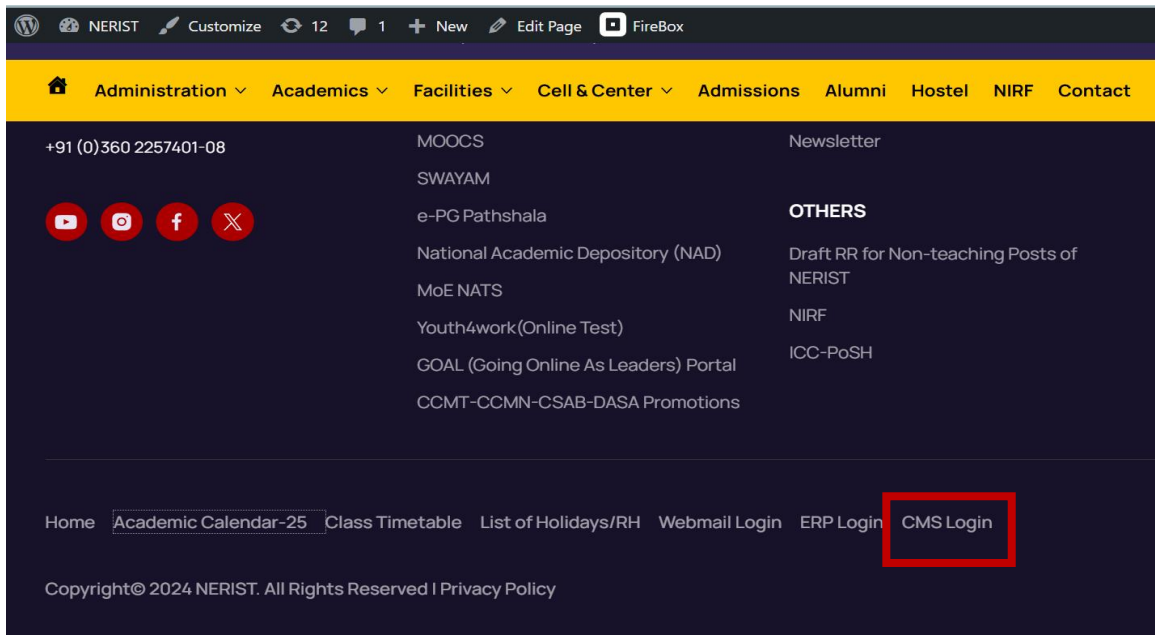
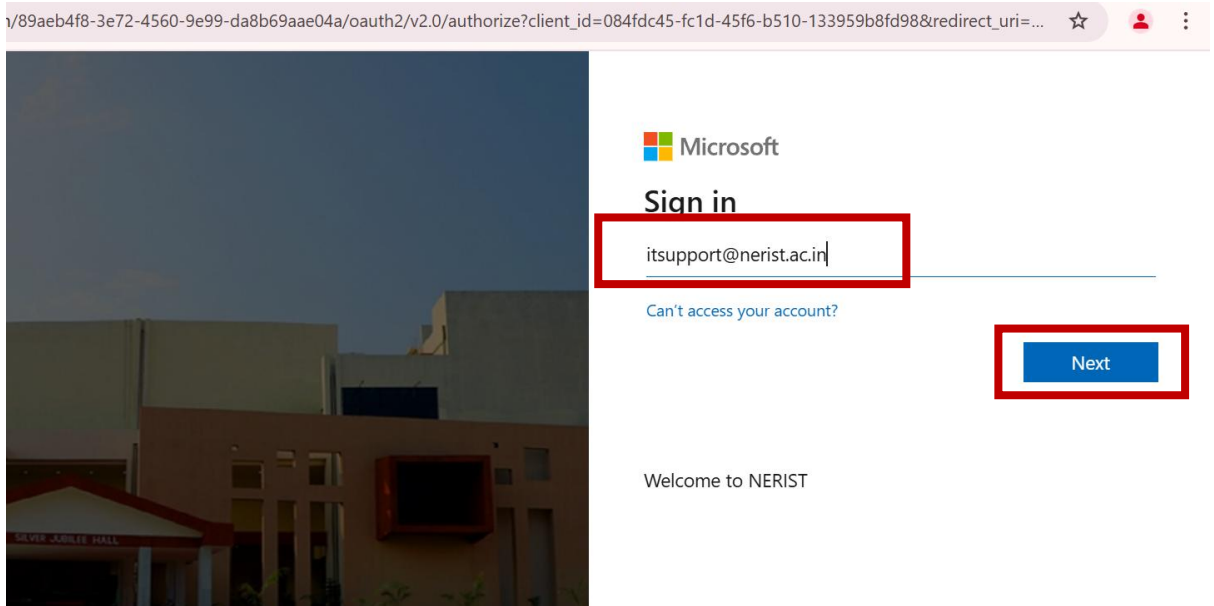


## Steps for Editing Faculty Profile:

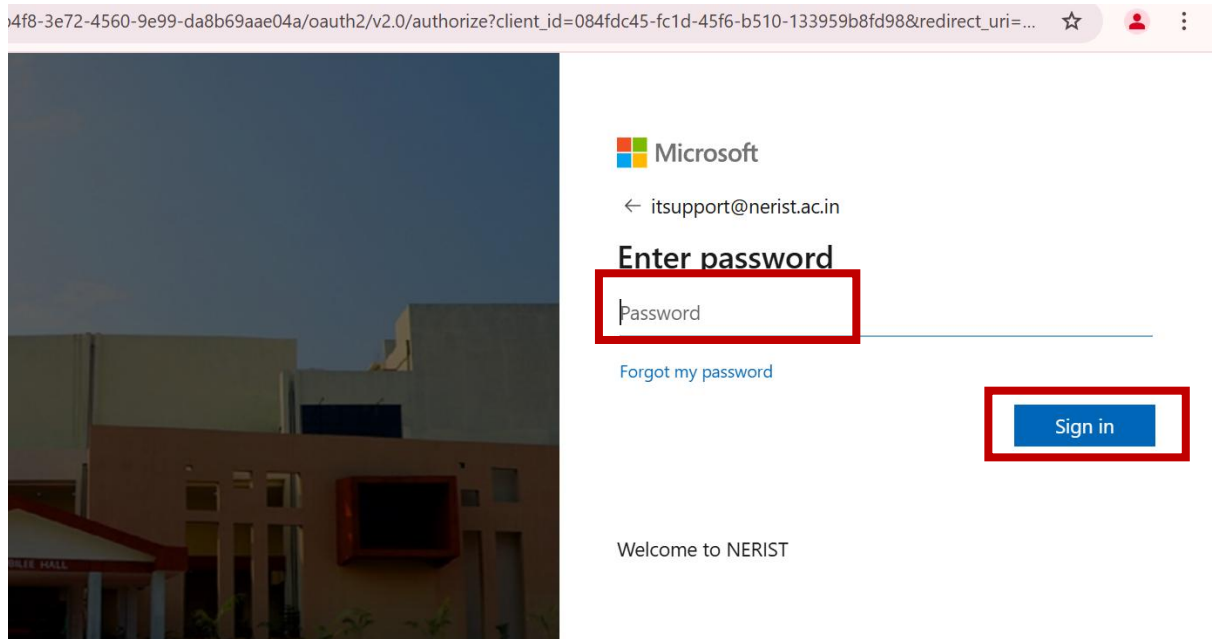
1. Brows the Institute website <https://nerist.ac.in> . Go to the Footer portion and click on **CMS Login**



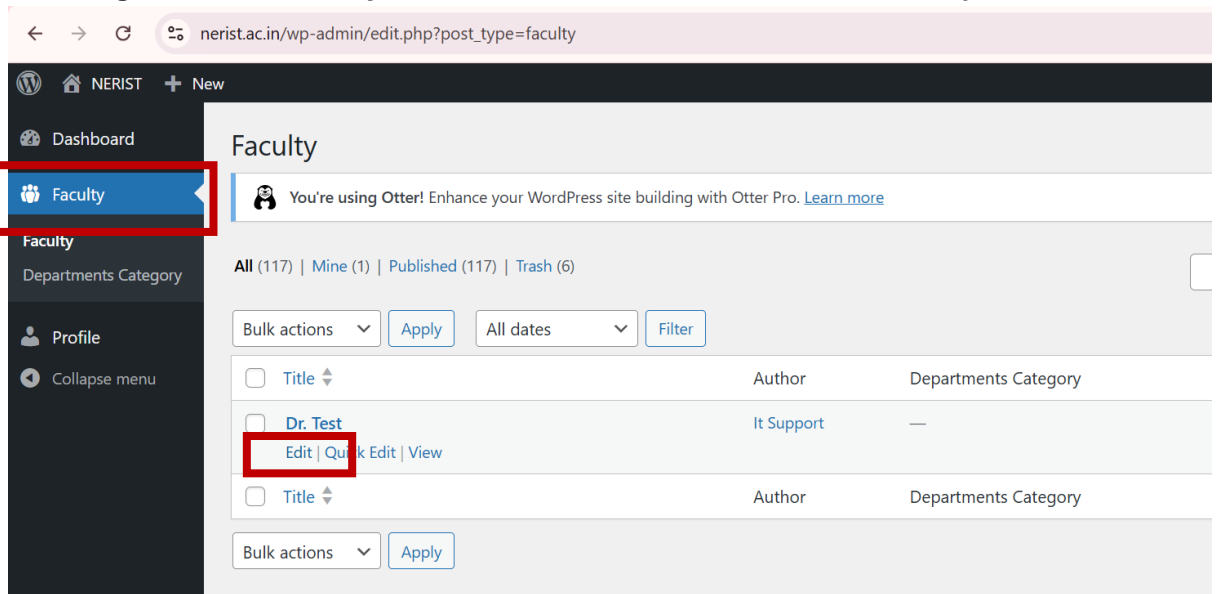
2. Provide the **Sign in ID**, which is same as your **email account** and click on **Next**



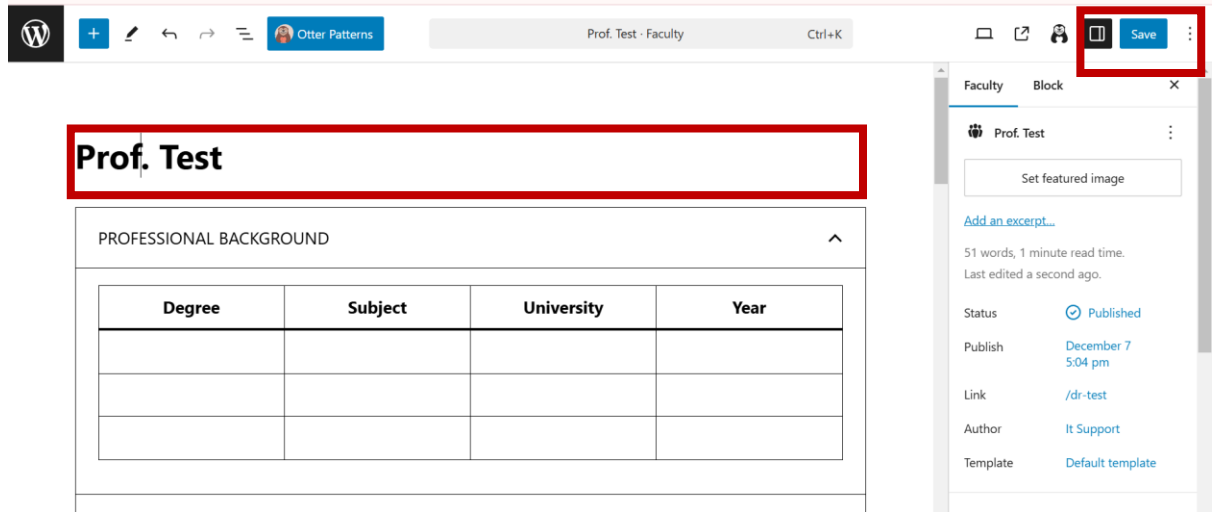
3. Provide the **password** of your **email account** and click on **Sign in**.



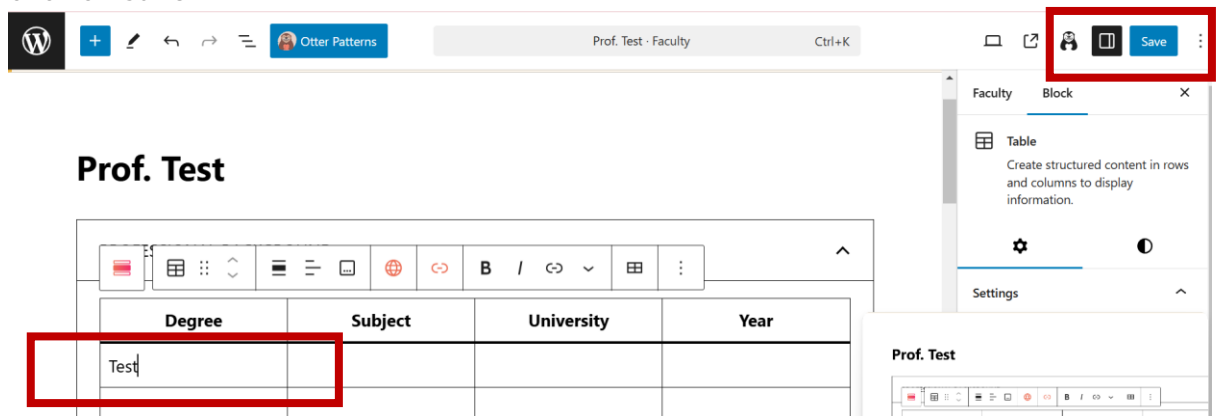
4. After Login click on **Faculty**, then click on **Edit** button below the faculty name



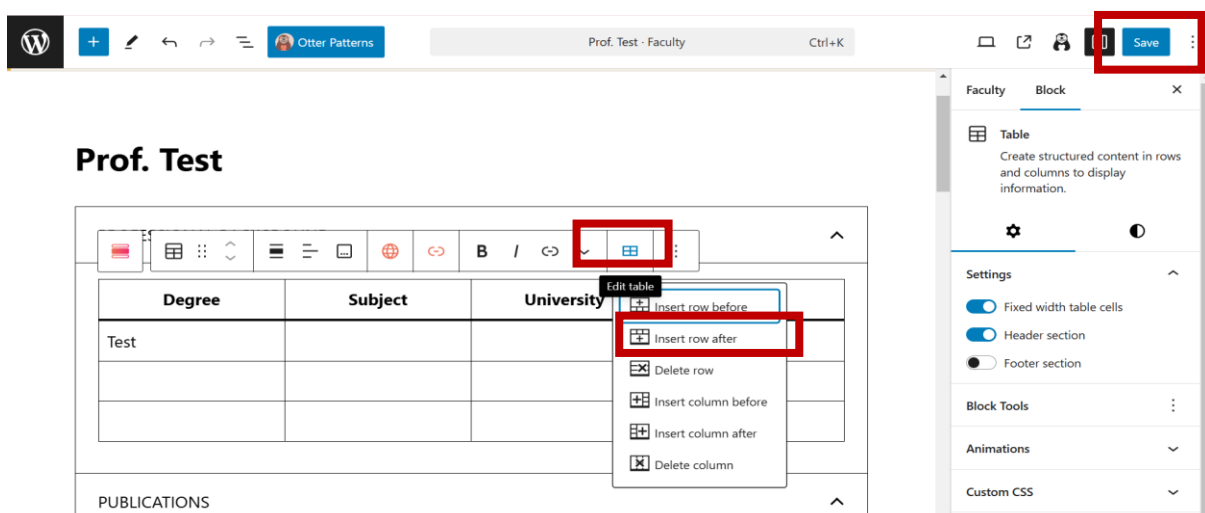
- To update the **name of the faculty**, go to the top of edit panel as shown under the red marked rectangle, then click on **Save**



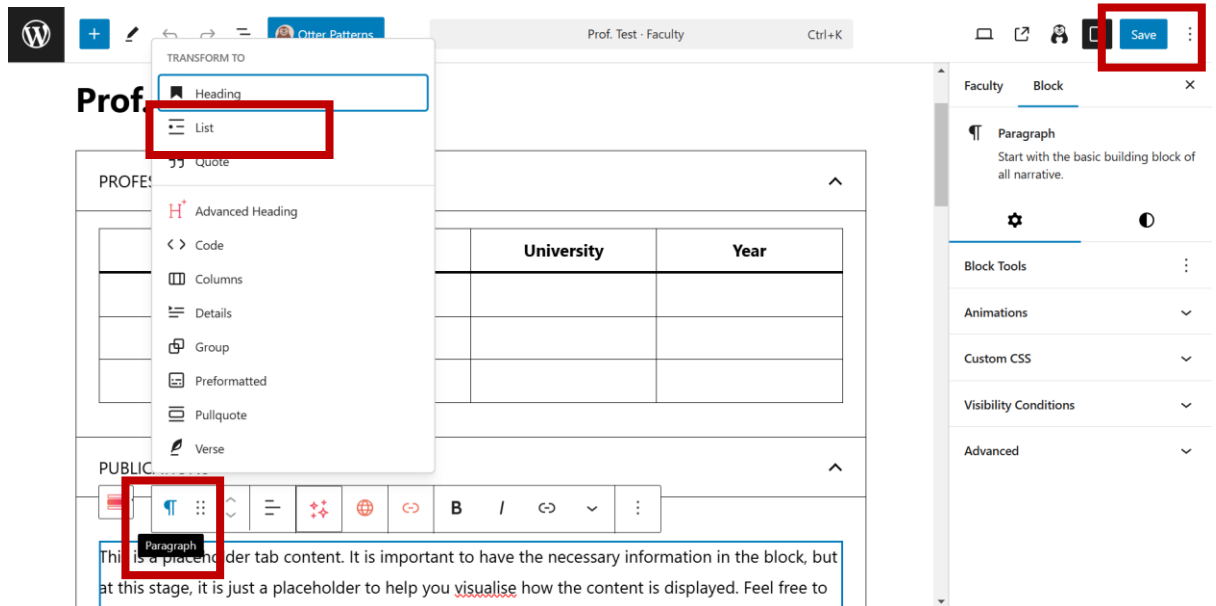
- To update the **content of table**, go to the specific **header** for your profile like **“PROFESSIONAL BACKGROUND”**, click on **cell of the table**, update the content, click on **save**.



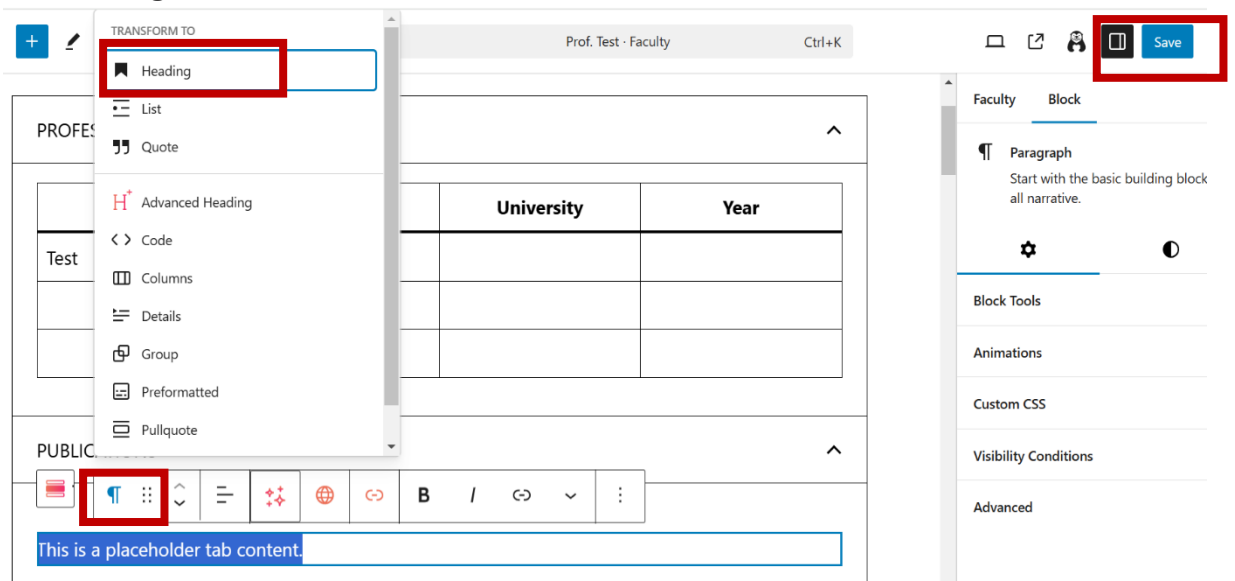
- To inset **new row** on the table, click on **Edit table**, click on **Insert row after**, then insert content on row , click on **save**.




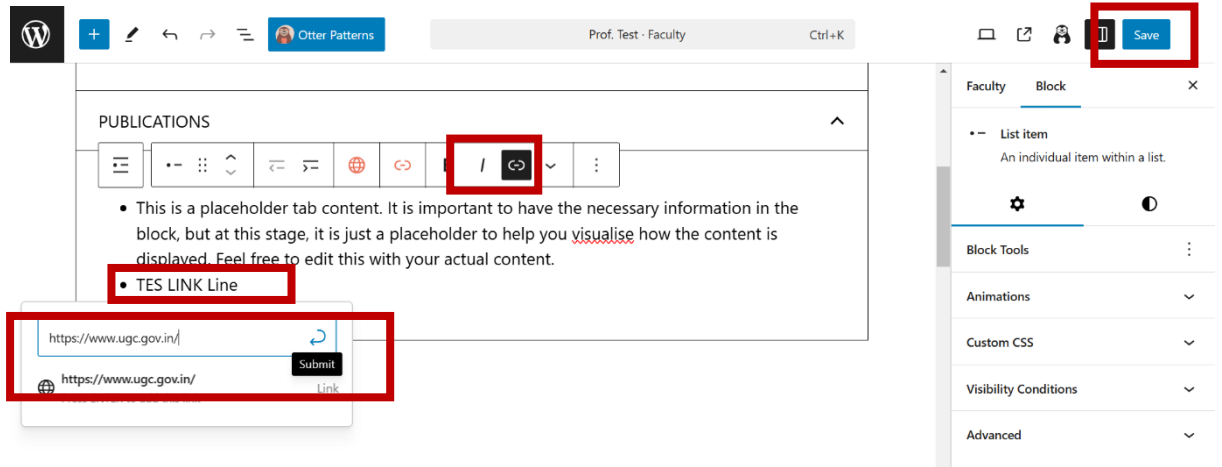
8. To insert list on Paragraph, click on **Paragraph**, click on **List**, insert content and click on **Save**.



9. To make heading of a Paragraph, select the heading line, click on **Paragraph**, click on **Heading**, click on **Save**



10. To insert external link, select the line (e.g. **TEST LINK Line**), click on link  , provide **external link**, click on **Submit**, click on **Save**.



### 11. Steps to change faculty image:

- a. Go to **faculty or staff image** section, click on **Add Image** (image size should be size of **150x180 pixel** and JPEG/PNG format)

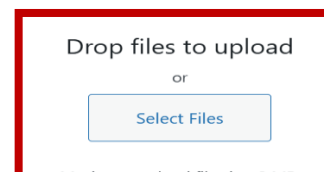


The screenshot shows the 'Faculty and Staff Single Pages' form. The 'faculty or staff details' section is visible. The 'faculty or staff image' field is highlighted with a red box, showing 'No image selected' and an 'Add Image' button. Below it, the 'name' and 'Designation Text' fields are visible.

- b. Click on **Upload files**, click on **Select Files**

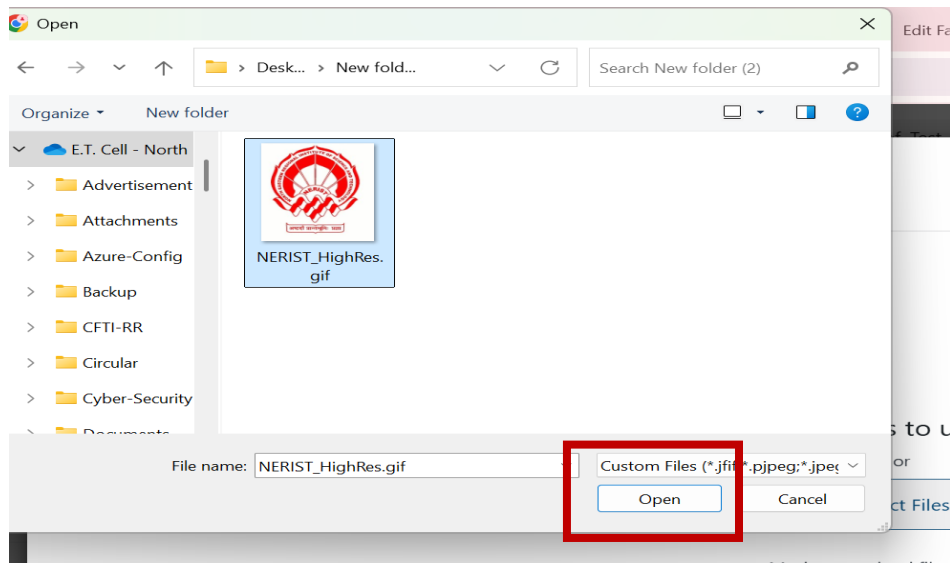


The screenshot shows the 'Select Image' modal. The 'Upload files' button is highlighted with a red box. The 'Media Library' button is also visible.

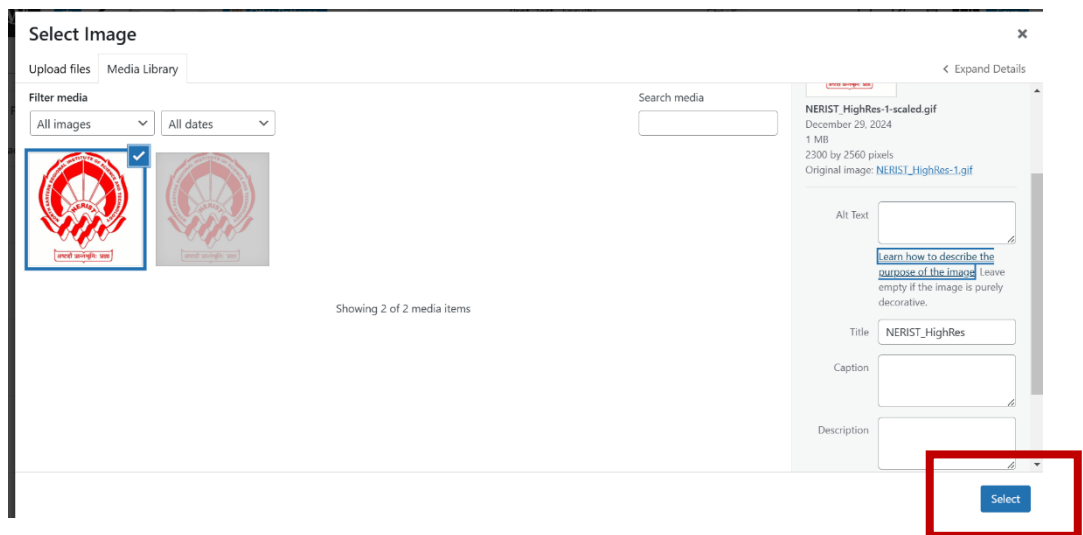


The screenshot shows the 'Drop files to upload' modal. The 'Select Files' button is highlighted with a red box.

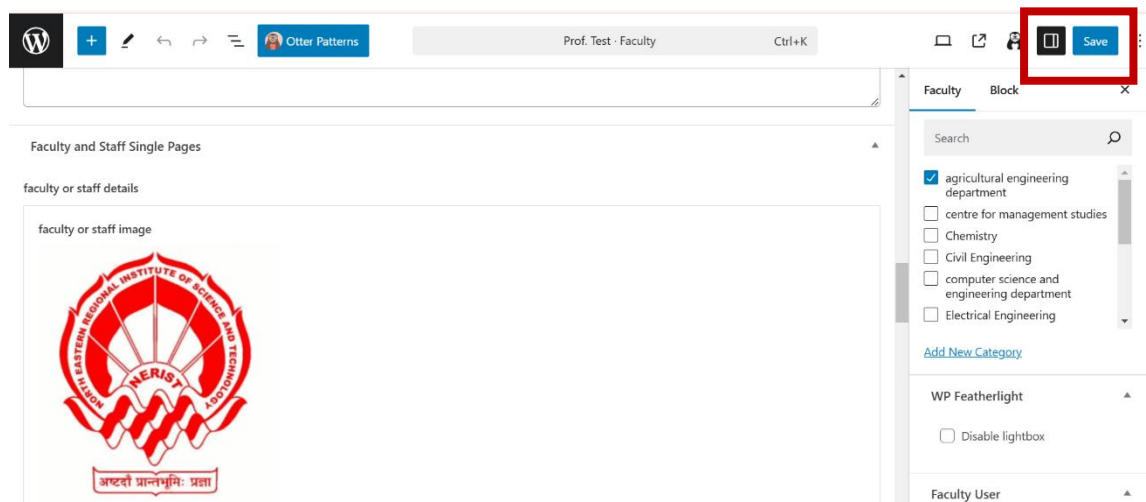
c. Select file from your system, click **Open**



d. Click on **Select**



e. Click on **Save**



12. To update **Contacts**, go to the **Contact Number** section, update numbers (for multiple numbers, **</br>** tag required to put between numbers), and click **Save**

WordPress editor interface for 'Prof. Test - Faculty'. The 'Contact Number' field is highlighted in red and contains the text: Mobile: 8888888888, <br> EPBX/Office:0360-2257401-8 (Extn.) 0000. The 'Save' button in the top right corner is also highlighted in red.

13. To update **Designation**, go to **role** section, update the Text, click on **Save**

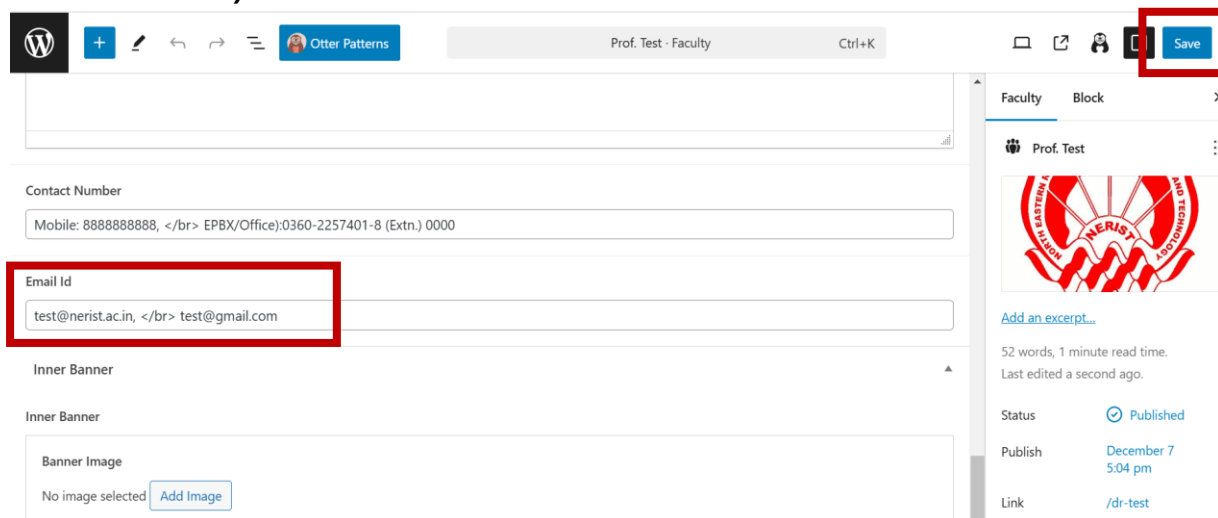
WordPress editor interface for 'Prof. Test - Faculty'. The 'role' field is highlighted in red and contains the text: Professor. The 'Save' button in the top right corner is also highlighted in red.

14. To update **Area of Interest**, go to **specifications** section, update the content, click on **Save**

WordPress editor interface for 'Prof. Test - Faculty'. The 'specifications' field is highlighted in red and contains the text: Test. The 'Save' button in the top right corner is also highlighted in red.

15. To update **Email Id**, go to **Email Id** section, update the Id's (for multiple email Id's, **</br>** tag required to put between the Id's), click on **Save**

**(\*\* Please keep Institute's email Id on first position, subsequently you can add other email Id's)**



## 16. Other Instructions:

- a. Use only **good quality Profile Photograph**, not be older than six months.
- b. Profile image should be of the **size 150x180 Pixel**.
- c. Content **header** should not be changed.
- d. Content **body format** should not be changed (e.g. if there are tabular format it should not be changed to paragraph).
- e. For any Web content update related support, you may contact to E.T. Cell.

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