Quick Guide for Administrators 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” is supposed to contain the names of everyone employed by the College (faculty, staff, students, etc). 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 you help to keep track of ‘who belongs’ with which Department/Program...this sounds much more complicated than it is.

Where is the people site located?
During this trial period, the people site will be private to public users unless they go directly to the URL address at http://socialsciences.people.hawaii.edu

Why is the people site not public yet?
We did not make this site public because much of the information on the database is outdated and incomplete. All administrators will have to update their department’s information during this trial period. We will then add the code back in that will email the user or administrator when updating affiliations or adding a new account.
1) Where do I (Administrators) 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 password.

*What if I forgot my password?
Enter your email account into the “username” field, type in anything in the “password” field and click enter. You will get a Login Error message "The password entered is invalid" and then you should receive an email with your actual password.
2) How do I create a new account for someone in my department?

- 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 the person you are adding has an UH email account. If they don’t, they will have to register with MYUH first at: (https://myuh.hawaii.edu:8888/sessionid=nobody/am-sso-checktatus)

- Enter the user’s 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. During this trial period, please fill in all of the user’s information if available. Click the submit button and you’ll see the next page with “Record Created”.

*If you enter the wrong department for the user’s affiliation, the submission will go to that department’s administrator for approval. You will not be able to see your own entry. Please make sure all information is correct in this area before submitting.
What do I do after submitting a new user’s information?
• Log into the people site with your own administrator’s user id and password.
• In the left column you will see a section called “My Admin”
• Go to “Pending Accounts”

• On the “Pending Accounts” page, double check your new user’s information that you have just entered. If it is correct, click on the “Activate” button on the right. By clicking the “Activate” button, it will send the information to the “Pending Affiliations” page.
• Click on the “Pending Affiliations” link and click the “Yes” button to send the user’s information to the (live) database.
• Go to “Active Accounts” to see if the user is now in the people system.
3) How do I edit a user’s affiliation?
   • Log into the people site with your own administrator’s user id and password.
   • In the left column under “My Admin”, go to “Active Affiliations.”
   • Find the user you want to make changes to and click on the “Edit” button.
   • Make the necessary changes and click the “Edit Affiliation” button on the bottom.

*For SSRI only: You will see a section called “Sub Unit”. This is where you can specify a project’s name or title.

• Now go to “Pending Affiliations” and click “Yes” under status for the user you have just edited. If you miss this step, the revisions that you have just made will not show up in the live database.
4) Can I add someone already in the active database into my department? (Joint Affiliation) If you know a person that is affiliated with your department but belongs to another department, you can add them here.

- Log into the people site with your own administrator’s user id and password.
- Click on the “Active or Pending Affiliations” link under “My Admin” in the left column.
- On the bottom of each section you’ll see “Add a person to your Department”.
- Click on the drop down menu and find the person you want to add to your department.
- Once you have the person selected, click on the “Grab Em” button.
- You will then see the page “Add an Affiliation.”
- Edit any information necessary and click on the “Edit Affiliation” button.
- Go to “Pending Affiliation” and click “Yes” to the person you are adding.

5) How can my department remove someone with “Joint Affiliation”?

(This is to remove someone affiliated with your department and not the entire College database.)

- Log into the people site with your own administrator’s user id and password.
- Go to “Active Affiliations” in the left column under “My Admin.”
- In “Active Affiliations,” find the user you want to remove from your department and click on “No” under “Status.”
- By clicking “No”, you’ve removed that person from your department.
6) How can I delete someone out of the People database system? *Be very careful when using this option! Once you delete a person, they are removed permanently. This means if the person had affiliations with other departments, you will wipe out their data from all locations.

- Log into the people site with your own administrator’s user id and password.
- Go to “Active Accounts” located under “My Admin” in the left column.
- First, check to see if the person you are deleting is affiliated with any other departments. To do this, go to the “drop menu” on the right. If you see the person in the drop menu, this means that they are affiliated with another department.
- If they are in the list, go back to step #5 to remove the person from your department only.
- If not, find the person you want to delete and click on the “Remove” button.
- When you click on the “Remove” button, an “Account Removal Confirmation” screen will appear. If the person being deleted has an active status with another department, you will only be allowed to remove their affiliation from your department only.
7) What does “Deactivate” mean next to the “Remove” button on the “Active Accounts” page?

- “Deactivate” will lock a user out of the system. This user will not be able to log in.
- Once deactivated, the user’s information will go into the “Pending Accounts” folder.

Why would you Deactivate someone?

- If they are abusing the system
- If they are adding false information
8) 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.

9) 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)
10) What are those links in the left column?

If you are logged in as an administrator, you will see the section called “My Admin”

- **My Admin** is for administrators to approve, deny, edit or remove users from their department.
  - **Active Accounts**: Shows all the people in your department with an active status. There is also an area to deactivate or remove user(s) and to check people who are active in the College database.
  - **Pending Accounts**: A holding area for new accounts. An area where administrators will need to activate, remove or edit accounts. There is also an area to check people who are active in the College database.
  - **Active Affiliations**: Shows people affiliated with your department only. In this section, administrators can delete a user’s affiliation status from their department. *(Deleting affiliated users here will not affect other departments)*. Also, administrators can look through the College database and add people affiliated to their department.
  - **Pending Affiliations**: A holding area for people adding or editing their affiliations. Administrators will need to approve or deny the user’s status. When approved, the information will go to “active affiliations” where it will need to be activated before its put into the database. Also, administrators can look through the College database and add people affiliated to their department.

- **My Profile** is seen by all users who log into the system.
  - **Edit Profile**: Users can change their personal profile here.
  - **Change Password**: All users can change their password here.

- **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.

- **My Publications** is an area that users can add their publications.

- **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](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 the next section (page 9).*
11) **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.*

- 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. 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.