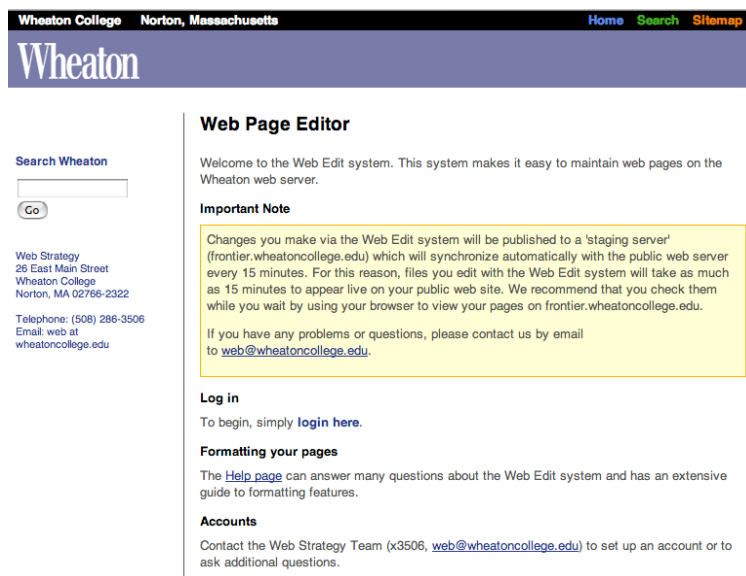


# Using Frontier to Update Your Faculty Profile

Your faculty profile is available to everyone who visits Wheaton College's website. A typical Wheaton faculty profile receives about 100 visits per month. Visitors may include current and prospective students and their parents, alumnae/i, 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, a login link, a link to the help page, and contact information for accounts.

Wheaton College Norton, Massachusetts Home Search Sitemap

Wheaton

Search Wheaton

Go

Web Strategy  
26 East Main Street  
Wheaton College  
Norton, MA 02796-2322  
Telephone: (508) 286-3506  
Email: web at  
wheatoncollege.edu

### 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](mailto: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](mailto: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 page in another browser window so it's available while you're working for easy reference.

3. Clicking on the "login here" link will bring you to 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.

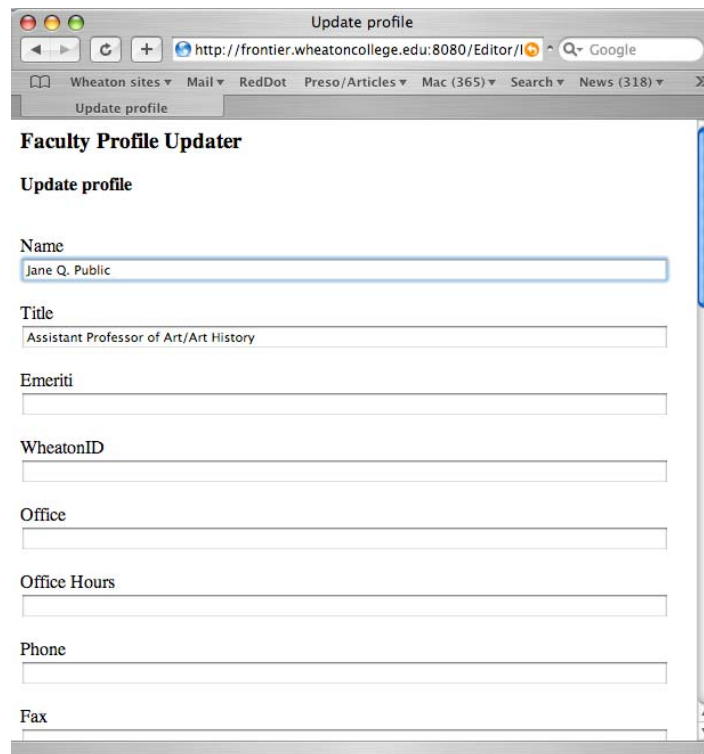
### Web editor

#### 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 of a faculty profile:



The screenshot shows a web browser window titled "Update profile" with the URL "http://frontier.wheatoncollege.edu:8080/Editor/1". The browser's address bar and search bar are visible. Below the browser window, the "Faculty Profile Updater" form is displayed. The form has a title "Update profile" and several input fields: "Name" (containing "Jane Q. Public"), "Title" (containing "Assistant Professor of Art/Art History"), "Emeriti", "WheatonID", "Office", "Office Hours", "Phone", and "Fax". A vertical scrollbar is visible on the right side of the form.

6. Fill in 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 any assistance.