Introduction

Cascade Server is a powerful web content management system designed with end-users in mind. By providing advanced tools to maintain the most complex websites, Cascade Server can give you the functionality you need with the simplicity you desire. Cascade Server is accessible through any Internet-connected browser and is as easy as email. Unlike current web content management solutions, Cascade Server helps organizations maintain a higher quality, standards-compliant web site, while providing deployment flexibility, a zero footprint client and a fast implementation.

NOTE: Faculty will only have access to edit their own profile.

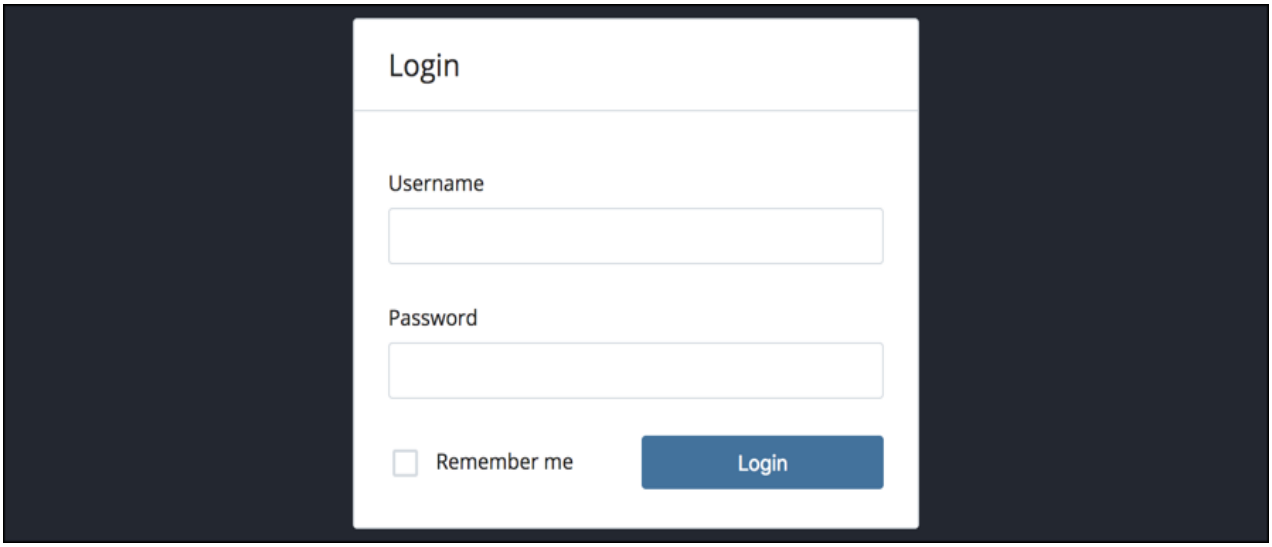
Objectives

- Login to the Cascade Server to access your account
- Navigate to your Faculty Profile
- Update your Faculty Profile information
- Upload your Faculty Vitae
- Upload your Faculty Profile image
- Publish your Faculty Profile

Login

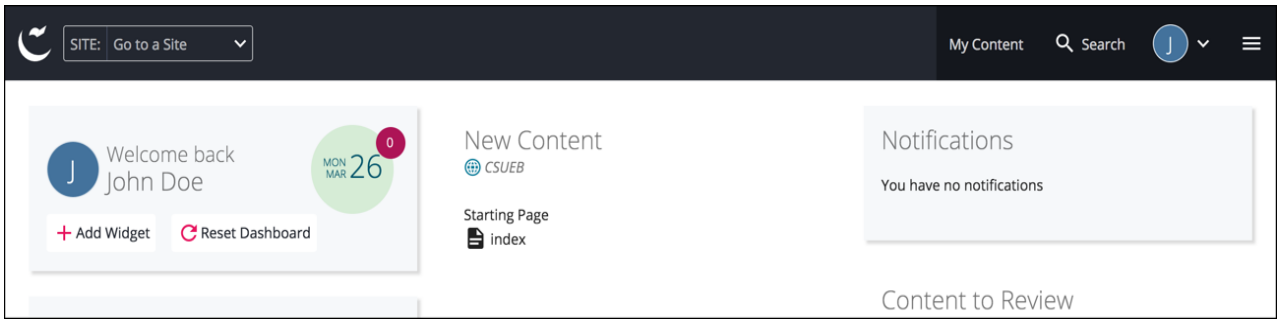
1. *To login to the **Cascade Server**, go to http://www.csueastbay.edu/cascade .*

2. *For the **Username**, type your **NetID**, and then type your **Password**.*

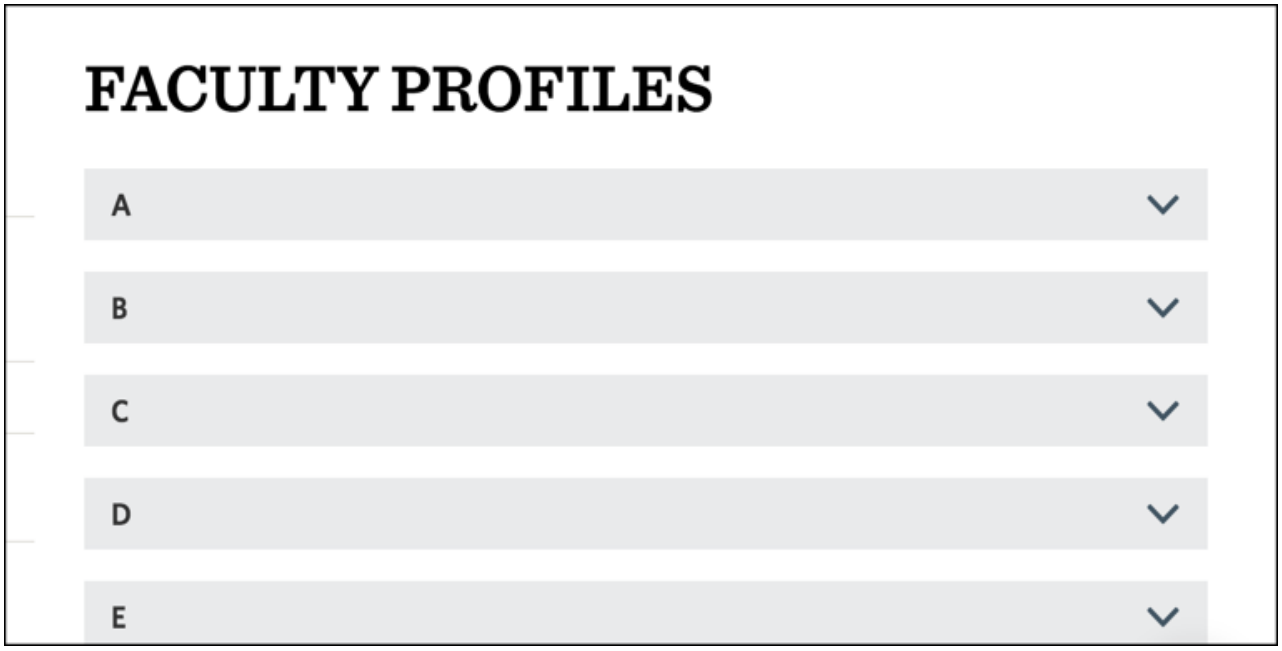


Navigate to your Faculty Profile

3. In the section **New Content**, under **Starting Page**, Click the **index** link.

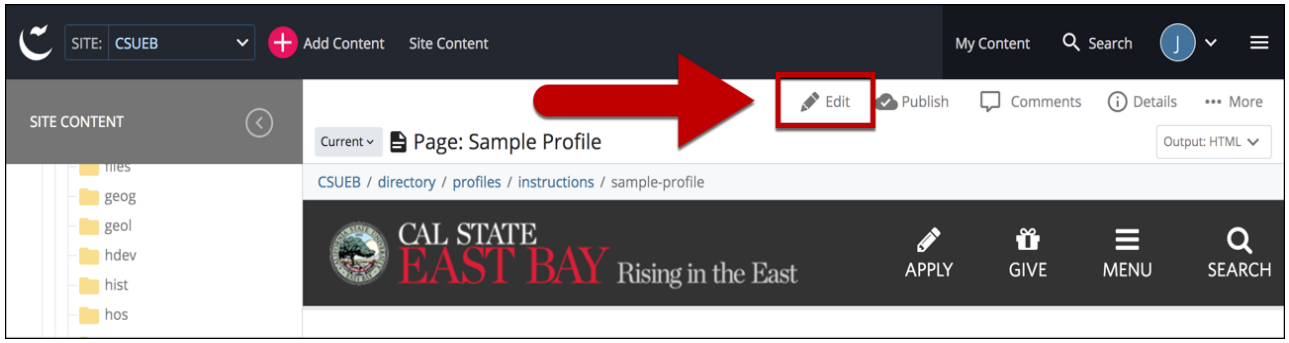


4. Faculty Profiles are listed by last name. Under **Faculty Profiles**, expand the accordion with the first letter of your last name.



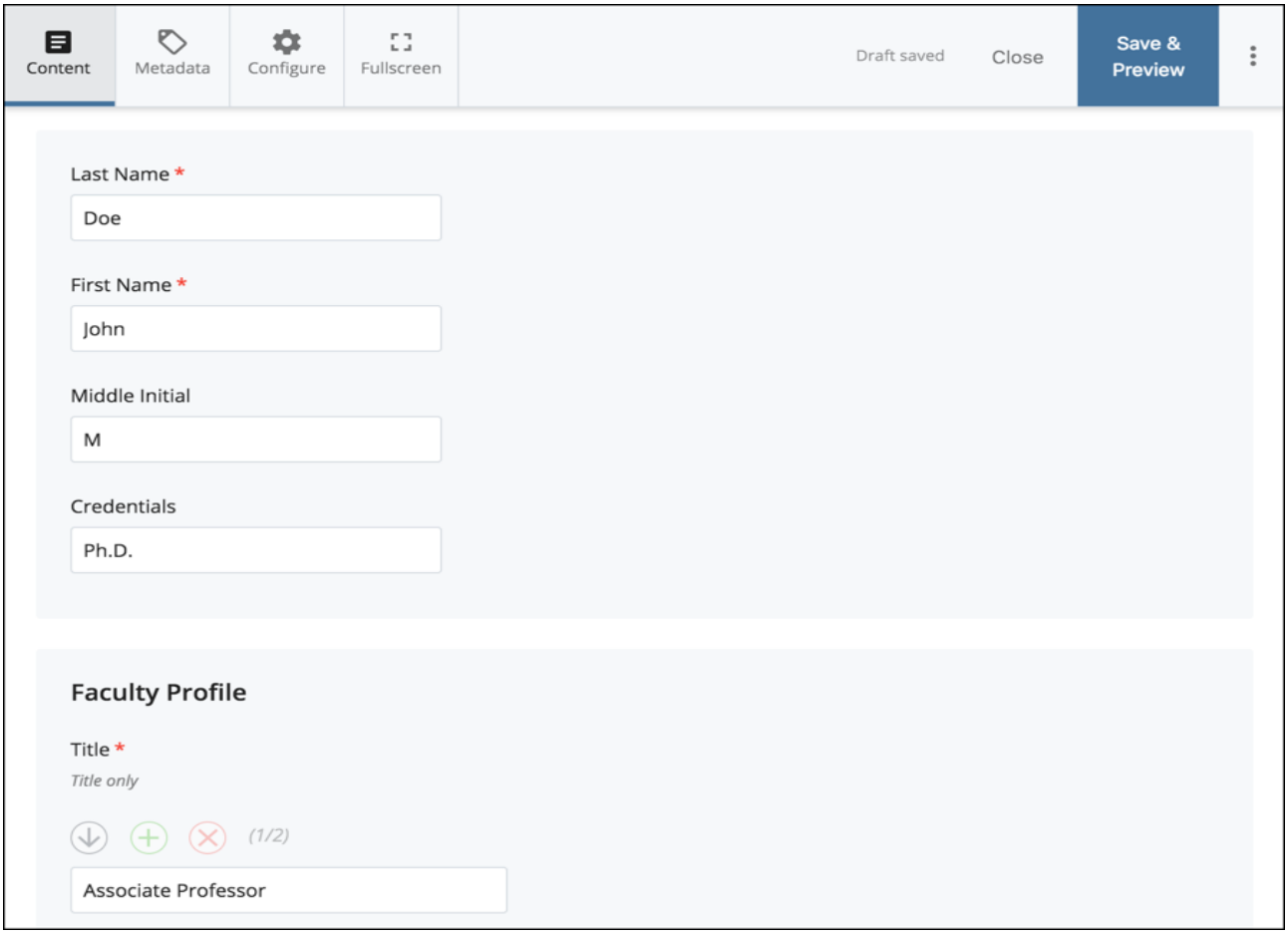
5. Locate your name then select it.

6. To edit your Faculty Profile, click the **Edit** tab.



Update the Faculty Profile Information

7. The Red Stars represent the required fields. Make sure all the required fields are correct.
Note: There will not be an option to input your courses as they are automatically populated.

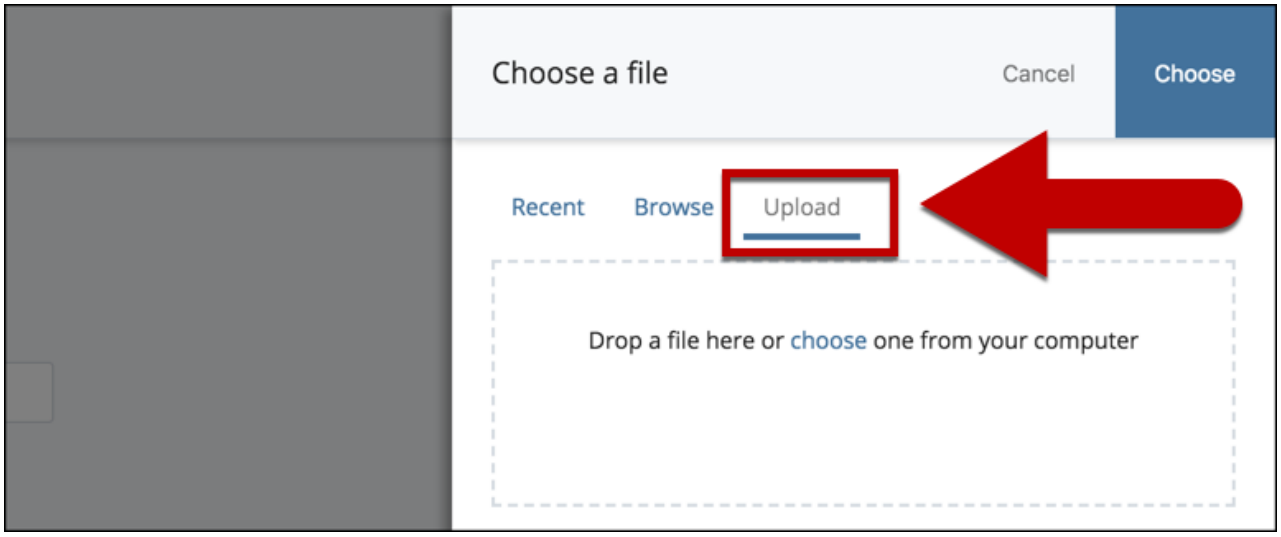


To Upload your Curriculum Vitae in PDF or Word format

Note: You must have an electronic version your Curriculum Vitae to complete this step.

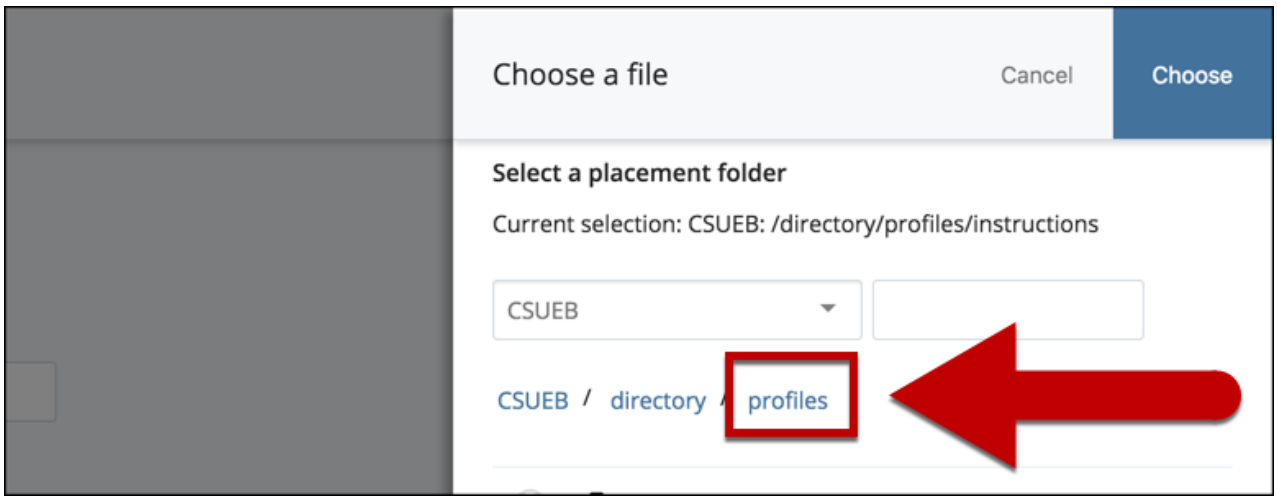
8. To upload your Vitae, click on **Choose File**.

9. In the right navigation window, select the **Upload** tab



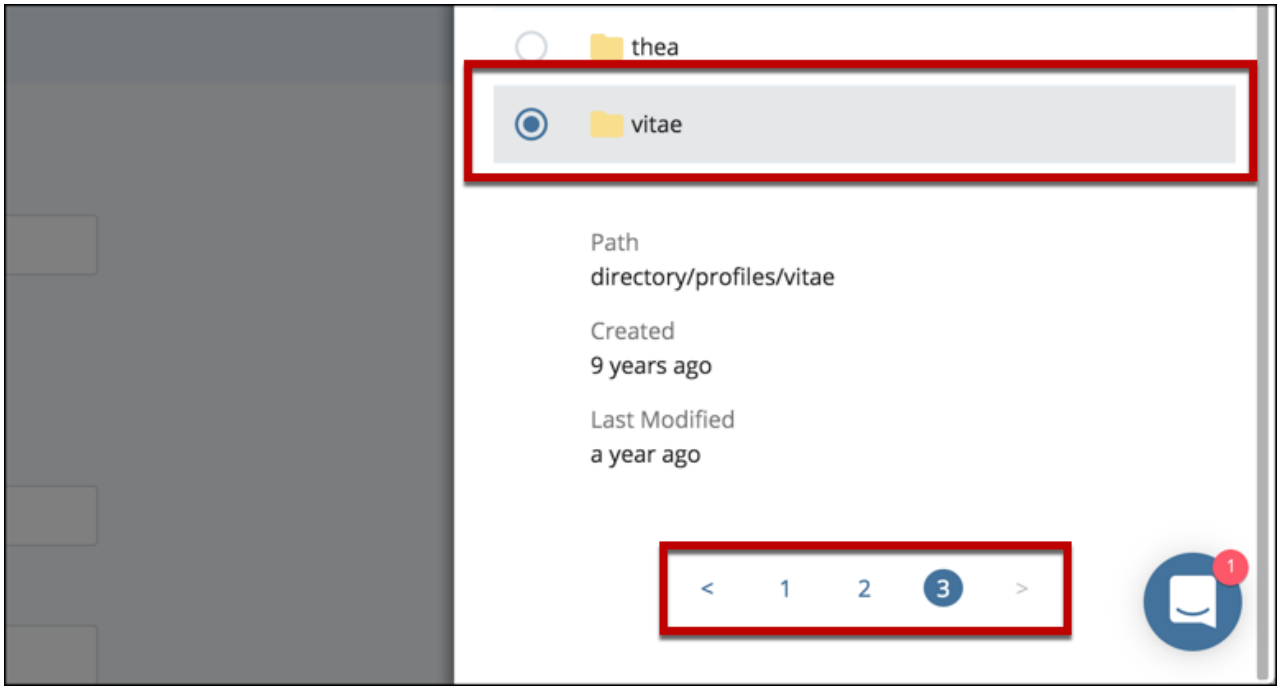
10. **Drag and drop** your Vitae in the box **or click on choose to browse** for it on your local machine.

11. To select a placement folder for you Vitae, select **profile**.

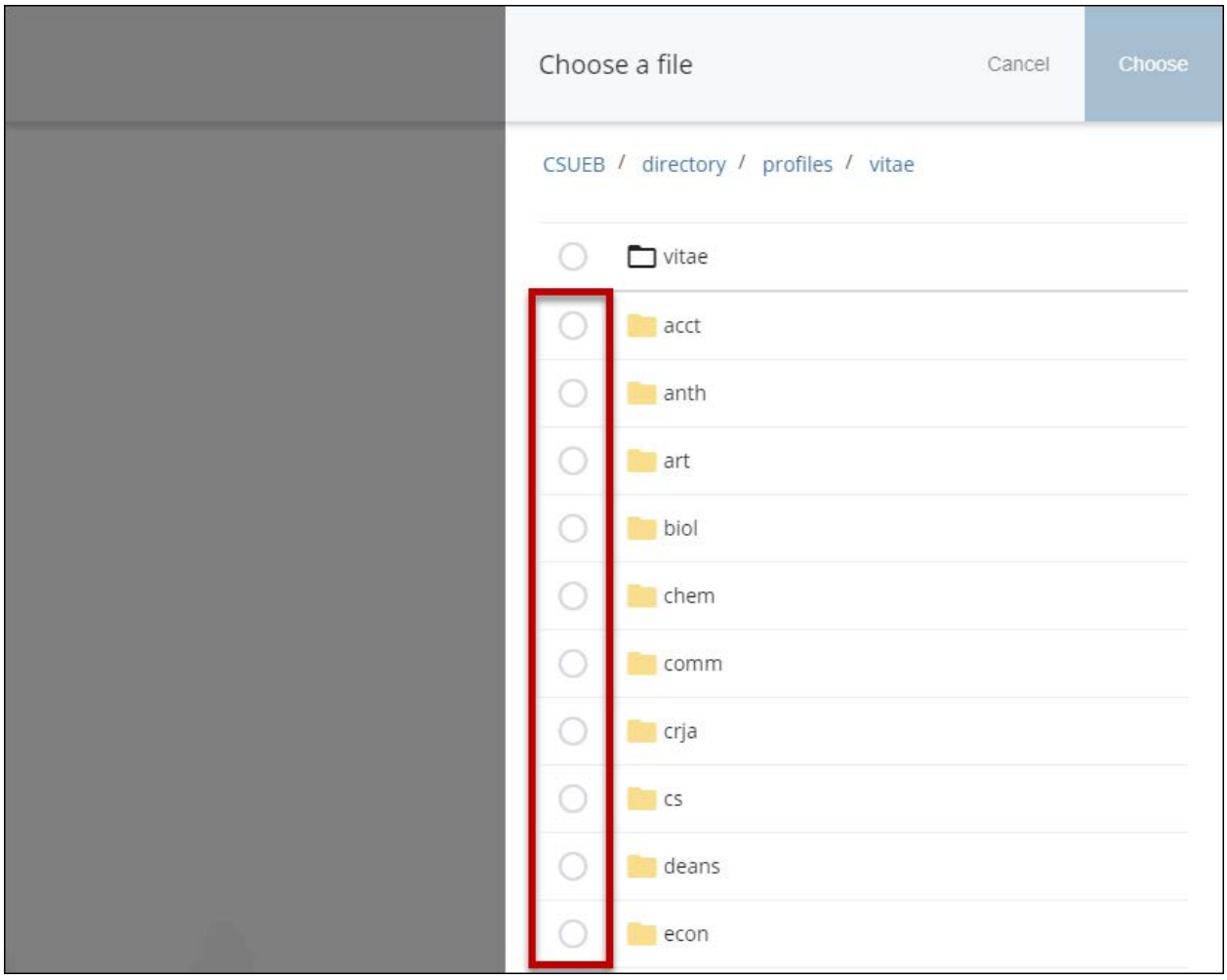


12. Scroll to the bottom and select the **last page**

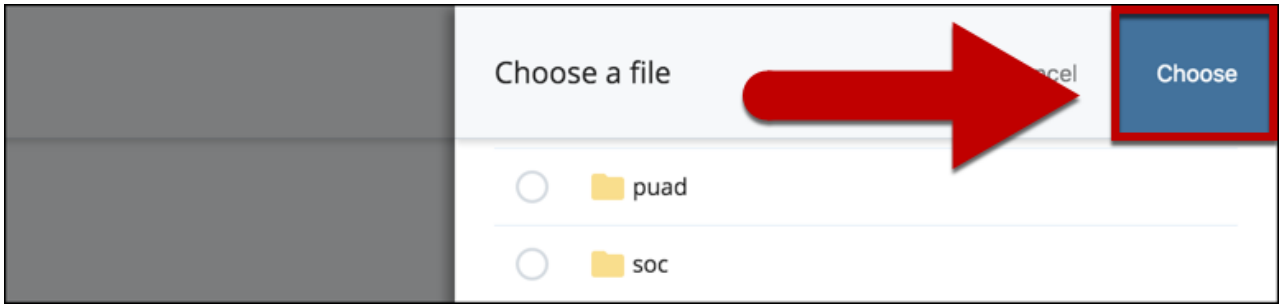
13. Select the **vitae folder**



14. Select your **department's folder**



*15. **Select Choose** in the top right hand corner*



16. The vitae has successfully been added.

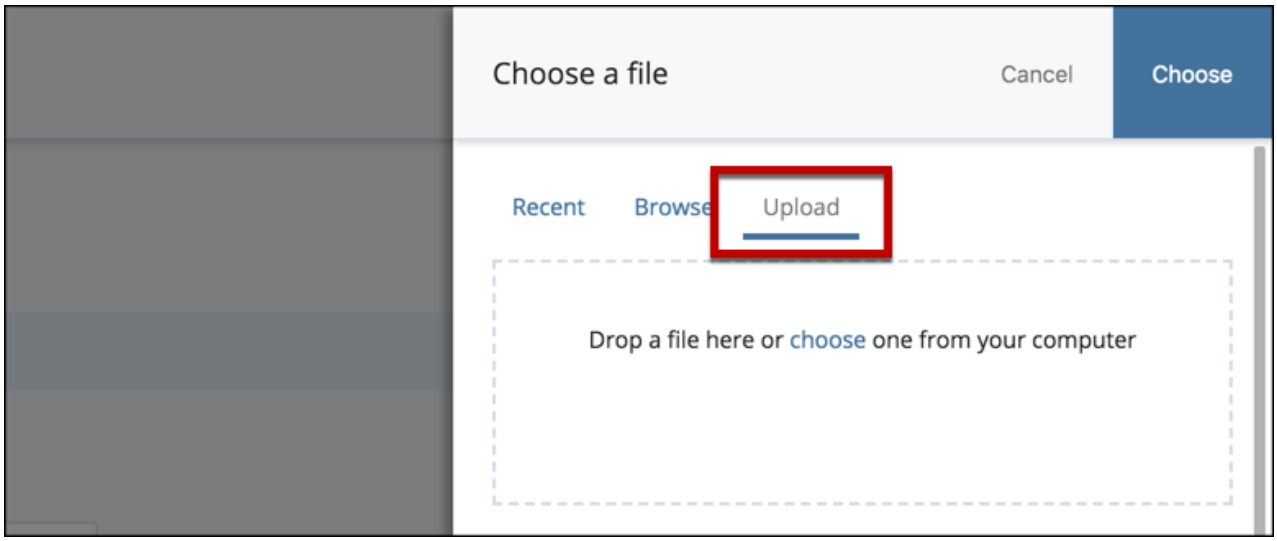
To Upload your Faculty Image

Note: Photos uploaded to the faculty profile pages must comply with local, state, and federal statutes, including but not limited to laws concerning decency, privacy, and copyright. Only portraits of faculty members will be accepted – logos, icons, avatars, and graphics are not acceptable.

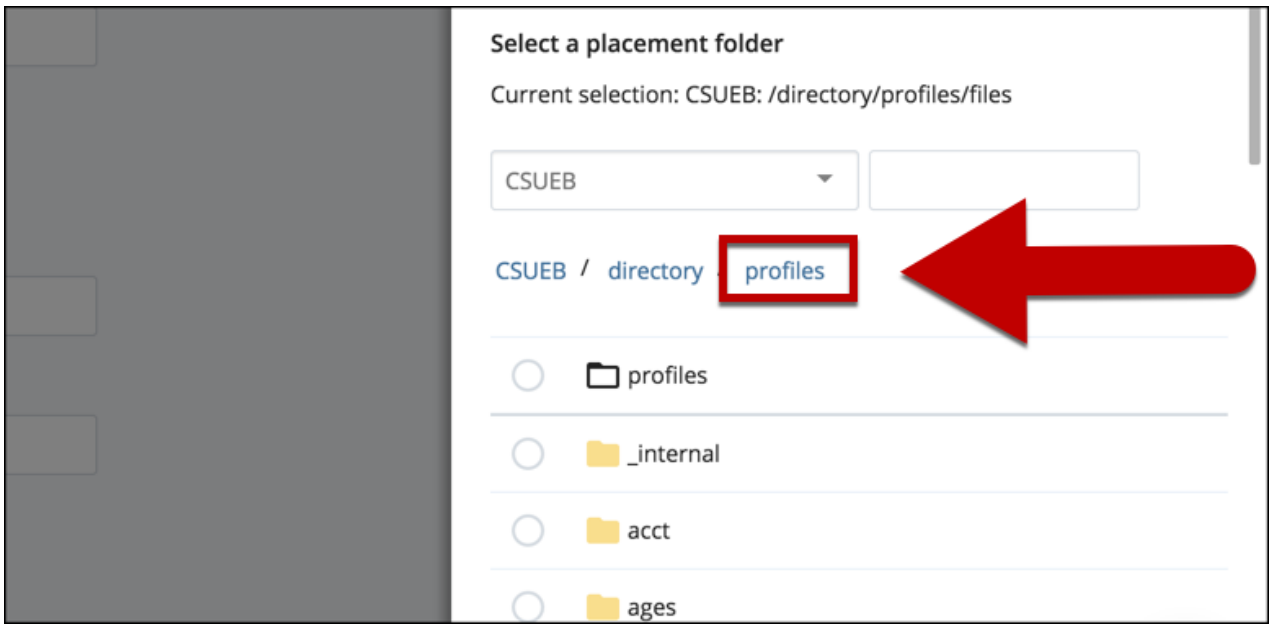
Note: The profile image size should be (147x197) pixels.

16. Click the **Choose File** button next to Profile Image

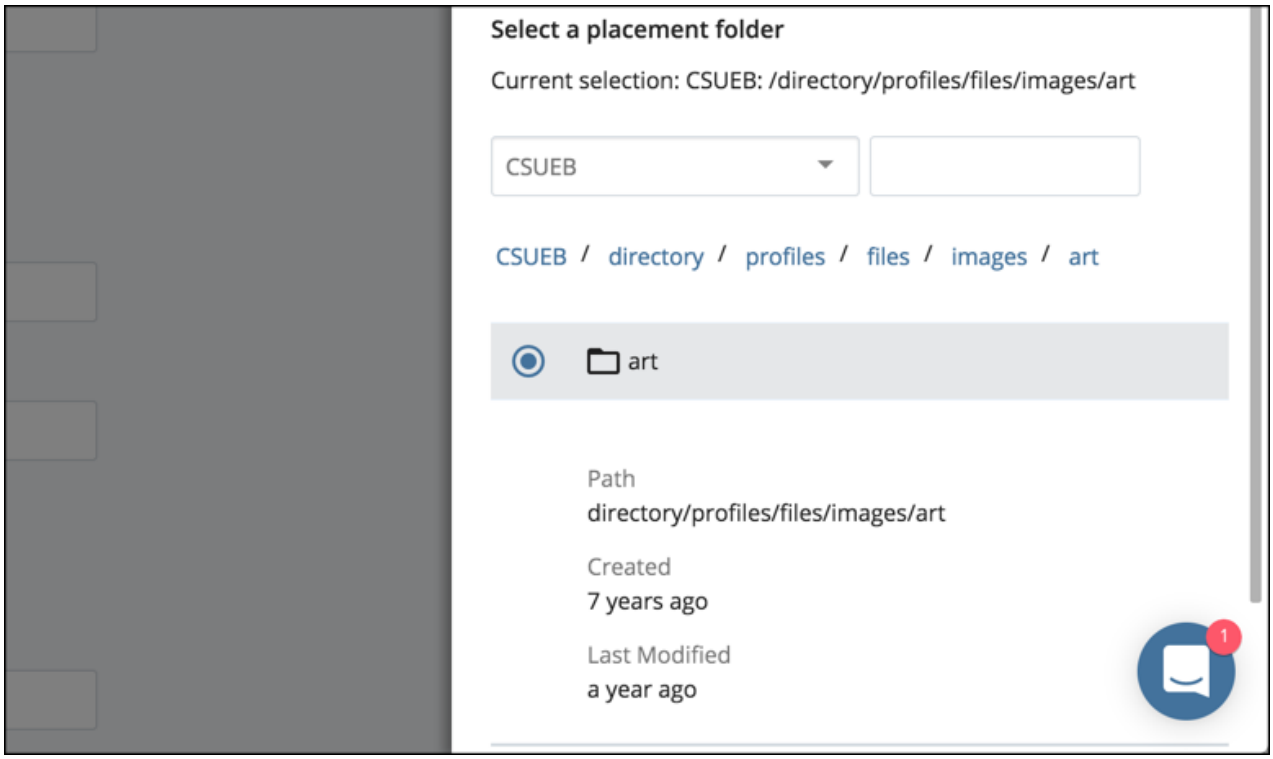
17. In the left navigation window, select the **upload** tab
18. **Drag and drop** you image in the box or
19. Select **Choose to browse** for the image on your local computer



20. Select **Profiles**



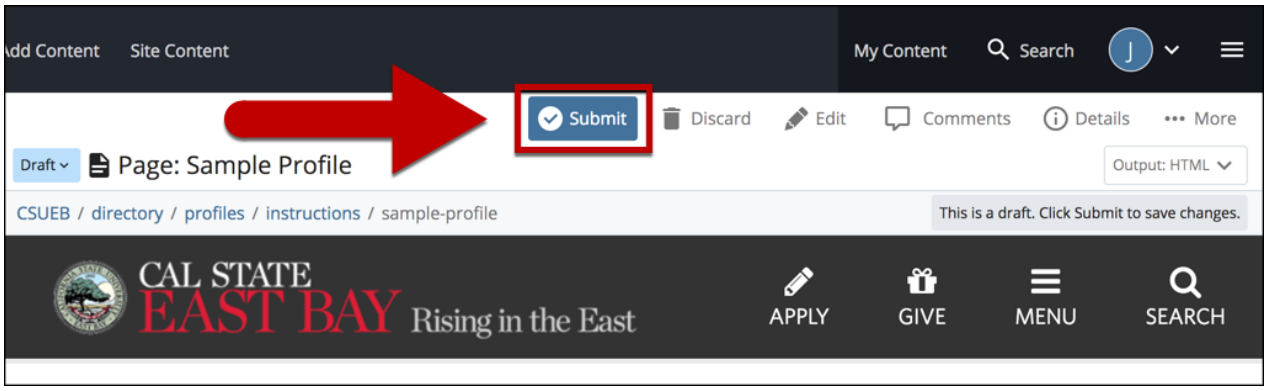
21. Select **files folder**, (click on folder not the radio button)
22. Select the **image folder**, (click on folder not the radio button)
23. Select your department's folder, (click on folder not the radio button)
24. Select **Choose**



Publish your Faculty Profile

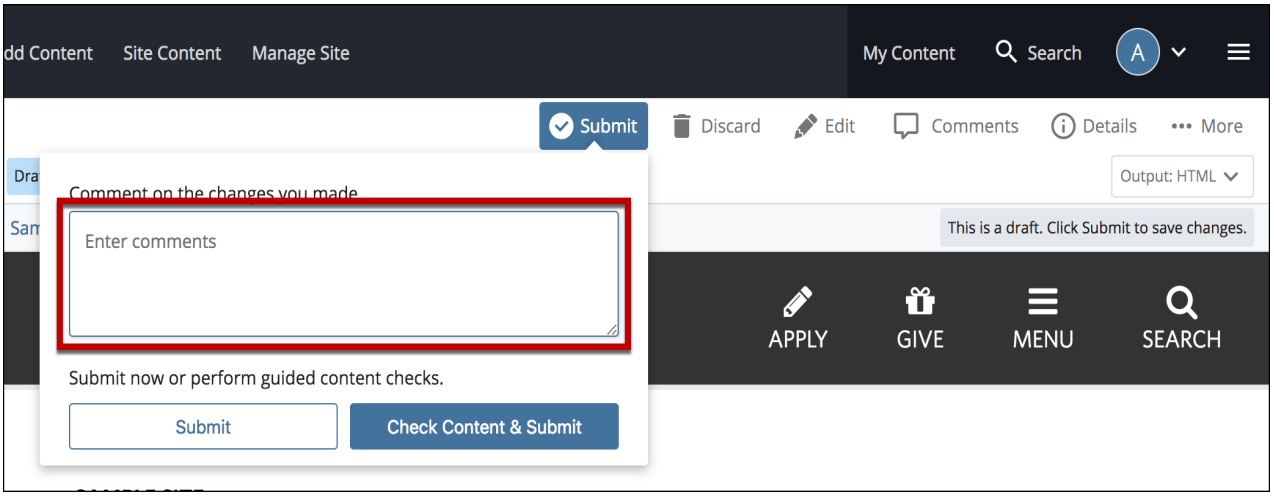
33. Select **Preview Draft**

34. After previewing what the page will look like, select **Submit**

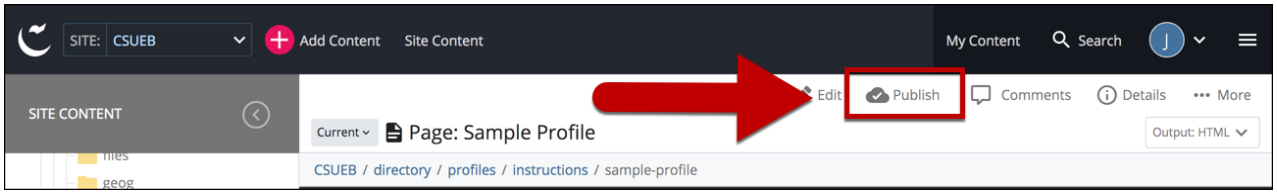


35. Enter comments for changes made

*36. Click on **Check Content & Submit.***

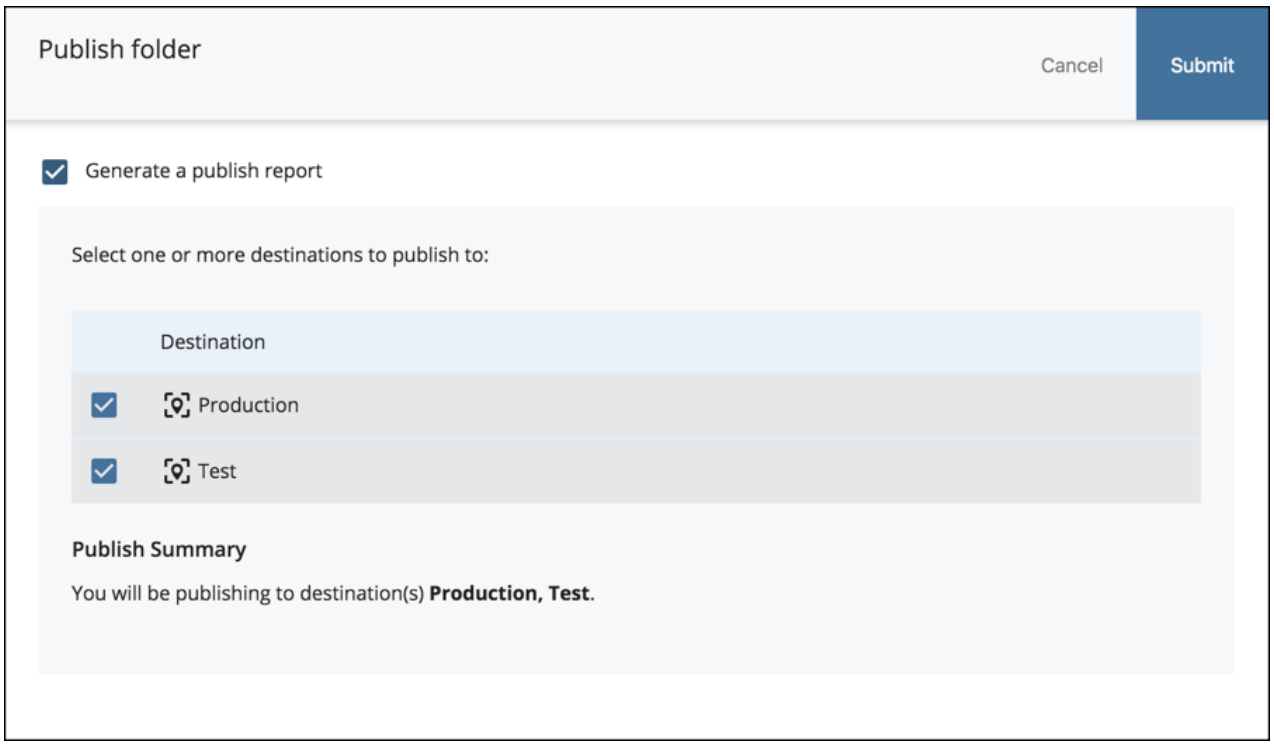


34. After previewing what the page will look like, select **Publish**



35. The default settings should have everything checked

36. Click on **Submit**



You have successfully updated and published your faculty profile!