

Glenville State University – Drupal Tutorials

How to Create or Edit a Profile

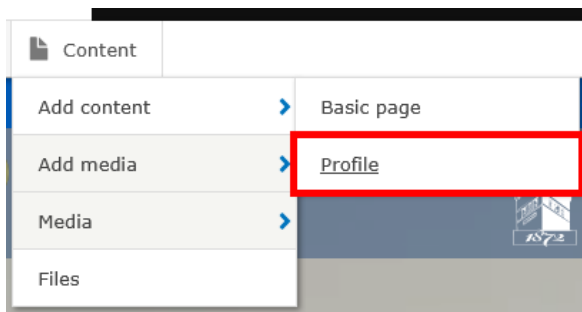
Last Updated: July 6, 2026 (By: Josh Chambers)

Profile content items are what we use to help populate the website's directory as well as most of the staff pages on the website.



NOTE: You will need the Profile Editor role or another role that has permission to edit Profile content types to do any of the activities in this tutorial.

If you have permission to edit profiles, you will have the option to select “Profile” under the Content -> Add Content menu:



If you wish to edit an existing profile, you can click on the content menu item and search for the name of the person whose profile you wish to edit. It may be helpful to explicitly select “Profile” in the Content type dropdown. Clicking filter will display the results:

Title		Content type	Moderation state		Filter	Reset
Chambers		Profile	- Any -			

☐	Title	Content type	Author	Last Updated By	Updated	Moderation state	Operations
☐	Josh Chambers	Profile	josh.chambers	josh.chambers	11/04/2024 - 12:55	N/A	Edit

Click the Edit button to the right of the content item to begin editing it.

Basic Profile Fields

Most profiles you are creating or editing will likely only include basic information.

At the top, there is an empty image field for you to add an image. The standard image size is 185 pixels wide by 240 pixels tall. If you do not have an available image, the standard is to use a grey and white picture of the watchtower as a placeholder/default image.

These images do not use the media library so you will need to upload them directly from your computer. Remember to use the standard image naming convention of lower-case lettering and dashes.

Click the browse button to add a new image:

 **Image**

Add a new file

Browse...

No file selected.

One file only.

100 MB limit.

Allowed types: png gif jpg jpeg.

When the image is added, an Alternative Text field will display. This should always be the person's name:

 **Image**

chesser-warren-clay.jpg (55.66 KB)

Remove



Alternative text*

Clay Chesser

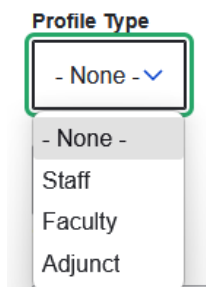
Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

If you wish to replace the image, click the “Remove” button and use the Browse button to upload a new image. If you upload an image with the same name as one already in the system, it may append a number such as my-headshot_0.jpg.

Below this are several fields:

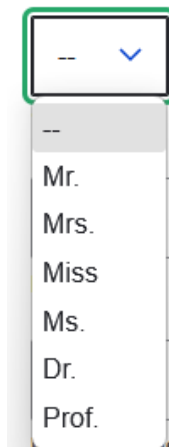
The **Title** field is the name of the profile when displayed and searched for on the content page. However, the name here does not show up on the profile page. If someone uses a nickname, this should include the actual first and last name, and probably the nickname as well. The standard is to write a nickname like ‘Warren "Clay" Chesser’ with the nickname in quotes as a middle name.

The **Profile Type** field allows you to select whether this is a faculty or staff bio. There is also an option for Adjunct, although adjuncts are rarely added to the directory, there have been times it has been requested:



You should be aware that the next several fields look a bit different than the others, in that the field titles display under the fields rather than above them.

The first field is named **Title**, which is used to select an honorific for a person. This is usually left blank unless the person is a doctor (in which case, select “Dr.”) or is specifically requested.



Following this are fields for **First Name**, **Middle Name**, and **Last Name**. The current standard is for the First Name field to be a person's preferred name, as this is what will actually display in the directory or on staff pages. For example, in the above example for Warren "Clay" Chesser, the First Name is inputted as "Clay" instead of "Warren."

Following this is a field to add a **generational** suffix, such as "Jr." to the name:

--
Jr.
Sr.
I
II
III
IV
V
VI
VII
VIII
IX
X

-- ✓

Generational

The last of these special name fields is the **Nickname** field. This field should be left blank as it has problematic display issues.

After this set of fields, regular fields with the field name above the text box return. This includes fields for the employee's **Email Address**, **Phone Number**, **Building** name, and **Room** number. Email and phone information can typically be found in the employee's outlook information soon after they start. Filling in office information may require contacting the employee or the department they work in.

If an employee is a remote employee, put "Remote" into the building field.

The next three fields we will cover in the Advanced profile section below.

The last basic profile field you need to fill out is the **Departments & Programs** field. This is where you set the employee's job title and what department they work in:

Departments & Programs

Profile Department Position

Remove

Position

Department*

Position Level

- None -

☐ Chairperson (deprecated)

☐ Dean (deprecated)

Most employees will have a single position title and department that you may enter here. Departments are populated from a pre-determined list, that show display options once you start typing. Select the appropriate provided option.

Department*

Techn

Instructional Technology

Office of Technology

Website Technology

It will display the department name with the internal department ID next to it:

Department*

Office of Technology (271)

Position Level will usually be “none” unless the person has an additional title such as Chairperson, Director, Vice President, etc. Selecting this will prioritize their listing to the top of staff pages. Do not check the Chairperson or Dean checkboxes as these are no longer used.

Sometimes someone will have multiple positions or be listed in multiple departments. If this is the case, you can add additional entries by clicking the “Add Profile Department Position” button:

The screenshot shows a web form titled "Departments & Programs" with a "show row weights" link. Below the title is a section for "Profile Department Position" with a "Remove" button. The form contains three main fields: "Position" (text input with "Interim Co-CFO & Senior Accountant / Capital Projects Manager"), "Department*" (text input with "Business and Finance (361)" and a search icon), and "Position Level" (dropdown menu with "Director" selected). Below these are two checkboxes: "Chairperson (deprecated)" and "Dean (deprecated)". At the bottom, a button labeled "Add Profile Department Position" is highlighted with a red rectangular box.

This will create another field set that you can enter information into. This is especially useful for many athletic entries where someone may need to be listed both under the sport they are coaching, as well as “Athletics.” In this case, simply fill in Athletics as the Department in the second field set and leave all other fields blank.

Once a basic profile is filled, you can scroll to the bottom and click the Save button. Profiles are published immediately when saved. There is no draft state.

There is also no need to adjust a profile’s menu location or URL alias.

By default, profile pages are not linked from the directory or staff pages.

Advanced Profile Fields

Sometimes there is a need for the actual profile page to be visible and to have additional information on it. This is most common when adding or editing a faculty profile.

To enable a profile page to be visible, and to be linked from the directory or staff pages, click the “Has Profile” checkbox located immediately under the contact information fields:

Email Address

clay.chesser@glenville.edu

Phone Number

304-462-6183

Building

Louis Bennett Hall

Room

204

☐ Has Profile

Check this box to show the full profile link on the directory listing.

Below this is the **Description** field. Due to a variety of reasons, we are no longer using many of the fields in the Profile content type. As a result, the Description field should be treated as the singular “body” field for main body text on Profile pages until further notice.

It will be noted below which fields should be left empty in lieu of putting the content into the Description field.

Below this is the **Education** field. Enter degree information into the field. If there are multiple degrees to list, click the “Add another item” button.

Education

⬇

PhD in Critical and Cultural Studies, English Department, University of Pittsburgh, April 2015

Remove

⬆

MA in English, University of Alabama, 2009

Remove

⬆

BA in English, summa cum laude, Troy University, 2004

Remove

⬆

Remove

Add another item

You can use the up and down arrow icons to the left of each field to drag-and-drop the fields into the desired order.

The education fields will be displayed in a box on the right sidebar of the profile page like this:

Education

- PhD in Critical and Cultural Studies, English Department, University of Pittsburgh, April 2015
- MA in English, University of Alabama, 2009
- BA in English, summa cum laude, Troy University, 2004

Below this is the **Departments and Programs** field we already covered above.

After the Departments and Programs field, there is the **Curriculum Vitae**. The content of this field should be included in the Description field above.

Following this is a field to make a PDF CV available for download. This can be added by clicking the Browse button and uploading the file from your computer. This field does not

use the media library. Please use standard naming conventions of lower-case letters and dashes.

When you upload a file, a field named Description will display. This will be displayed as the link to the CV on the page:



A screenshot of a web interface for uploading a CV. At the top, there is a header "CV Download" with a small upward arrow icon. Below this, a file named "AChapmanCV2.pdf" is shown with its size "(129.77 KB)" and a "Remove" button. Underneath the file name is a "Description" label and a text input field containing "Amanda Chapman CV". A small note below the input field states: "The description may be used as the label of the link to the file."

The CV fields will display in a box on the right sidebar of the profile page:

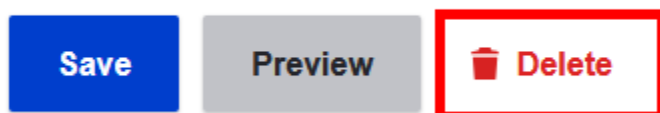


A screenshot of a profile page sidebar. It features a blue button labeled "CV Download". Below the button is a white box containing a link "Amanda Chapman CV" and the file size "129.77 KB".

Beyond this are two additional fields whose contents should now be included in the above Description field: **Publications** and **Presentations**.

Once again, when you are satisfied with the profile page, you can click the Save button to publish it.

When an individual leaves GSU, their profile will need to be removed. To do this, edit the page, scroll to the bottom, and click the red Delete link, and follow the confirmations to delete the page. This action is not reversible.



A row of three buttons: a blue "Save" button, a grey "Preview" button, and a red "Delete" button. The "Delete" button is highlighted with a red rectangular border.