CNHP – Edit a title in a faculty profile in Sitecore

1. Log into Sitecore: https://webedit.drexel.edu/sitecore/login/
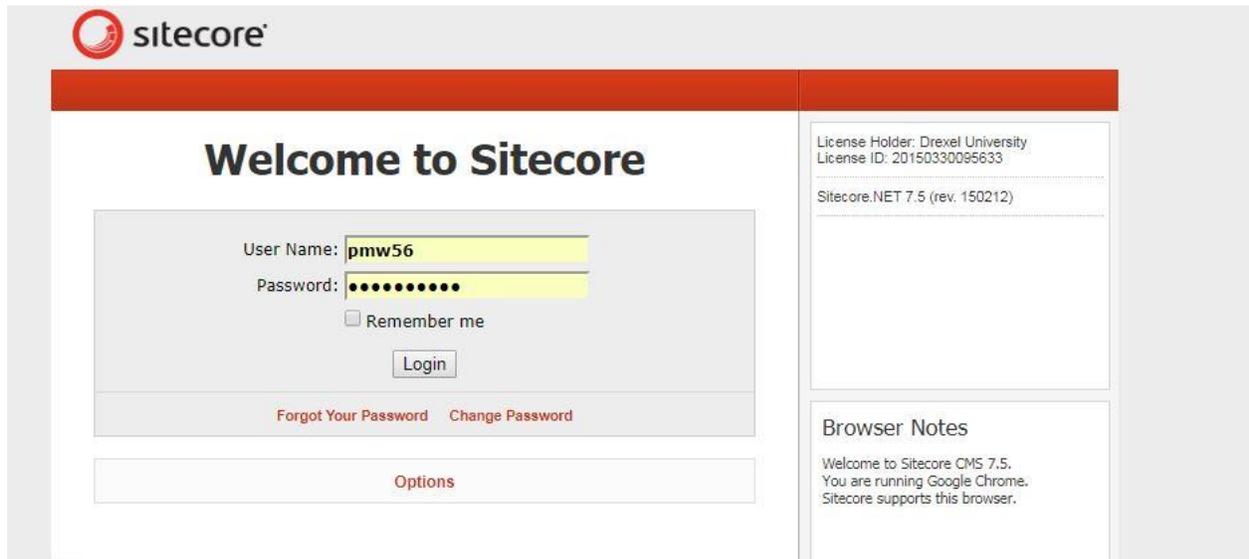
2. Open up "HOME" on the left column.
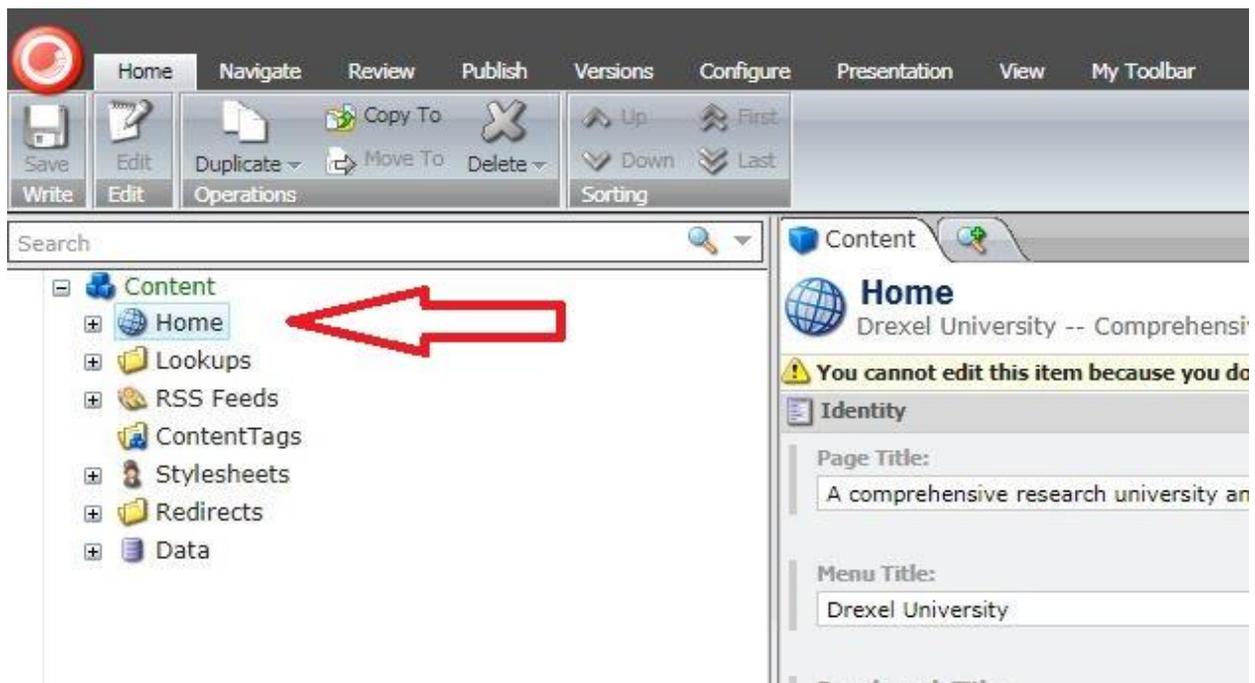
3. Find "CNHP"

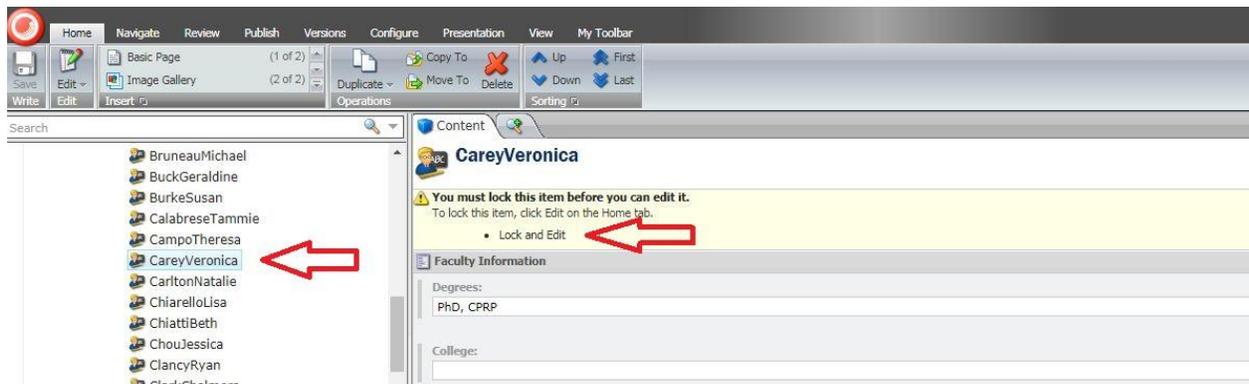# CNHP – Edit a title in a faculty profile in Sitecore

4. Under CNHP, please find where you would like to make a change.
   a. Faculty profile = Faculty / profiles / find your person
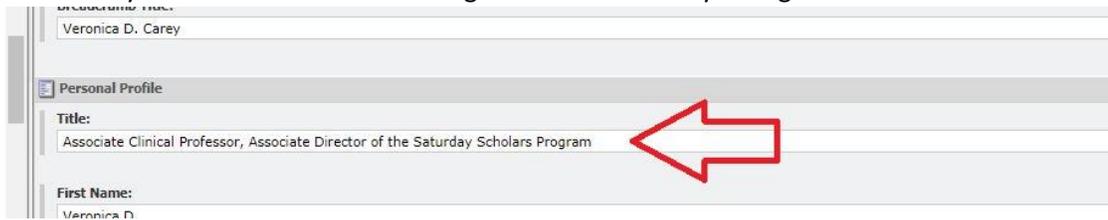

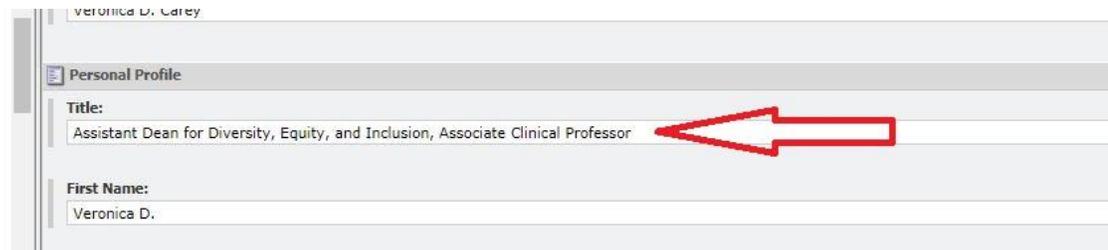5. Find the faculty profile and select. Then select "Lock and Edit"

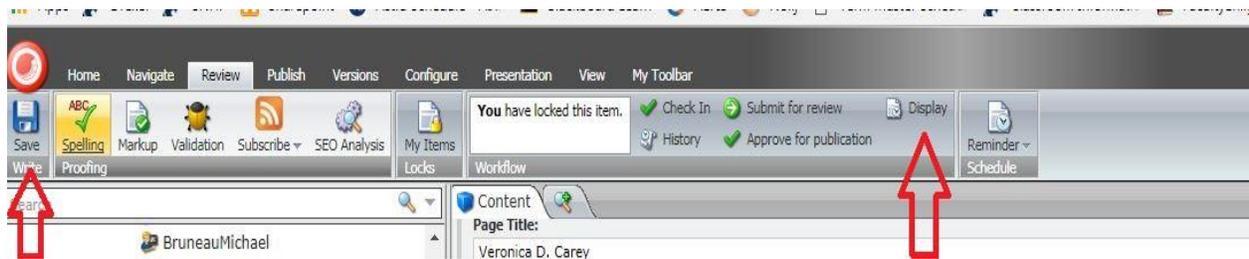# CNHP – Edit a title in a faculty profile in Sitecore

6. Scroll down to where you would like to make changes. Make necessary changes.
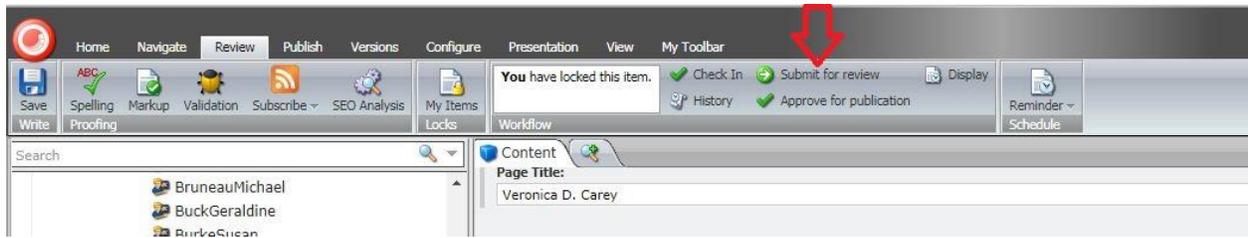

Change:

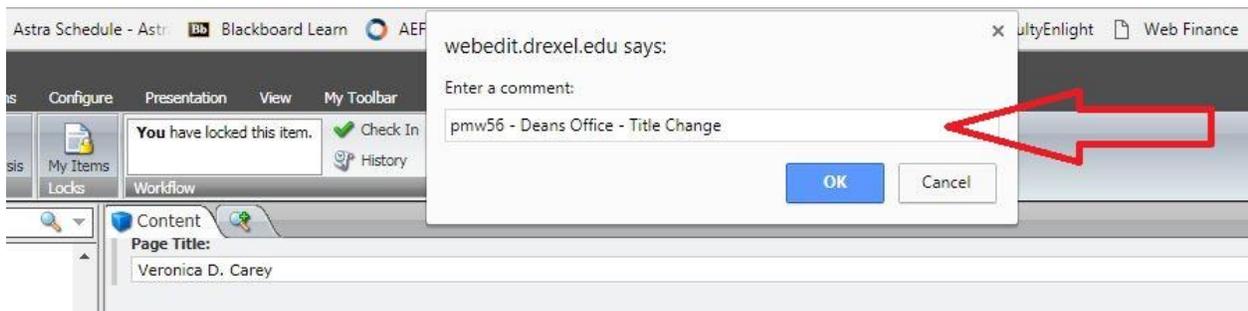7. Save and Display for preview to check your work.

8. If all looks good, select "Submit for Review"

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9. A comment box will appear.   In the comment box, please list your Drexel ID, Department, and change made. In this case – pmw56 / Dean's Office / Title change – then press OK.

10. Your change is submitted to MarCom for approval. Once approved, your changes will be live.   This item is now locked again.