Instructions for Transitioning Your Reason Profile to a Faculty/Staff Directory Bio in Wordpress

[Sample Directory Bio](#)

As part of Web2020, Web Services has created Faculty/Staff Directory Bios in Wordpress to replace the existing Reason Profiles. Faculty and Staff will have from December 1, 2020 through June 2021 to transition their Reason profile to a Wordpress Directory Bio (or simply create a new one), using the instructions below. The process shouldn't take long, and you will be able to copy content from your Profile to the Directory Bio if you'd like. You may also decide to start fresh with your bio. It's up to you. Your Directory Bio will be automatically attached to your listing in the Carleton Directory.

> Note: You can designate a proxy, so they can help with the transition.

By default, the Directory Bio will automatically display the following information:
> Name, Title, Department, Office Location, Phone, Email, Time at the college ("At Carleton since xxxx"), Courses taught (faculty), and Educational history

There are also a number of optional fields that can be completed to share more information about your professional experience and personal interests.

How to create a Directory Bio in Wordpress:
1. Look yourself up in the Campus Directory and click on the "Faculty Profile or Staff Profile" button to view your existing profile.

IMPORTANT: *If you'd like to copy anything from your profile and put it in a google doc or notepad, etc so you can copy/paste it later, it'd be good to do that now.*

2. Go back to your directory record and click on the "Create My Bio" button to get started with your Directory Bio.
   (Note: Once you hit update on the Directory Bio, your profile is no longer publicly viewable but you can get back to your own Profile if you are signed in and click this link:
   https://apps.carleton.edu/login/?dest_page=https%3A%2F%2Fapps.carleton.edu%2Fprofiles%2Fme%2F

3. Complete the fields on the screen:
   a. Optional: Add an image. If no image is added, your OneCard image will be used. (If you uploaded an image for your Reason profile, that image will be used if you don't upload an image for the new Directory Bio.)
   b. Flip the "Display my bio in the directory" switch to Yes.
   c. Optional: Designate a proxy editor (a Carleton person you'd like to grant edit rights to), if desired.
   d. Optional: Add a link to your website, if you have one.
   e. Required for faculty: Click "Add file" and upload your CV.
   f. Required: Complete the Biography tab section. (This is required for all.)

4. Complete any of the following, as desired: (Staff have only the Personal Interest option)
   a. Professional History, Highlights & Recent Activity, and/or Organizations & Scholarly Affiliations
   b. "Research" (or selected label) tab
   c. "Publications" (or selected label) tab
   d. Enter personal interests, if desired.

5. IMPORTANT: Scroll up and click the blue "Update" button in the right sidebar.

Click "Open this Bio" in the **"Directory Settings & Directory Bio"** box near the top of the screen to view what you've created. To go back to editing, click "Edit My Bio Page" in the upper right

If you have questions or need assistance, please contact Web Services.