How to Update Your Faculty Profile

Logging into T4:

SOM faculty are automatically granted access to their faculty profile in T4. If you log in, and don't see your Faculty Profile, please contact Digital & Web Communications:
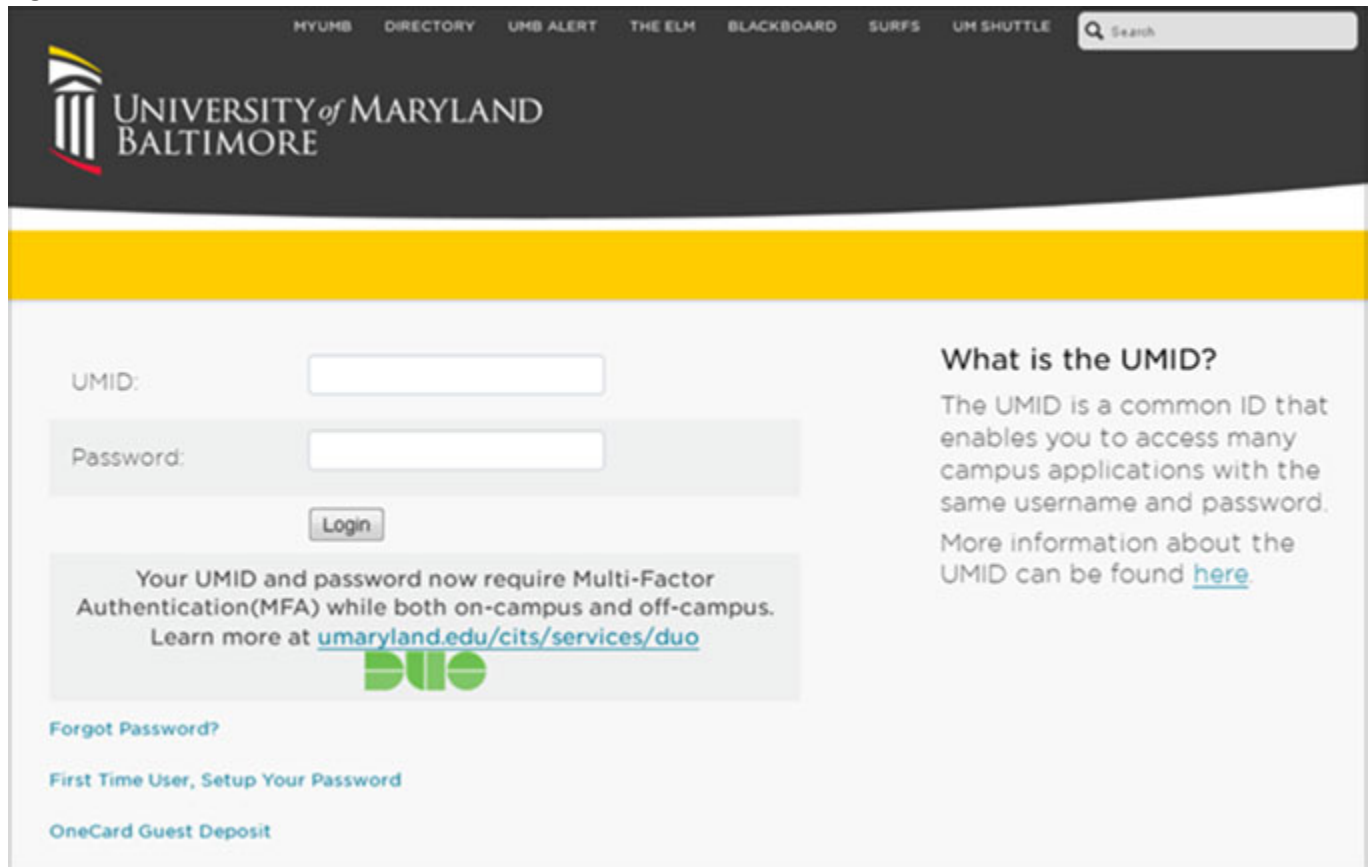
www.medschool.umaryland.edu/public-affairs/Digital--Web-Communications

1. Log into T4: https://sitemanager.umaryland.edu or www.umaryland.edu/t4

   TIP: Bookmark the URL

2. Permission to access T4 is granted through your UMID. Enter your UMID username and password on the UMID screen. If you need assistance, click "Forgot Password?" After entering your credentials and clicking "Login", you will be taken to the T4 home screen.

Figure A

3. You will see a list of sections you have permission to edit. If you don't see the area you want to work in, contact the Digital & Web Communications team to request access.

   https://www.medschool.umaryland.edu/public-affairs/Digital--Web-Communications
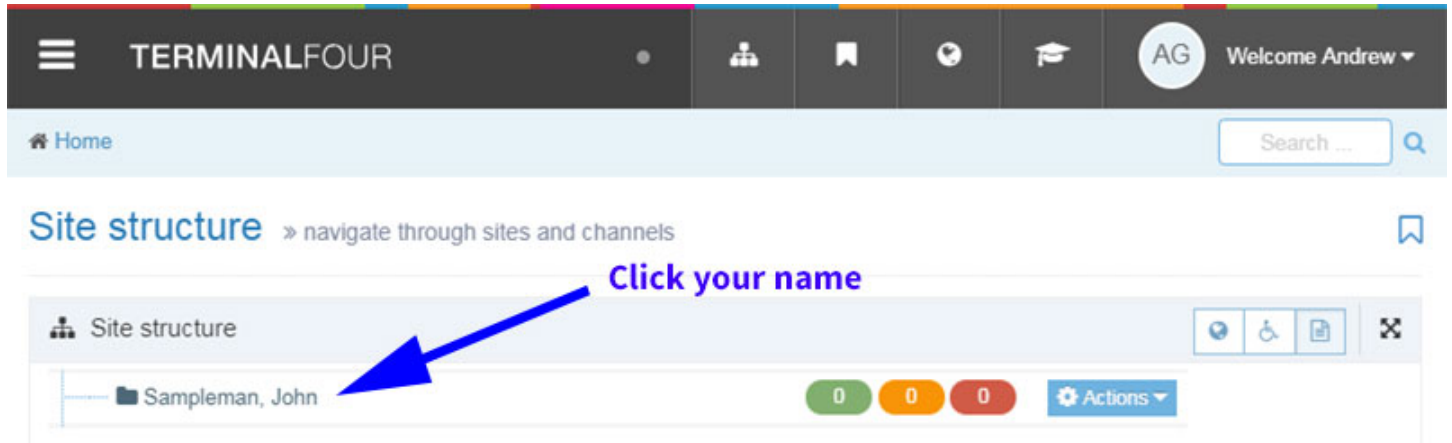
Adding and Editing Content:

After logging in, you will be taken to the T4 landing page.

1. **Click Your Name** (Figure B)
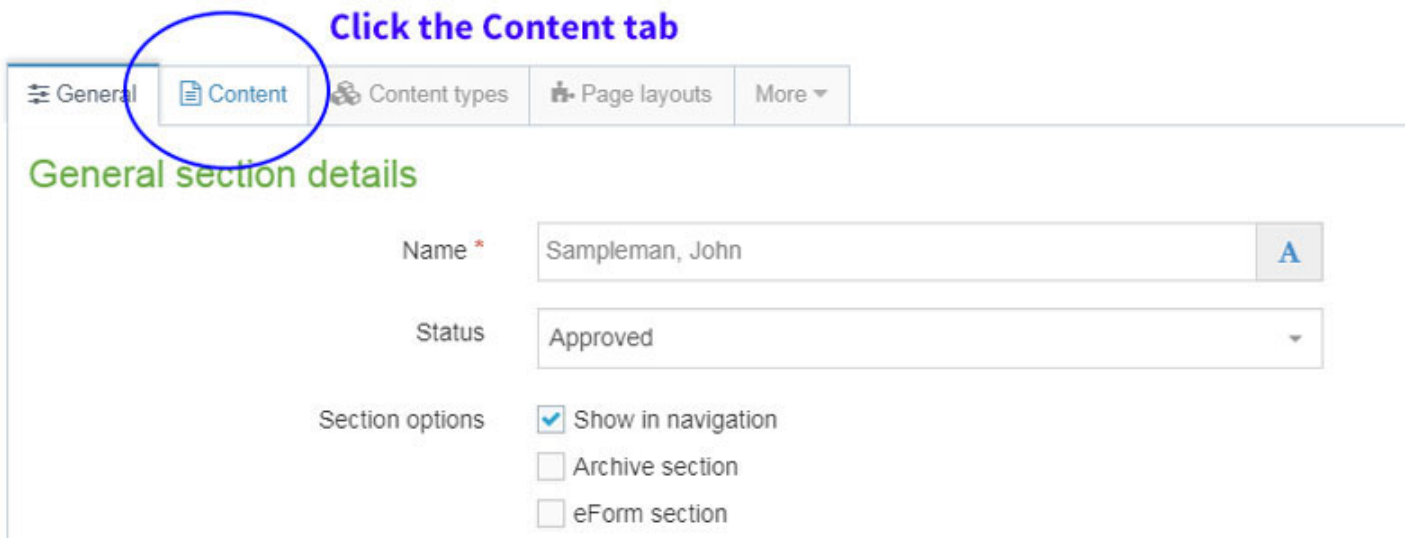   Note: If you don't see your name, contact Digital & Web Communications:
   www.medschool.umaryland.edu/public-affairs/Digital--Web-Communications
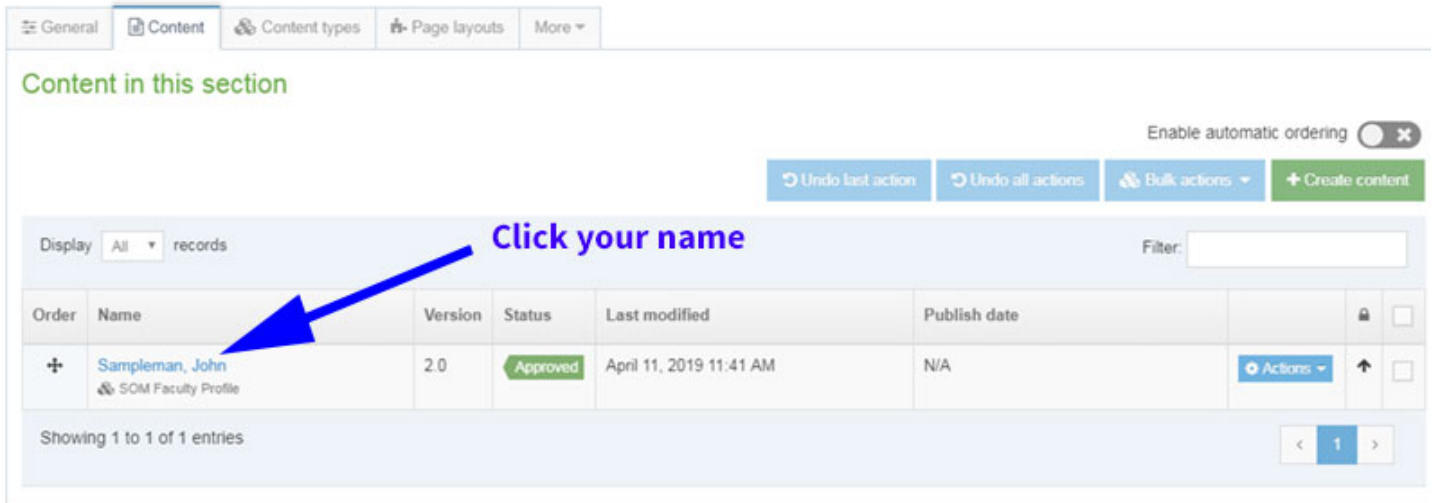
Figure B

2. **Click the Content Tab** (Figure C)

Figure C

3. **Click Your Name** (Figure D)

Figure D

4. **Update Your Faculty Profile**.

   TIP: If you are not sure what type of information to add, use the following faculty profile as a model:
   www.medschool.umaryland.edu/profiles/mccarthy-margaret/

   After clicking your name, an online form will open. Please review, add and revise the information on your faculty profile to ensure everything is accurate. You are encouraged to complete all the categories, however, only the following categories are required:

   a. Education and Training
   b. Biosketch
   c. Research/Clinical Keywords (words or phrases someone might enter in a search engine)
   d. Three to Five Publications Citations (if applicable)

   NOTE: If you upload a CV, make sure there is **no personal information** such as your home address. Faculty Profiles are part of the UMSOM website, which is public.

5. **Information in Your Faculty Profile that is NOT managed in T4**

   Your faculty profile contains more content than you will see in T4. The following information is imported from a database managed by the OAA. If you need to change any of the following, contact your APT Partner.
   www.medschool.umaryland.edu/AcademicAdmin/APT-Partners

   a. Name (including professional names)
   b. Degree(s)
   c. Academic Title
   d. Primary and/or Secondary Appointment(s)

6. **Faculty Portraits**

    Faculty portraits are **not** added or managed in T4. SOM Staff Photographers upload them directly to the web server after taking your photo and optimizing for the web. For more information, visit: www.medschool.umaryland.edu/newprofile/Official-Faculty-Profile-Portraits

7. **Preview Changes**

    Click the green **Preview button** (Figure E) located on the top right side of the online form in T4.

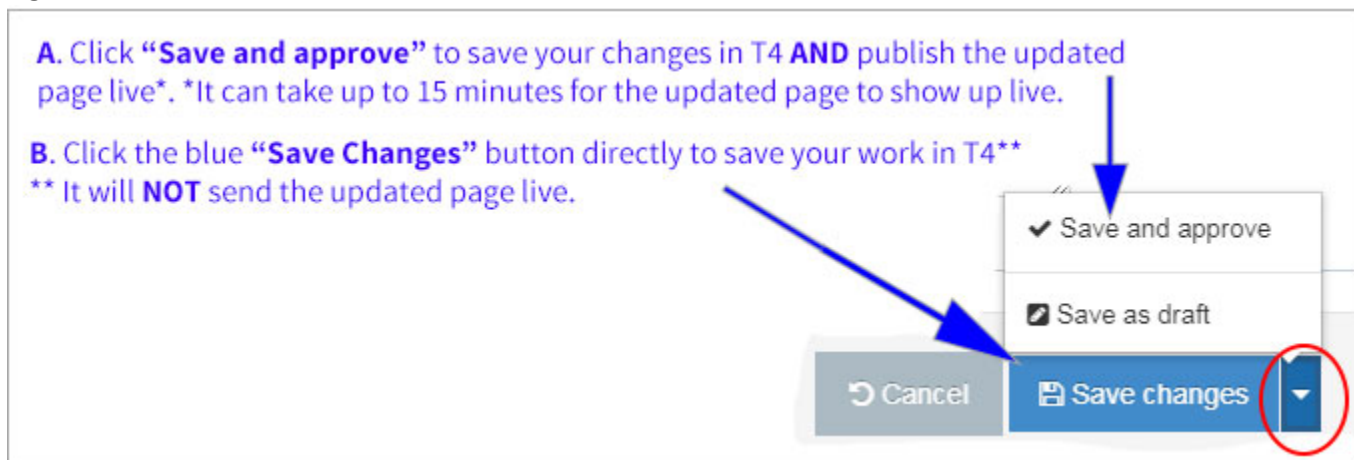   **Figure E**

8. **Publish Changes**

    When you ready to send your profile live, click the green **Publish button** (Figure E above). This will save your changes in T4 **and** publish your updated faculty profile. Your updated faculty profile will appear on the live website within 15 minutes. You can also publish your changes by clicking "Save and Approve" at the bottom right of the online form. See Figure F in step 9.

    TIP: If after 15 minutes your updated faculty profile does not appear, refresh your web browser (F5)

9. **Save Changes Without Publishing**

    If you would like to save your changes but **not** have them publish, click the blue "**Save changes**" button on the bottom right of the online form (Figure F). This is useful if you are making edits in multiple sessions.

    Figure F

    A. Click "**Save and approve**" to save your changes in T4 **AND** publish the updated page live*. *It can take up to 15 minutes for the updated page to show up live.

    B. Click the blue "**Save Changes**" button directly to save your work in T4** ** It will **NOT** send the updated page live.

    If you don't see your changes on your live faculty profile after 10 minutes, you most likely did not click the green publish button. See step 8 above. You'll know your changes will go live if you see "approved" next to your name in the General tab. If it says Pending, your changes were saved but not published.