

SETTING UP YOUR STUDENT WEBPAGE

August 11, 2008

Your student webpage will be similar to SFOS faculty webpages, with a few different fields. View a sample student webpage here (<http://www.sfos.uaf.edu/people/profile/profile.php?uid=2308>).

Your webpage will be a valuable place for you to share professional information about your education and career. All of our students (undergraduate and graduate students at all of our locations) should each have his/her own webpage. You may link to a personal webpage from your professional webpage if you like.

You don't need to be a web designer to set up your page. We've set up an interface for you that is very easy to use. Instructions are below.

You will need a mySFOS username and password to set up your webpage. You probably already have these and just need to contact me to reset your password. This will only take a few minutes and is very easy to do, so please do not let it be a hindrance to setting up your page. We would like to see every student's webpage up and running as soon as possible.

Instructions

1. Enter mySFOS.
2. Log in with your username and password (your username is usually the same as your e-mail username). Contact webmeister@sfos.uaf.edu if you need a password.
3. Click on myAccount to change your password. Your contact information is displayed here. To change your contact information, e-mail webmeister@sfos.uaf.edu.
4. Under my Account, click "update my profile."
5. Enter information into each section and click "update" each time you complete a section. If you do not click update each time you finish a section, you could lose your work. Most of this section should be self-explanatory. You can add individual research projects and your list of publications through this interface. Please be mindful of citation standards when entering publications. Use the same standards for entering your publications as are used on the SFOS faculty webpages.
6. If you do not see something in the dropdown menus that you think should be there, please e-mail webmeister@sfos.uaf.edu.

Additional Items

You can expand your webpage to include more information, presentations given at conferences, awards, memberships and so on. Please send that information exactly as you would like it shown on your webpage, to webmeister@sfos.uaf.edu. If you would like to add your publications, presentations or curriculum vita as PDF links, then you will need to send those to webmeister@sfos.uaf.edu to be uploaded and linked. Please be aware that these documents should not have social security numbers or personal information on them.

Photographs

Your photograph should be professional in appearance, preferably a head-and-shoulders shot so that individuals viewing your webpage will be able to recognize you. You can also use a photo of you in the field or doing research, as long as it is professional and recognizable. If you would like more photos on your webpage, send them to webmeister@sfos.uaf.edu.

Contact Information

Send any changes or corrections to your contact information directly to webmeister@sfos.uaf.edu

Questions?

I hope that each of you will take advantage of this great opportunity to share your accomplishments.

Contact:

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