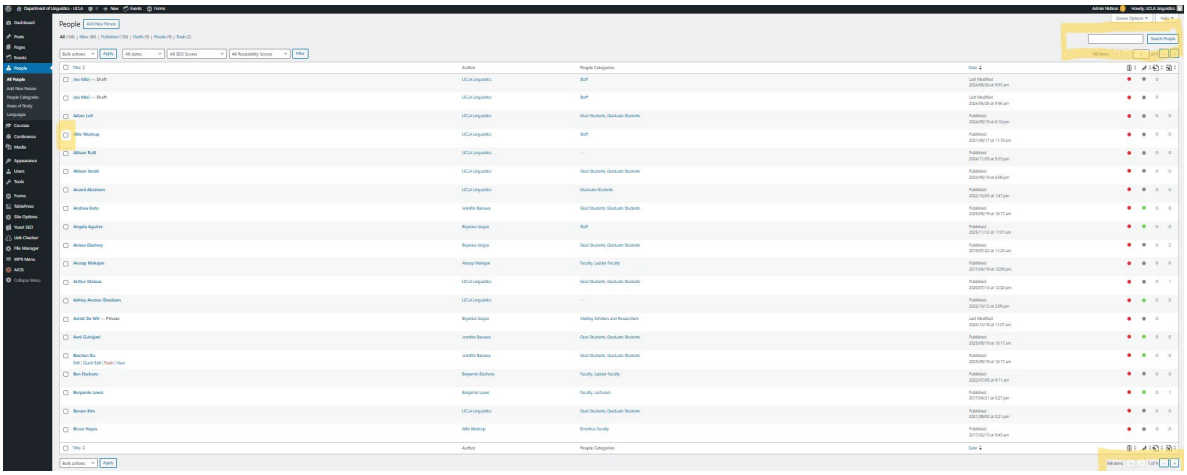
How to Edit Faculty/Graduate Website Pages

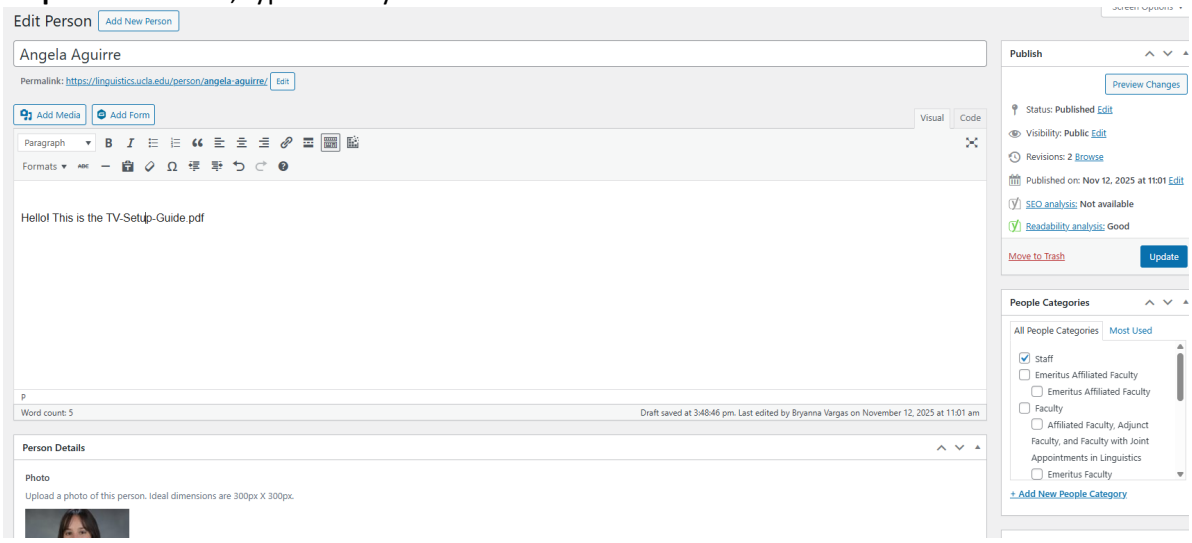
Step 1: Log in at http://linguistics.ucla.edu/login

- Note: You must be connected to UCLA WIFI or VPN to access the website.
- In order to connect to the UCLA VPN, download and install the Cisco Secure Client. More information can be found here: https://ucla.service-now.com/support?id=kb_category&kb_category=e9e05fb31b363740a093caae6e4bcb21&kb_id=eb11050b1bf2334037310f6e6e4bcbe4.

Step 2: From the dashboard, go to "People" and select your page in order to edit. There are multiple pages, which you can navigate with the arrows on the bottom right (bottom right yellow square). You can also search for someone in the upper right corner, in the search bar "Search People" (top right yellow square).



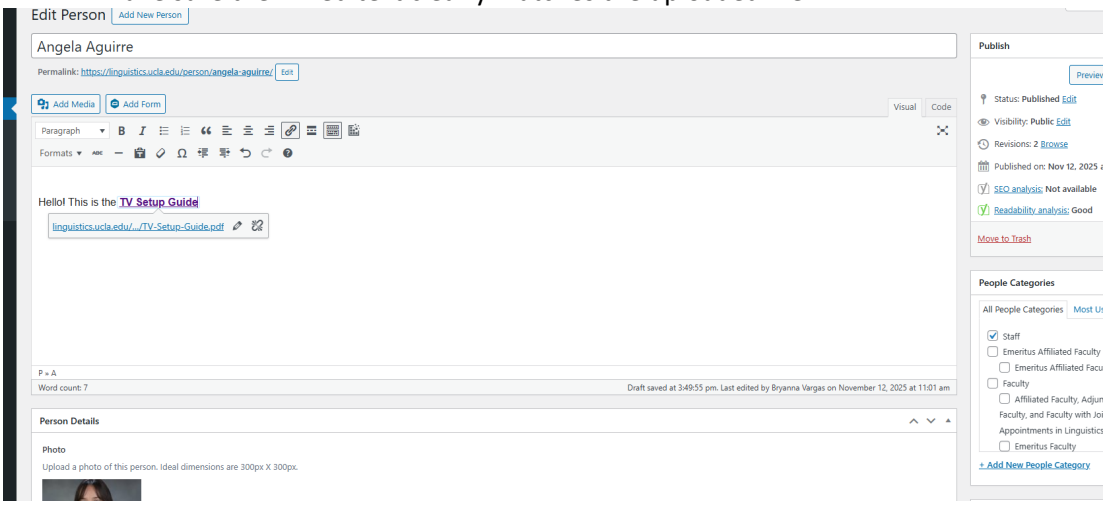
Step 3: To edit text, type directly in the text box editor.



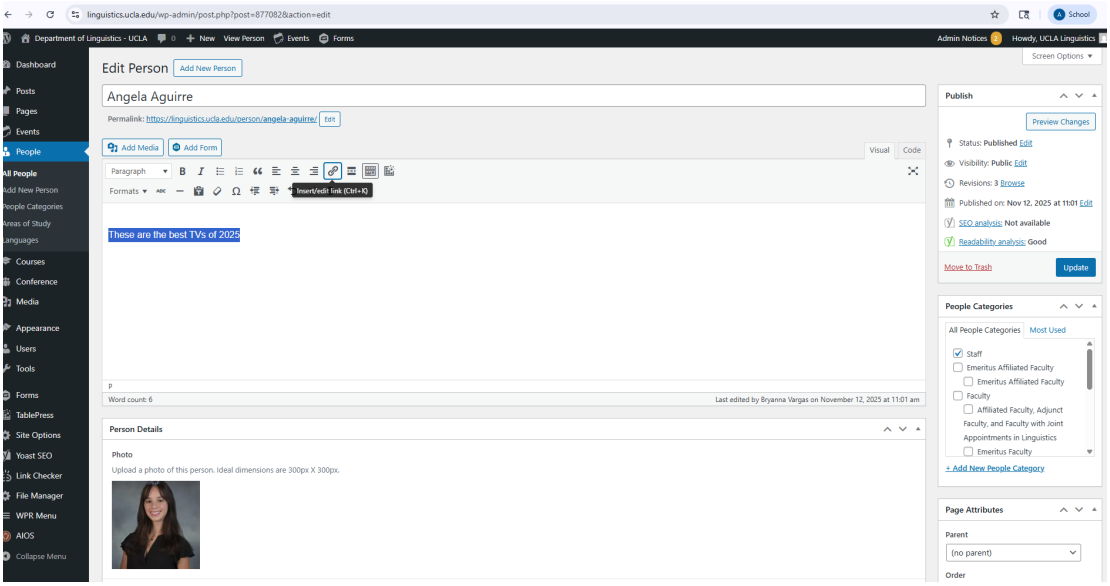
If you would like to add a link to a PDF or other document:

- Highlight the text you want to link the PDF to

- Click *Add Media → Upload Files → Select Files*
- After the file uploads, select it and click “Insert into Page.”
- Make sure the linked text clearly matches the uploaded file

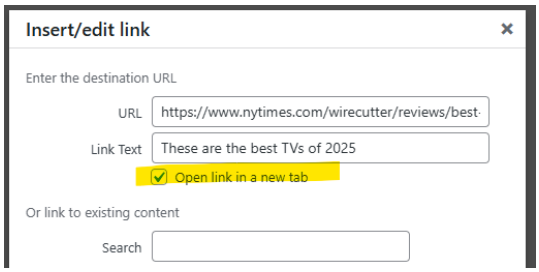


- To add a direct webpage link:
  - Highlight the text.
  - Click the *Chain-Link* icon in the toolbar.

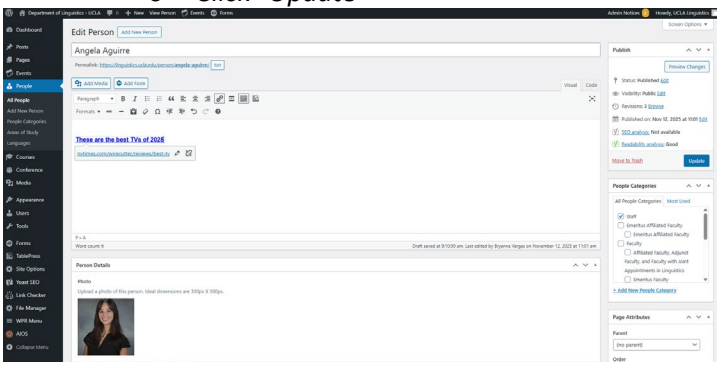


  - Paste the URL or type to search for an existing page
  - Click the *Gear* icon

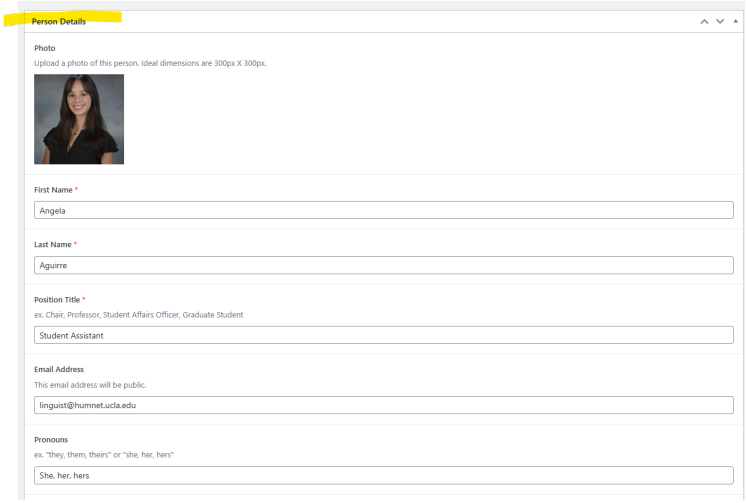
  - Select “Open link in new tab”



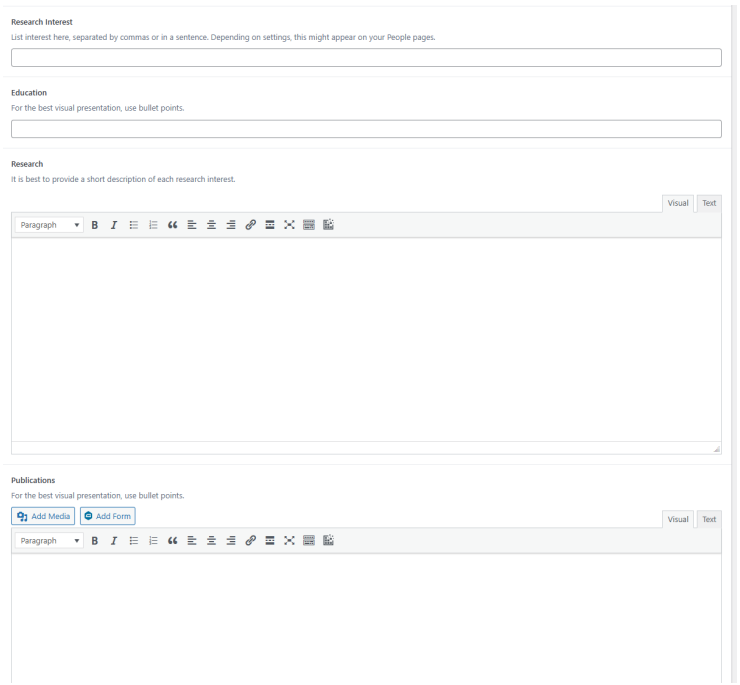
- Click *"Update"*



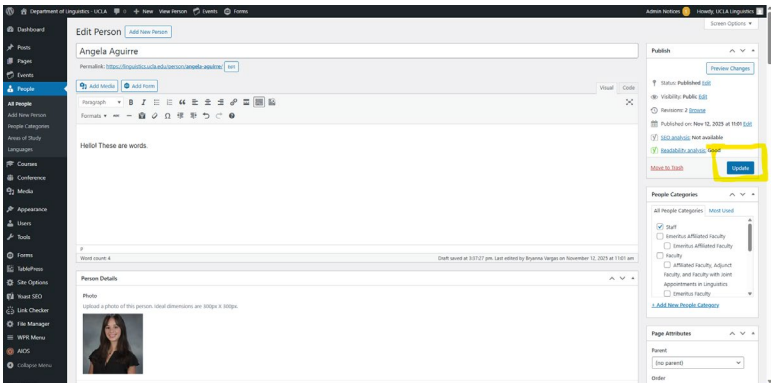
Step 4: To Edit personal detail edit in the "Person Details" Section



- Photo updates, email changes, research information, publications, CVs, and personal website additions or edits can be made in this section.



Step 5: When finished, click *Update* under the Publish section to save your changes before logging out. You can also *Preview Changes* to ensure it looks correct.



How to Add or Edit an Event

Step 1: Log in at http://linguistics.ucla.edu/login

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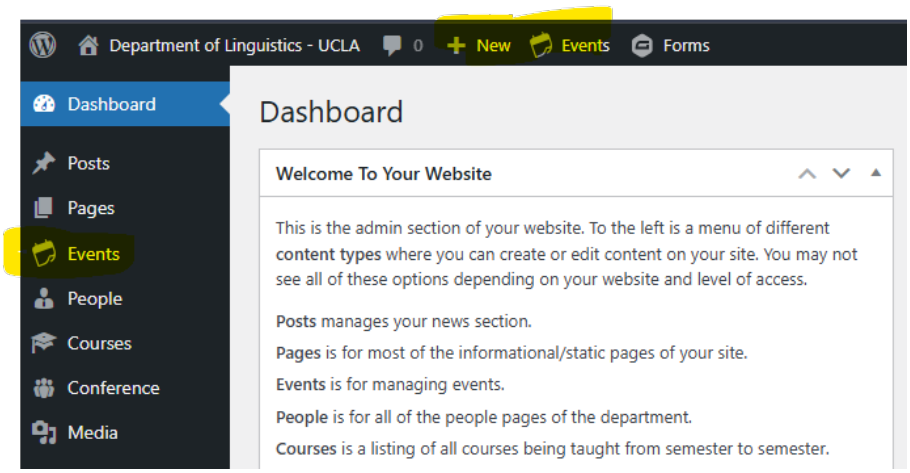
- In order to connect to the UCLA VPN, download and install the Cisco Secure Client. More information can be found here: https://ucla.service-now.com/support?id=kb_category&kb_category=e9e05fb31b363740a093caae6e4bcb21&kb_id=eb11050b1bf2334037310f6e6e4bcbe4.

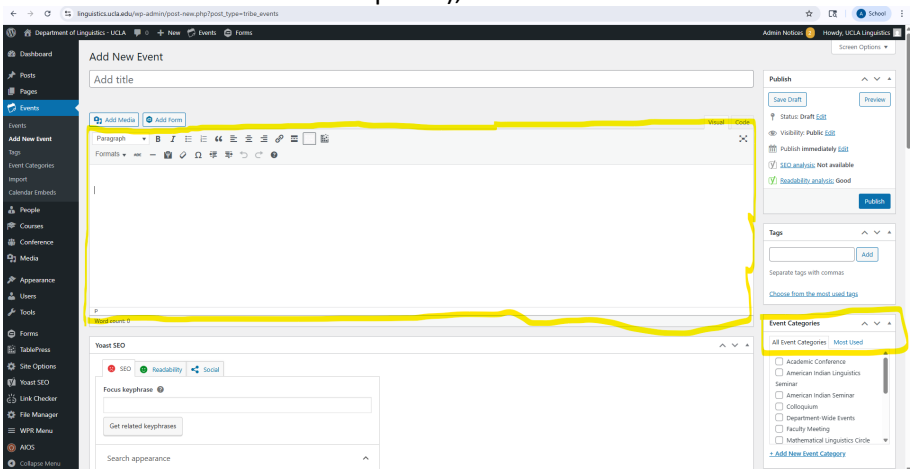
Step 2: Go to *Events* from the dashboard.

- A new Post, Page, Event, or Person can be added by clicking on the *+New* shortcut on the toolbar

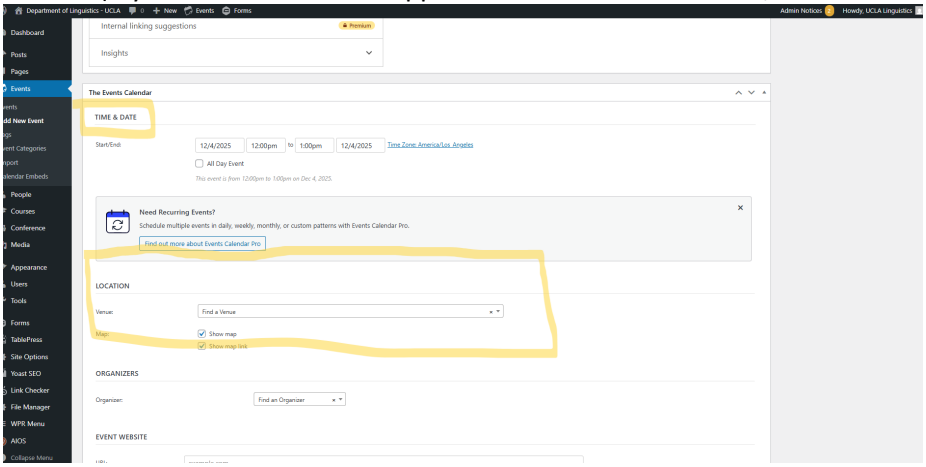


Step 3: Create or edit an event:

- Click *Add New Event* or select the event you are editing.
- Choose an Event Category on the right-hand side. Select all categories that apply. If you would like the event to be published on the online Humanities Events Calendar (this means your event will be available to the public), select "Humanities."



- Enter the Event Name, Description (optional), Date, Time, and Location.
  (If your location doesn't appear in the Venue search bar, add it in the Description field.)



- To upload a flyer or image, click *Add Media* and select your file or upload a new one.

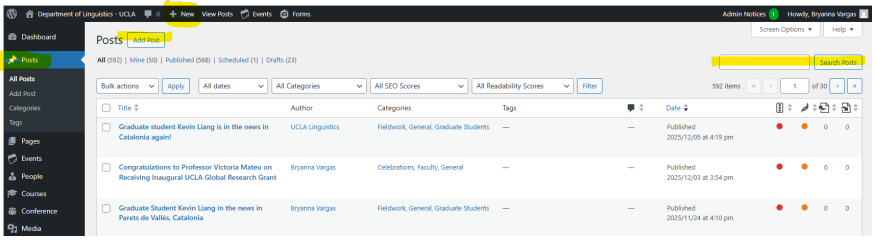
- You can also include a link to an external event page or registration form.

Step 4: Click *Update* (or *Publish*, for new events) to save before logging out.

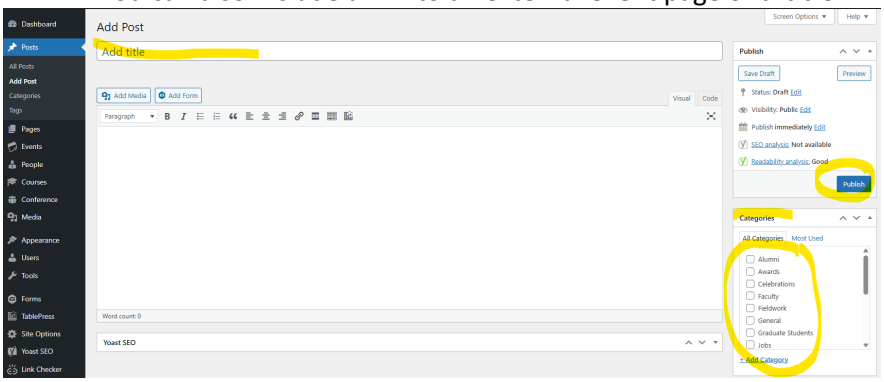
How to Add or Edit a News Post

Step 1: Log in at http://linguistics.ucla.edu/login
- Note: You must be connected to UCLA WIFI or VPN to access the website.
- In order to connect to the UCLA VPN, download and install the Cisco Secure Client. More information can be found here: https://ucla.service-now.com/support?id=kb_category&kb_category=e9e05fb31b363740a093caae6e4bcb21&kb_id=eb11050b1bf2334037310f6e6e4bcbe4.

Step 2: Go to *Posts* from the dashboard.
- A new Post, Page, Event, or Person can be added by clicking on the *+New* shortcut on the toolbar



Step 3: Create or edit a post:
- Click *Add Post* or select the post you want to edit.
- Choose a Category on the right-hand side. Select all categories that apply.
- Enter the Post Title and Description in the text box.
- To upload a flyer or image, click *Add Media* and select your file or upload a new one.
- You can also include a link to an external event page or article.



Step 4: Click *Update* (or *Publish*, for new posts) to save before logging out.

If you have questions or run into issues, please contact the Linguistics Department at linguist@humnet.ucla.edu.