**Changing/Adding Personal Information**
Your Staff Page is pre-populated with information from your User Profile when your user account was created. To make changes to this information or add more (like a biography or photo of yourself), click your name at the top of the SOCS Toolbar once signed in and click Edit Profile. **Refer to pages 2-4 of the Staff Pages Guide

Editing your Home Page
Please note you can only have one Main Staff Page
In the navigation bar, click the staff section name under the appropriate location and then click your name in the list that appears. You will be taken to your Main Staff Page.

- To edit your template design, click the Edit in Place icon (paper with pencil only). This will open the article called "Home Page." Change the Headline if you wish to do so. Skip over the Tagline and Byline and in the Template dropdown, you can select from a variety of other template choices that best fit you. You can check the "Set as Default Template" box if you want all of your articles you create to have this same template.
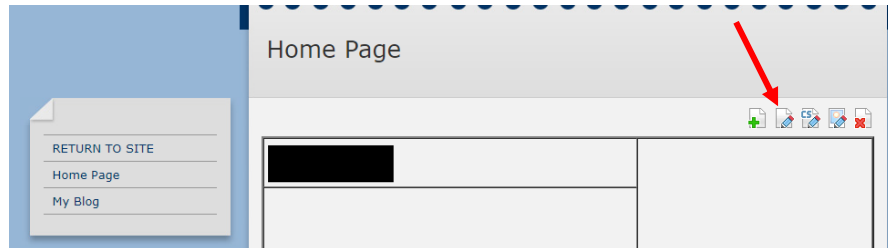
Adding Additional Staff Pages
To create additional articles, go to Content>>Articles>>Create Article. Give your article a headline and add any images to the image gallery. Then click Article Editor to begin writing your content.

From your Home Staff Page, you can also click the + to add a new staff page:

Be sure to select the radio button next to Staff Page You can then add content to your article as you wish.

When publishing an article, be sure you select **today's date** (default is set to the next day) and **either click the button next to "Does Not End" or set an ending date for your article**. You must also **check the Approved box** in order for your article to be published to your site.