Quick Guide to the CSS People Site
## CSS People Site Index

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CSS People Site Introduction

What is the CSS People Site?
The “CSS People Site” is an interactive web site designed to help manage some Departmental and College-wide data management tasks relating to web content management. In general, the site includes:

• Databases (such as People, Departments, Events, News, Equipment)
• Process logic for data entry and management
• Formatted web pages to display data such as personal lists, personal web pages, course lists, events (public and private), news stories and equipment inventory.

How does this involve me?
The “CSS People Database” contains the names of everyone employed by the College (faculty, staff, grad students and student assistants). We need your expertise and help to set and maintain various 'relations' each person in the database may have with the various units in the College. Simply stated, we need your help to keep track of ‘who belongs’ with which Department/Program.

Can I sign up to be on the People Site?
All faculty and staff can sign up to be on the People Site if not already completed by your department administrator. Graduate students and student help can also log on if it is permitted by the department.

Where is the people site located?
URL address at http://socialsciences.people.hawaii.edu

How is the information from this database being used?
The data entered will be used for departmental web pages. Each department will have a faculty and staff page which will automatically pull in the data from the People database.

Please keep in mind that our department web pages will contain only general background information. If your needs are not met here, you can post a link to your personal website where you have no limitations. Individuals and departments will be responsible for their information posted on the College web server.

Which web browser should I use for the People Site?
For PCs, we suggest using Netscape or Microsoft Explorer and Safari or Netscape on a Mac. Please do not use MS Explorer for Mac due to support issues with Microsoft. If you are having problems with our site, please contact us.
CSS People Site Tutorial

1) Where do I begin?
   • Open up a web browser and type in the URL address: http://socialsciences.people.hawaii.edu and click on the log in button on the top horizontal navigation bar.
   • Type in your full UH email (ie:hello@hawaii.edu) for Username and enter in your CSS password.

   *What if I forgot my password
   Or don't have one?
   Enter your full UH email account and type in anything in the password field and click enter. You will get a Login Error message: “The password entered is invalid. A password reminder has been emailed to you.” Check your UH email and look for “CSS Password Reminder”. Go back to the Log in page and proceed with your password.

   *How do I know if I'm already registered into the CSS People database?
   • Ask your department secretary. They were given administrative access to add/disable people in their department during our trial period.

   *If you are not registered in the database, please go to the “Account Request Form” located at http://socialsciences.people.hawaii.edu/Register.cfm and fill in the necessary information. (See #2)
2) How do I create a new account?

- Go to the log in page at http://socialsciences.people.hawaii.edu and click on the “Account Request Form” link in the left column or below the log in window. This link will take you to the “Web site account request form” (http://socialsciences.people.hawaii.edu/Register.cfm)

*Make sure you have a valid UH email account. If you don’t, please register with MYUH first at: (https://myuh.hawaii.edu:8888/sessionid=nobody/am-sso-checktatus)

- Enter the your full email address and click on the submit button. You will then see the registration form. The mandatory fields are first and last name, department and affiliation. Please fill in all of your information possible. Click the submit button and you’ll see the next page with “Record Created”. An email will be sent to your department administrator for approval.

*Once approved by your department administrator, you will receive an email.
3) What are those links in the left column?

- **“My Profile”** is seen by all users who log into the system.
  - **Edit Profile:** Users can change their personal profile here (see #6 for details)
  - **Change Password:** All users can change their password here (see #4 for details)

- **“My Affiliations”** shows a list of all your department affiliations
  - **Edit:** Users can edit their affiliations and submit it to the administrators for approval.
  - **Add an Affiliation:** Users can add their affiliations.

* By adding your affiliation with another department, your information that you input into the People site will also be pulled into your affiliated department’s web page. This means that you only have to input your information once and don’t have to type in your information over again if you belong to multiple departments.

- **“My Publications”** is an area that users can add their publication information and attach PDF attachments with a 2MB limit.

* Keep in mind that if you have your works professionally published, make sure that it is ok to post your works online with the publisher’s consent. There may be rules or legal actions that you may need to follow. The People Site will not be liable for any legal disputes.

- **“My Awards”** is an area that users can showcase awards, honors or recognition that they have received.

- **“My News”** is a section for users to submit information to the College News team that they think is important. This does not include events. Events should be posted on the Calendar of Events page located at (http://socialsciences.people.hawaii.edu/events).
  - **View Published Articles:** View articles published.
  - **Submit a News Article:** Users can submit articles to the College News Online team. If the team deems the article appropriate, they will contact the user for more information. Users will not be able to edit their article once submitted. Please type out your articles in a word processing program first. Spell check your work and copy and paste the article into the news web form. How it appears on screen is how it will remain. Users will not be able to add bold, italics or color to their article.

*For more information on the process of submitting and getting your article published, please go to #7 for more details.*

* If you decide not to fill in a field, it will not show up on your department page.
4) How do I change my password?
   • In the left column under “My Profile,” click on “Change Password.”
   • In the “Change Password” form, click on the field box next to “Old Password.”
   • Enter in your “New Password” and verify it.
   • Click “Change Password”

*If you change your password, please make sure to write it down somewhere you can retrieve it.

5) How do I log out of the system?
   • There are two ways to log out of the system.
     1) Click on “Log Out” on the main horizontal navigation bar
     2) Quit the browser application you are working in (ie: Explorer, Safari or Netscape)
6) How do I edit my own profile?

• In the left column under “My Profile”, click on the link “Edit Profile”.

You should see a new page with text fields with your own profile. Enter the appropriate information into the correct fields. *For the degree field, you may enter your degree, school and year graduated. Empty categories will not be shown on your department page.

Click the submit button on the bottom of the page when you are finished.

Webpage: [add web site address here. do not add http in this field.]
Degree: [BFA Graphic Design]
Background: [Graphic & Web Design • Media Specialist]
Teaching: [ ]
Advising: [ ]
Research: [ ]
Interests: [ ]
7) How do I submit a news article?

*What's considered a news article: News or stories that are appropriate, interesting and has importance to the College of Social Sciences. Do not add any department events here. The College already has an events page at http://socialsciences.people.hawaii.edu/events.*

- Type and edit your article or story in a word processing program. Remember to spell check your document.
- Go to “Submit a News Article”
- Enter a title for your article.
- Copy and paste your article onto the web form.
*Users will not be able to bold, italicize or apply decorative styles to their document, unless they know how to use HTML tags. However it appears on screen is how it will remain. Please add page breaks where they are needed.
- Click submit

Notes for CSS News
1. Unless specific people identified to provide news stories, anyone from the College Community (CSS_People database) may submit news items online for consideration by the News Team.
   - By default, all new submissions are assigned a “display status” of “new”.
     1) New submissions would automatically generate an email notification to the News Team (or just the News Editor) to inform them that a new story is awaiting their attention.
   - All new stories must be reviewed by a member of the “News Team”, and are then be assigned a display status of “Pending” for further review by the News Editor.
     1) Reviews of submissions are done online via web browser; viewing restricted to the News Team.
   - News Editor reviews all news submissions for:
     1) Assignment of stories to News Team Members
     2) Final edit of stories “Pending” for news-worthiness and final publication status such as publication date, pull date and “fold position” (headline, top of fold, middle of fold, bottom of fold).
     3) Only news stories approved by News Editor will appear online.

2. Only members of the “News Team” may “Edit” news stories.
   - If a story is submitted with incomplete or incorrect information, member of the News Team will have to follow up with the news source for necessary information to correct and complete story.
   - Once a news story is 'published', only the News Editor may make changes to the story.

3. Anyone may “subscribe” to receive email notifications of whenever a new issue of the News Letter is published.
   - Subscription is a two-step process in which:
     1) Request is made via submission of email address (a password is automatically generated and emailed by to subscriber with instructions for request confirmation)
     2) Subscriber must confirm request for subscription to be activated.
   - Confirm subscriptions are automatically entered into a ListServ for routine notifications.