Steps for Editing Faculty Profile:

1. Brows the Institute website <u>https://nerist.ac.in</u>. 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. Prov	vide the password of your email acc 72-4560-9e99-da8b69aae04a/oauth2/v2.0/authorize?client_id	ount and click on Sign in.	☆ 😩 :
		Microsoft c itsupport@nerist.ac.in Enter password password Forgot my password Welcome to NERIST	Sign in

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

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🕅 🖄 NERIST 🕂 New							
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讲 Faculty	Faculty You're using Otter! Enhance your WordPress site building with Otter Pro. Learn more						
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5. 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**

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6. To update the **content** of **table**, go the specific **header** for your profile like "**PROFESSIONAL BACKROUND**", click on **cell of the table**, update the content, click on **save**.

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

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

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

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

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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)

Faculty and Staff Single Pages	
faculty or staff details	
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Designation Text	

b. Click on Upload files, click on Select Files

Select Image Upload files Media Library			
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d. Click on Select

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		Description

e. Click on Save



12. To update **Contacts**, go to the **Contact Number** section, update numbers (for multiple numbers, </br>

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

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

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15. To update **Email Id**, go to **Email Id** section, update the Id's (for multiple email Id's, </br></br></br>/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)

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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.