

Using Frontier to Edit Your Faculty Profile

Your faculty profile is available to everyone who visits Wheaton College’s website. A typical Wheaton faculty profile receives 100 visits per month on average. Visitors may include current and prospective students and their parents, faculty at other institutions, potential donors, as well as administrative staff and researchers from around the globe—so it’s important to keep your content fresh and accurate. This document will help you to edit your profile and protect its content by changing your password.

Here's how to get started:

1. Point your browser to the web editor login page located here:
<<http://www.wheatoncollege.edu/edit/>>. You will see this page:

The screenshot shows the Wheaton College website header with navigation links for Home, Search, and Sitemap. Below the header is a search bar with a 'Go' button and contact information for the Web Strategy team. The main content area is titled 'Web Page Editor' and contains a welcome message, an important note about the staging server, and links for logging in, formatting pages, and accounts.

Wheaton College Norton, Massachusetts [Home](#) [Search](#) [Sitemap](#)

Wheaton

Search Wheaton

Web Strategy
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Web Page Editor

Welcome to the Web Edit system. This system makes it easy to maintain web pages on the Wheaton web server.

Important Note

Changes you make via the Web Edit system will be published to a 'staging server' (frontier.wheatoncollege.edu) which will synchronize automatically with the public web server every 15 minutes. For this reason, files you edit with the Web Edit system will take as much as 15 minutes to appear live on your public web site. We recommend that you check them while you wait by using your browser to view your pages on frontier.wheatoncollege.edu.

If you have any problems or questions, please contact us by email to web@wheatoncollege.edu.

Log in

To begin, simply [login here](#).

Formatting your pages

The [Help page](#) can answer many questions about the Web Edit system and has an extensive guide to formatting features.

Accounts

Contact the Web Strategy Team (x3506, web@wheatoncollege.edu) to set up an account or to ask additional questions.

2. Take note of the handy link to the Help page (under “Formatting your pages”). You may want to open the Help page in another browser window to have available while you’re working for easy reference.

3. Click on the “login here” link to see this page:

Web editor

Login

The Web editor has not yet changed to the new Wheaton IDs.

Username:

(Faculty: Your username matches the name in your [profile](#))

Password:

(If you do not have a password, email [David Caldwell](mailto:David.Caldwell))

4. Fill in your username and password (note that they are unique to the Frontier editor) and click the “Submit” button.

5. On the next page, select “Update my faculty profile” and click the “Submit” button.

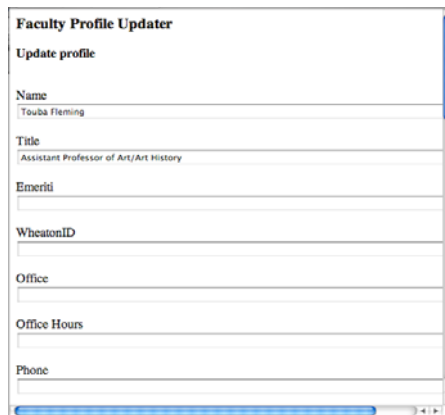
Web editor

Login

Which editor function would you like to use?

- Change my web editor password
- Update my faculty profile.

Your faculty profile page will appear. Here’s an example:



The screenshot shows a web form titled "Faculty Profile Updater". Under the heading "Update profile", there are several text input fields. The "Name" field contains "Touba Fleming". The "Title" field contains "Assistant Professor of Art/Art History". Other fields include "Emeriti", "WheatonID", "Office", "Office Hours", and "Phone", all of which are currently empty. A vertical scrollbar is visible on the right side of the form.

6. Fill out the fields with the information you’d like published. Be sure to scroll down to see all the available fields. Then, click the “Submit” button.

Protect your profile by changing your password regularly. Simply login and select “Change my web editor password” in step #5 above.

Please contact your LIS faculty liaison if you need general assistance with this. Please contact The Web Strategy Team (web@wheatoncollege.edu) if you want to add a new photo or update an existing one.