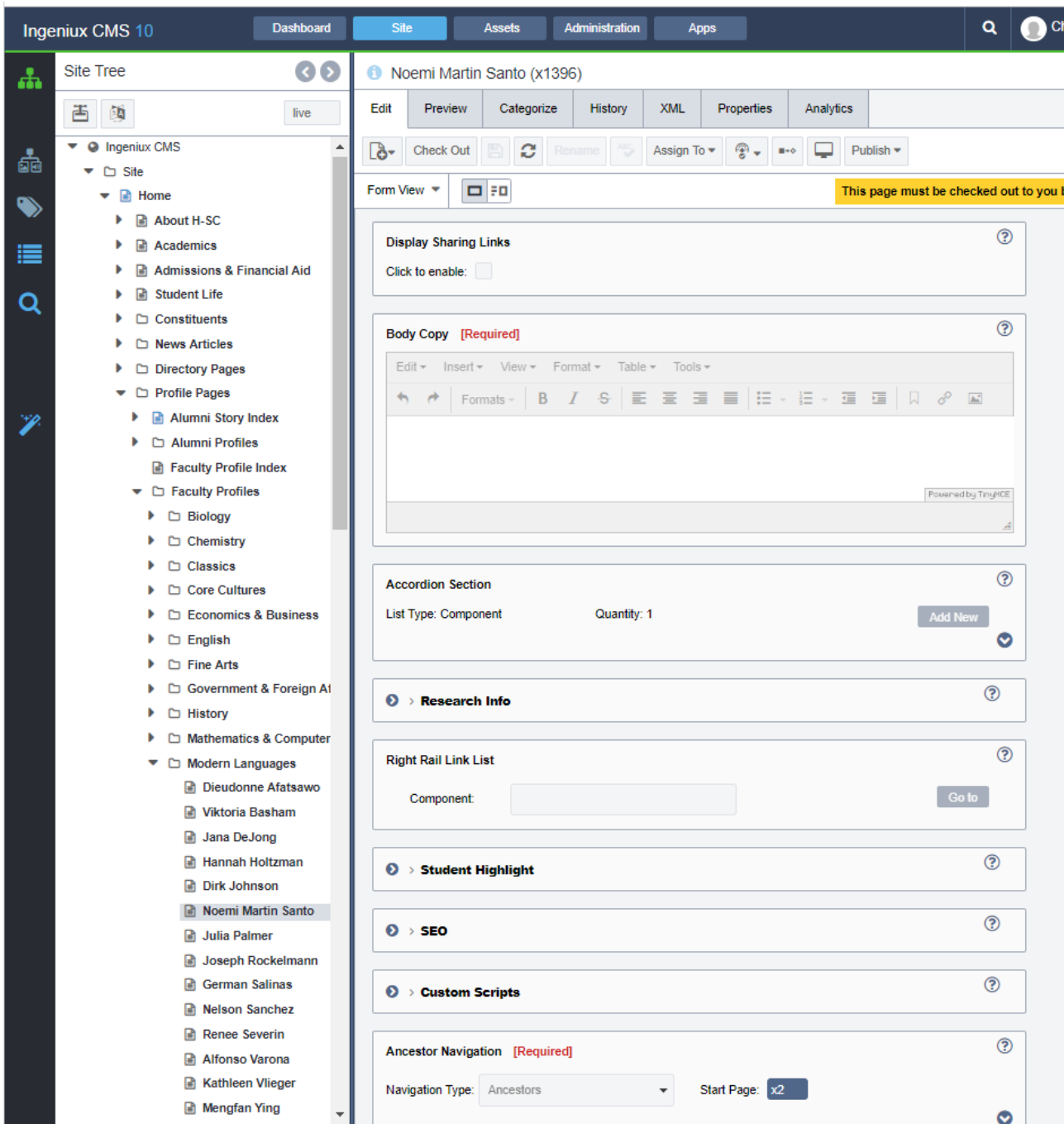


# CMS Login: [cms.hsc.edu](https://cms.hsc.edu)

All Faculty Profiles are under one folder in tree: **Profile Pages**. Keep looking down tree to find your department. Make sure your Site is set to 'live' at the top of the Site Tree.

The screenshot displays the Ingeniux CMS 10 interface. At the top, there is a navigation bar with tabs for Dashboard, Site (selected), Assets, Administration, and Apps. A search icon and a user profile icon (Chen) are also present. Below the navigation bar, the Site Tree is visible on the left, showing a hierarchy starting with Ingeniux CMS, then Site, Home, and Profile Pages. The Profile Pages folder is expanded, showing a list of faculty profiles, with 'Noemi Martin Santo' selected. The main content area on the right shows the edit form for this profile. The form includes fields for Title, Abstract, Banner Text Background Color, Banner Images, Image, Faculty Title, First Name, Last Name, Contact Info, Date, and Intro Copy. A yellow warning banner at the top of the form states 'This page must be checked out to you before editing'. The form also features a toolbar with options like Edit, Preview, Categorize, History, XML, Properties, Analytics, Check Out, Rename, Assign To, and Publish.



You may edit your 'Faculty Profile' page and create pages (Detail Page) underneath your profile page.

### Intro Copy

Intro Copy displays on the page in a larger font. Use minimal text here to highlight what is on the page.

### Body Copy

The Body Copy is the general space for information. On the Faculty Profiles, most information resides in the **Accordion Section**. Body Copy is REQUIRED on profiles. If you have nothing to put there, you must use some placeholder code in the space. You will see it already in your profile. Please do not delete unless you enter your own information there.

Faculty Title, First Name, Last Name, and Contact Info are all displayed on the page.

**Do not add a Date to your profile.** Faculty profiles are sorted alphabetically when displayed on a page.

Other profiles for students and alumni are sorted by date in order to show the most recent profiles at the top of the page.

## Accordion Section

The screenshot displays the Ingeniux CMS 10 interface. On the left, the Site Tree shows the navigation structure, with 'Profile Pages' expanded to 'Faculty Profiles', and 'Noemi Martin Santo' selected. The main editing area shows the 'Accordion Section' configuration for 'Noemi Martin Santo (x1396)'. The accordion contains three sections: 'Accordion Three', 'Accordion Heading [Required]' (with the value 'Education'), and 'Copy [Required]' (with a list of degrees: 'Ph.D., Boston University, 2016', 'M.A., University of Oregon, 2010', and 'B.A., Universidad Complutense, 1999'). An 'Add New' button is visible at the top right of the accordion section.

Education is one section of an accordion. To add others, click the **Add New button** at top.

At a minimum, update Accordion Heading and Copy. For example, add 'Teaching Interests' as a Heading and describe in the Copy section. You may add as many sections as you need, just click the **Add new** when you need a new one.