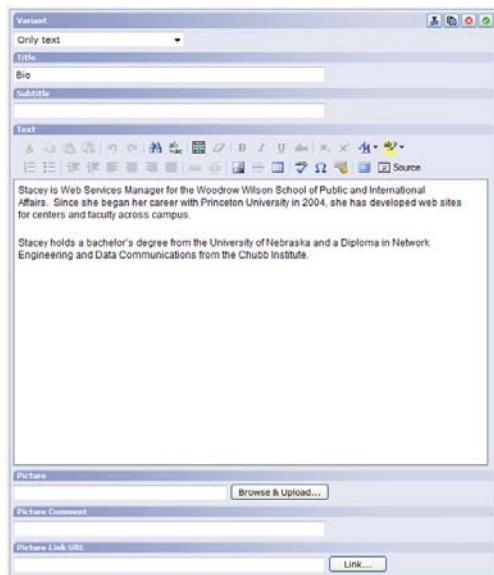
Click on the “Edit” tool from the top menu.



Click on the “Insert” component and select “Text & Picture.”

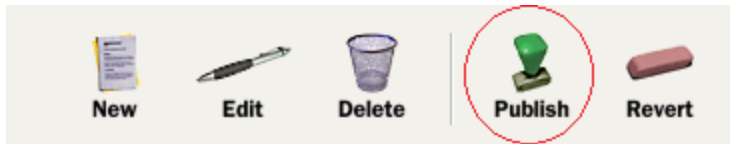


The Roxen text editor box will be displayed, and you can enter your information here.

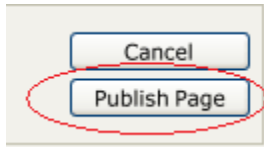


Select the button at the top right corner of the page to “Save Page.”

Click on the “Publish” icon from the top menu.



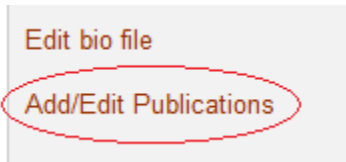
Click on the “Publish Page” button from the top right corner to confirm publishing of page.



UPDATE YOUR PUBLICATIONS—

Open the “Update Person Form.” (Follow the steps from above)

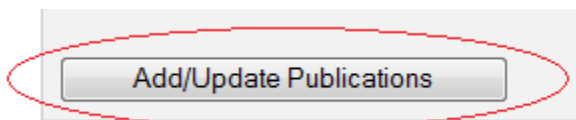
Click on the “Add/Edit Publications” from the bottom of the form.



The “Add Publications Form” will be displayed.

Enter the title and ISBN number for each publication.

Click on the “Add/Update Publications” button at the bottom of the form.



UPLOADING YOUR PHOTO TO YOUR BIO

A few additional tips about uploading your bio photo to Roxen...

Open the Update Person Form (follow steps from above). Scroll down to the field to “Upload Image,” and click the “Browse” button. Select your image from the local or network drive where it is saved. Select “Open” and you will see the Image URL field completed. Check the box to “Display Image,” and click on the “Update” button.

If you want to remove your photo, go back into the form and uncheck the box to “Display Image.”

Image size should be 250 px in height by 200 px in width. Resolution should be at 72 dpi.