Technology Training Center: Room 1704

Faculty Website 2011 – Basic Level

Basic Level

A. **How do I log into my website?** Go to http://faculty.imperial.edu/

What is my username and password? Example: Your Username is your G#   - Sample: G00348584

Your Password is your six digit pin – Sample 1234536

If you're requesting a new faculty website with permissions, please contact Omar Ramos at (760) 355-6797

B. **If I forget my password, what steps do I take to retrieve my faculty website password?**
Go to https://pin.imperial.edu/ , you can recover your password by typing a security question, personal information, or ID number (G#). Follow the instructions carefully to recover your PIN. Thank you.

C. After you have successfully logged in, below is an example of what you should see.
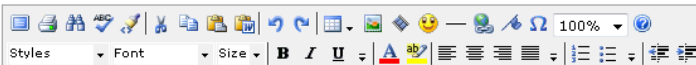
D. **How do I edit my items in my faculty website?** Click on **My Page** and then click on **Edit Item**, then click inside the content area to add or edit the area.

E. **How do I edit my account information?** Click on **My Account** to view your home page. Below is a sample of what you should see. Here you can enter your name, e-mail, select gender, and add content to your webpage.
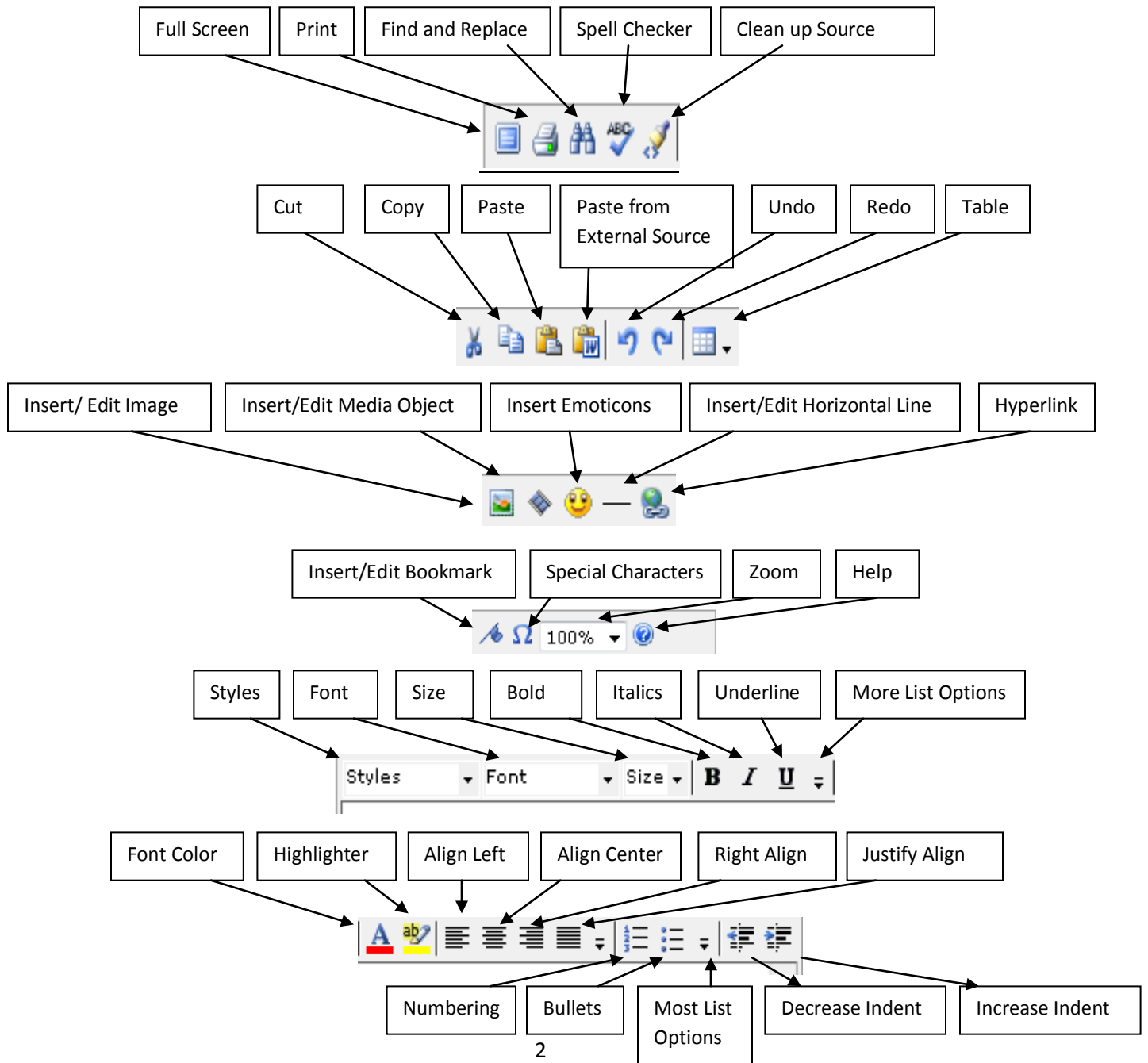
Name	Larry Valenzuela
Email	larry.valenzuela@imperial.edu
Personal details	
Gender	⦿ Male ◯ Female

F. **What does the web content editor consist of?**

F. **How do I edit my existing home page or other web pages?** In the **Design tab** (you can add or edit content). In the **Source tab** (you can copy HTML code in there). In the preview tab, you can Preview your web page within the web editor or click **Preview Page** to preview your webpage.
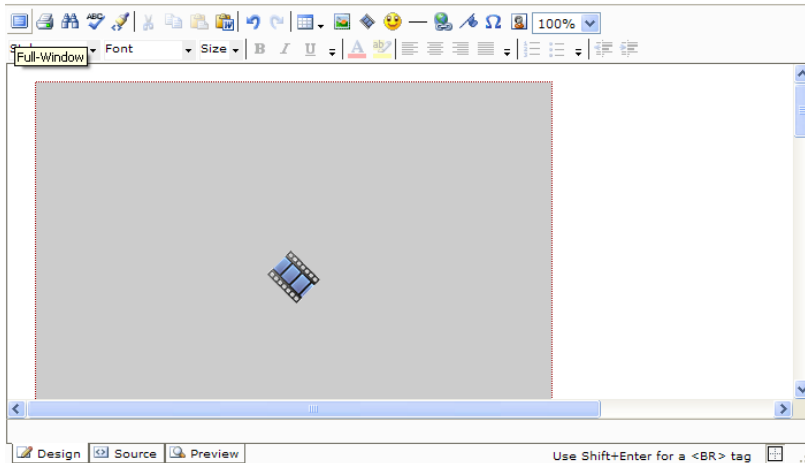
G. **How can I edit my web page in Full-window mode?** Click on **Full-Window**.

H. **How do I save my web page(s)?** On the right hand side, click **Save.**
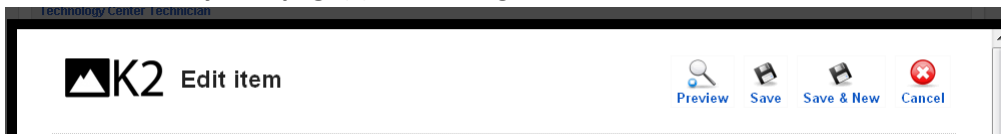
I. **How do I preview my saved web pages online?** On the right hand side, click **Preview.**
Example below:

J. **How do I publish or un-publish my web page(s)?** Click **Yes** to publish. Click **No** to not publish your webpage online.

K. How do I add a new item (add web pages to be listed on the right hand side pages within my website)?
Click on **Add New Item,** and then type in a name on **title, title alias,** then make sure you select **publish**, then on category select your name – for example Larry Valenzuela, then click **Save**.

L. How do I upload images into my web page(s)? In the **Page Content** section, Click on **Insert/Edit Image.**


In the **Insert/Edit Images section**, Click on left side **My Images Icon**, then click on **Upload Files from Computer icon**, then select the **Number of Files to upload icon** (1-20 files per upload), and then click on **browse**, select the image file such as: (JPG, JPEG, GIF, or PNG format). You can also resize your pictures.
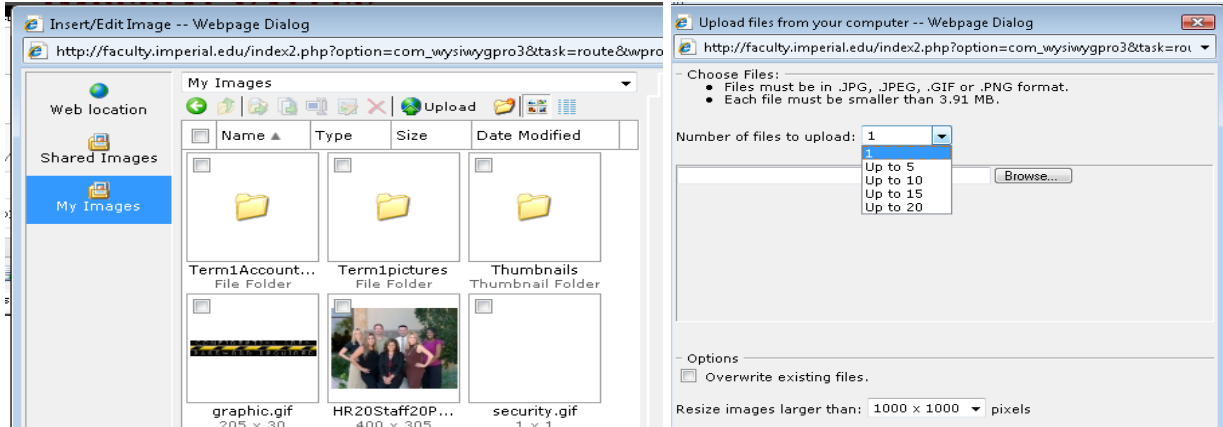

M. Click **Open**, then select **Upload** and then click **Insert**.
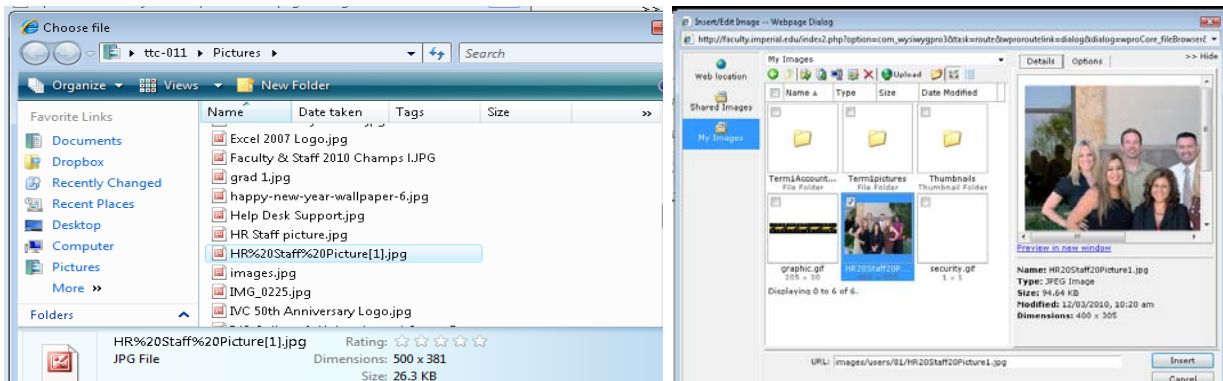
N. Click the **save** button and then click the **preview** button to preview your work saved online.
Below is a sample of successfully adding a picture to your webpage.
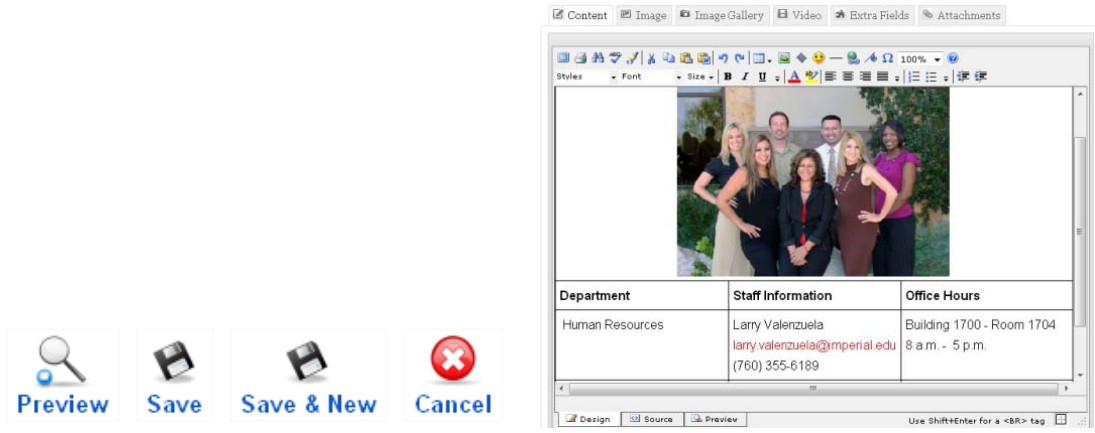
Note: If you right-click on the picture you can move, copy, rename, edit, delete selected image(s), upload files from your computer, or create new folder. If you decide to select delete a picture, a **Warning dialog** box will appear asking you if you want to **permanently delete** the files selected. Click Yes (the selected picture will be permanently deleted) or No (picture will not be deleted) to proceed.
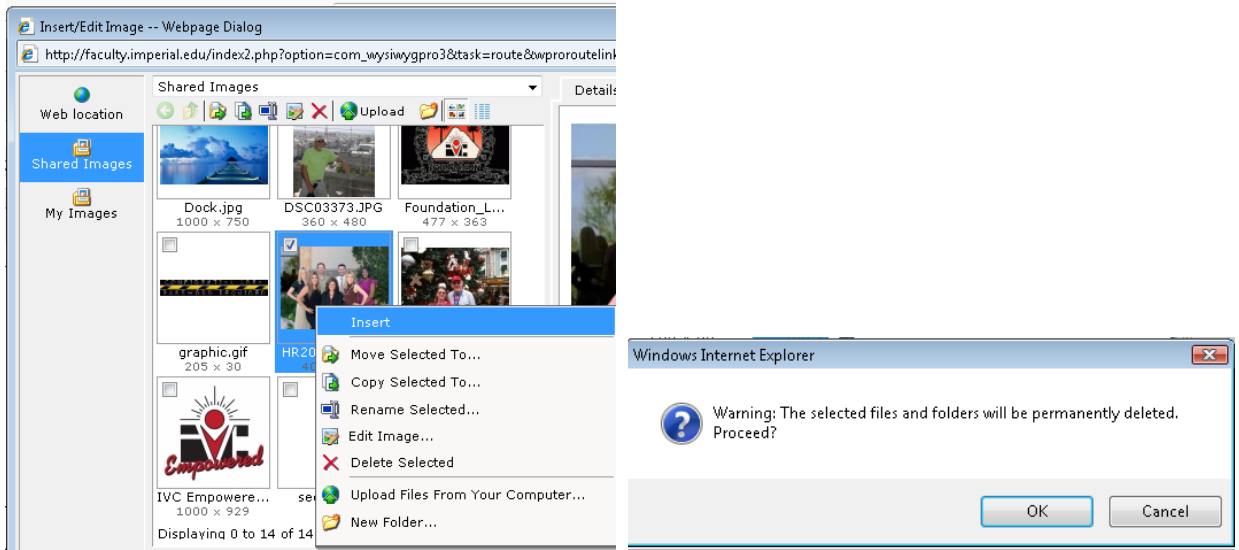

O. **How do I upload a syllabus document into my web page?**

In the **content editor** section, type **Spring 2011 Syllabus** then highlight the word with your cursor, then Click on **Insert/Edit Hyperlinks icon** located in the toolbar content editor**.**
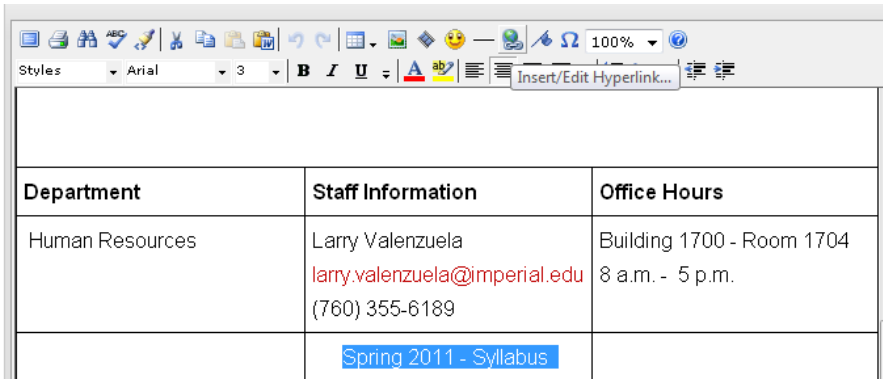
P. In the **Insert/Edit Hyperlink section**, Click on left side **Documents Icon**, then click on **Upload Files from Computer icon**, then select the **Number of Files to upload icon** (1-20 files per upload) **select 1** , and then click on **browse**, below is a list of files that are compatible in uploading documents to your website:
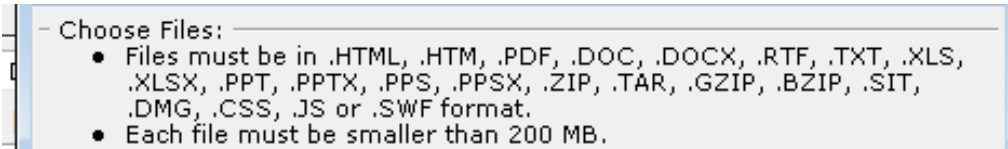
Q. Click to **select the file**, Click on **Open**, select **Upload**, then Click **Insert**.

R. The URL (link) will hyperlink to **"Spring 2011 - Syllabus"** into your webpage. Click **Save Page** to save your webpage. To Preview your **saved webpage**, Click on **Preview Page** (this will open web page), click on the **"Spring 2011 Syllabus link"** then click open (to open the word document). See Sample Below.
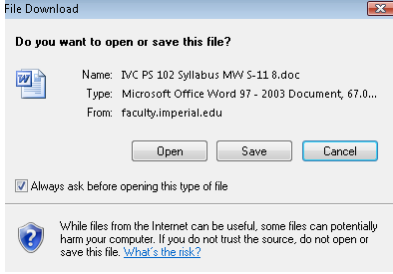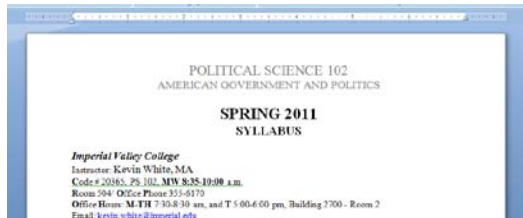

Side Note: Follow same steps O thru R to upload a PDF or PowerPoint presentation files onto your website.

S. <u>**How do I logout?**</u> Click on **Log out** button.