

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 <https://medschool.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

The screenshot shows the University of Maryland Baltimore login page. At the top, there is a navigation bar with links for HYMIS, DIRECTORY, UMB ALERT, THE ELM, BLACKBOARD, SURFS, and UM SHUTTLE. A search bar is also present. The main content area has a yellow header. Below it, there are fields for 'UMID' and 'Password', each with an input box. A 'Login' button is located below these fields. A message box contains text about Multi-Factor Authentication (MFA) and a link to learn more at umaryland.edu/cits/services/duo. The DUO logo is displayed. Below the message box are links for 'Forgot Password?', 'First Time User, Setup Your Password', and 'OneCard Guest Deposit'. To the right of the login form, there is a sidebar with the heading 'What is the UMID?' and text explaining that the UMID is a common ID for campus applications. It also provides a link to learn more about the UMID.

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](http://www.medschool.umaryland.edu/public-affairs/Digital--Web-Communications)

Adding and Editing Content:

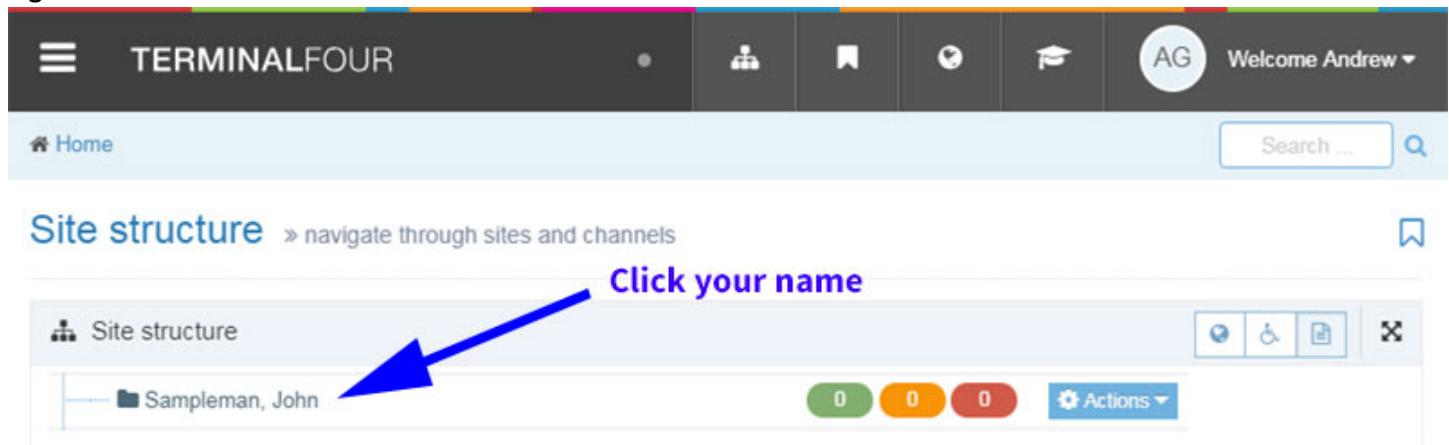
After logging in, you will be taken to the T4 landing page.

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

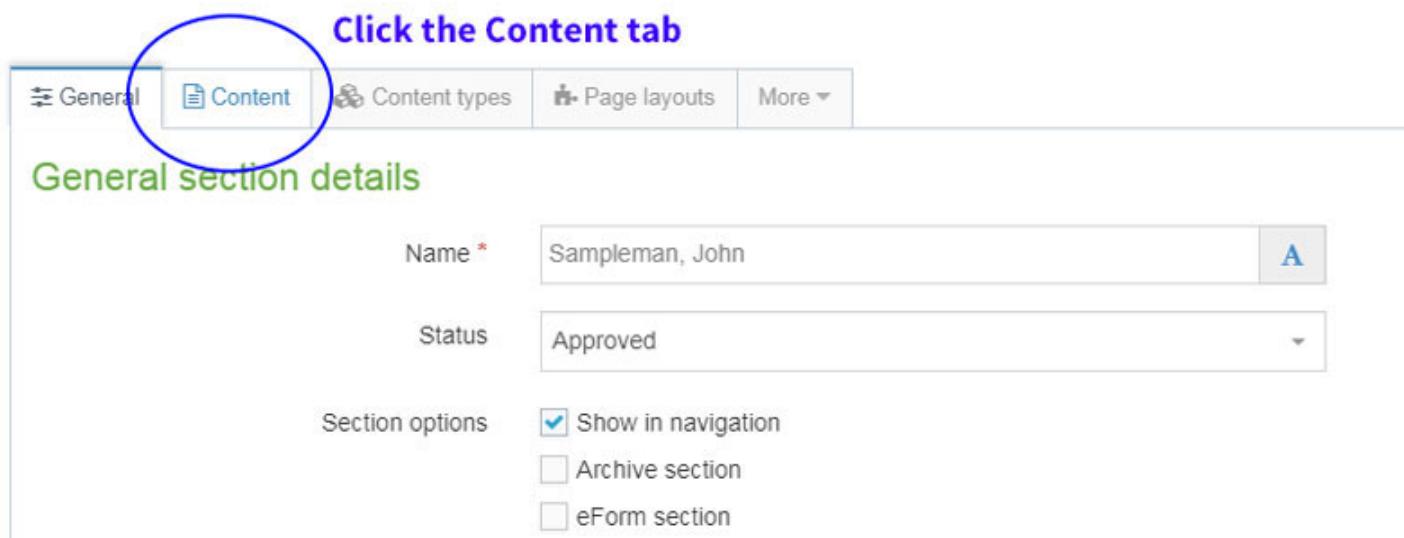
Figure B



The screenshot shows the T4 landing page. At the top, there is a navigation bar with the 'TERMINALFOUR' logo, a user icon 'AG', and the text 'Welcome Andrew'. Below the navigation bar is a header with a 'Home' link and a search bar. The main content area is titled 'Site structure' with the sub-instruction '» navigate through sites and channels'. A sidebar on the left shows a tree view of site structures, with 'Sampleman, John' selected. A blue arrow points from the text 'Click your name' to the 'Sampleman, John' folder in the tree view.

2. Click the Content Tab (Figure C)

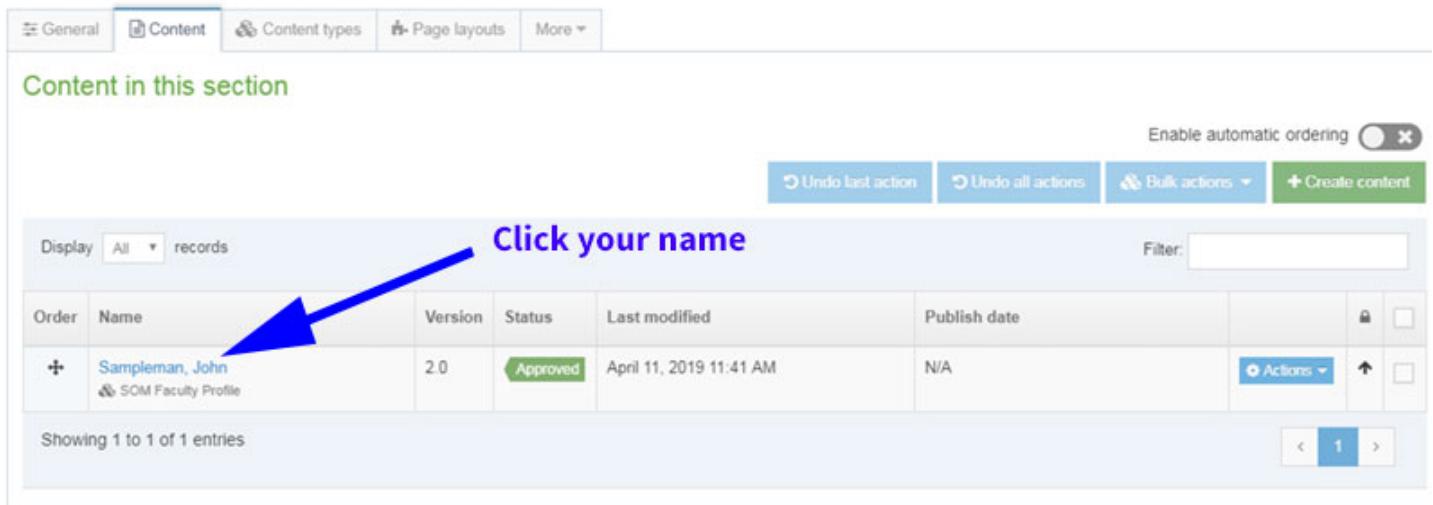
Figure C



The screenshot shows the content editing interface for the 'Sampleman, John' section. At the top, there is a navigation bar with tabs: 'General' (highlighted with a blue circle), 'Content' (with a blue arrow pointing to it and the text 'Click the Content tab' above it), 'Content types', 'Page layouts', and 'More'. Below the navigation bar, the 'General section details' are displayed. The 'Name' field is set to 'Sampleman, John' and has a blue letter 'A' icon. The 'Status' field is set to 'Approved'. Under 'Section options', there are three checkboxes: 'Show in navigation' (checked), 'Archive section' (unchecked), and 'eForm section' (unchecked).

3. Click Your Name (Figure D)

Figure D



Content in this section

Enable automatic ordering

Display All records

Click your name

Order	Name	Version	Status	Last modified	Publish date	Actions
+	Sampleman, John <small>& SOM Faculty Profile</small>	2.0	Approved	April 11, 2019 11:41 AM	N/A	<input checked="" type="checkbox"/> Actions

Showing 1 to 1 of 1 entries

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](http://www.medschool.umaryland.edu/AcademicAdmin/APT-Partners).

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

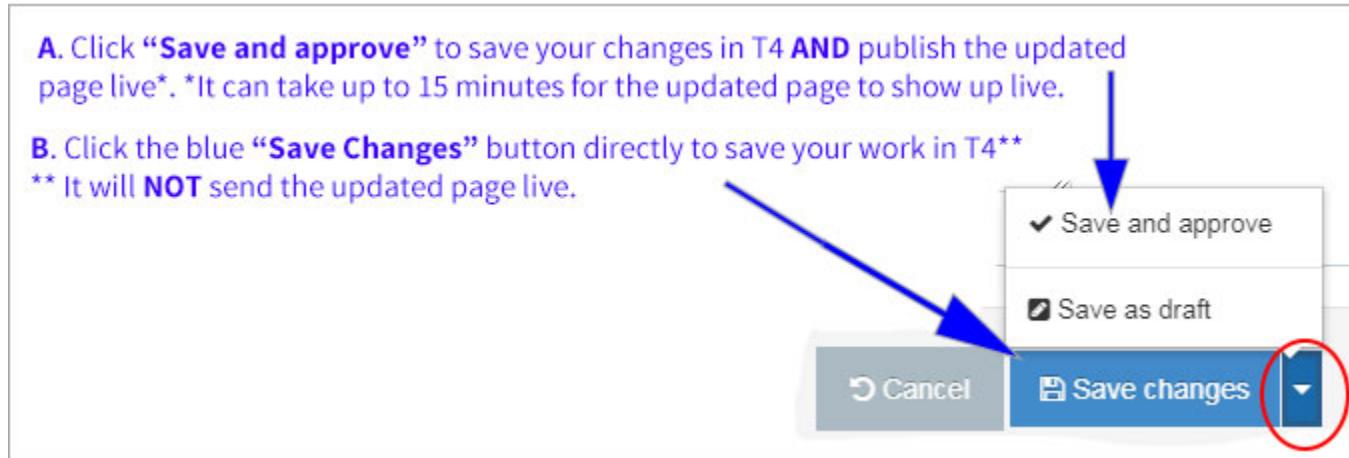
When you ready to send your profile live, click the green **Publish button** (Figure E above). This will save your changes in T4 **and** publish your updated faculty profile. Your updated faculty profile will appear on the live website within 15 minutes. You can also publish your changes by clicking “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



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.