

How to Edit Your Directory Profile/CV

You can build your public profile/CV in the platform used to maintain the public Temple College website, called LiveWhale. There are many fields available for editing, but the minimum required are:

- Education
- Previous Teaching/Professional Experience
- Significant Professional Publications/Presentations/Performances

Once you are finished editing it, you will need to save your public profile. After that, you can view it by searching for yourself in the Faculty & Staff Directory found on the website.

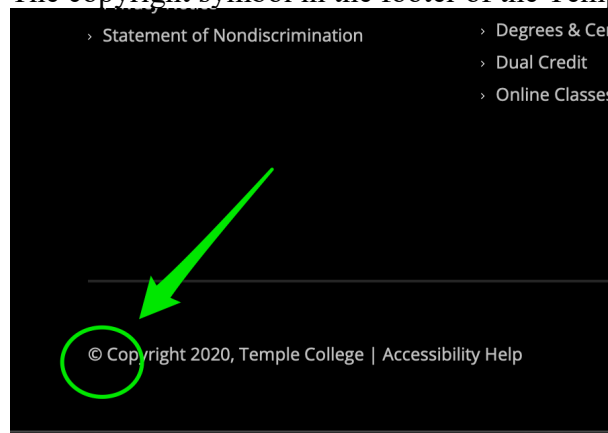
Faculty & Staff Directory <https://www.templejc.edu/faculty/>

Login to the LiveWhale CMS

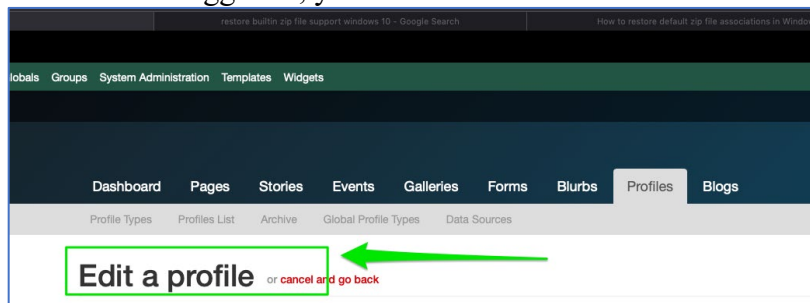
1. Navigate to the login screen using either of the following options:
 - a. URL: <https://www.templejc.edu/livewhale/?login>

OR

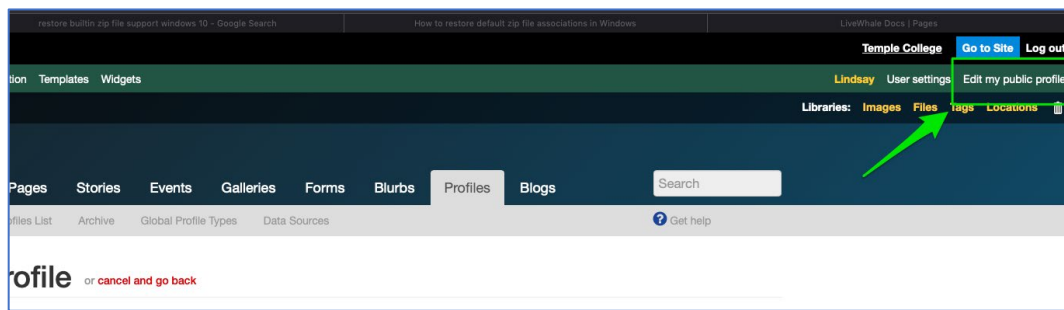
 - b. The copyright symbol in the footer of the Temple College website



2. Your login credentials are your network username & password.
3. Once logged in, you should be on the **Edit a Profile** screen.

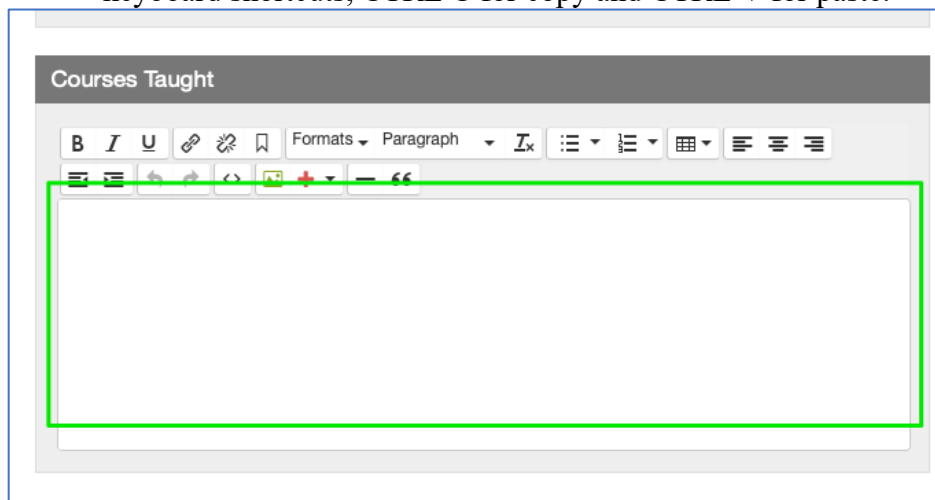


If you ever end up on a page other than **Edit a Profile**, select **Edit my Public Profile** from the top right of the window.

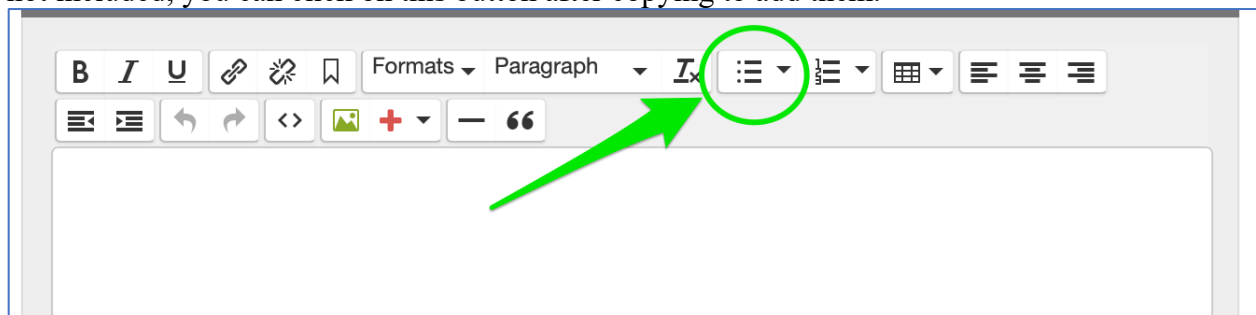


Edit Your Profile

1. Once in the Edit a Profile screen, you can edit the fields listed below by clicking in the text box for the field. If you already have a CV created, you can copy and paste by using keyboard shortcuts, CTRL C for copy and CTRL V for paste.



**Add bullet points to format the information in the fields using the text editor above the text box for each field. If you are copying information from another document and bullet points are not included, you can click on this button after copying to add them.



Following the instructions above, add information in all the required boxes and in as many boxes of the additional boxes as you would like:

A. Courses Taught

Enter the list of courses you have taught one per line using the format below.

add bullet points as shown previously

Rubric Class, Class description

B. Education **REQUIRED**

Enter your education one per line using the format below.

add bullet points as shown previously

School, degree earned

C. Previous Teaching Experience **REQUIRED**

Enter your previous teaching experience one per line using the format below.

add bullet points as shown previously

School, position, start date-end date

D. Previous Professional Experience **REQUIRED-if applicable**

Enter your previous professional experience one per line using the format below.

add bullet points as shown previously

School, position, start date-end date

E. Professional Publications **REQUIRED-if applicable**

Enter your professional publications, performances, exhibits, etc. one per line. **Please be consistent in your formatting.**

add bullet points as shown previously

F. Professional Presentations **REQUIRED-if applicable**

Enter your professional presentations, exhibits, etc. one per line. **Please be consistent in your formatting.**

add bullet points as shown previously

G. Professional Performances **REQUIRED-if applicable**

Enter your professional performances one per line. **Please be consistent in your formatting.**

add bullet points as shown previously

H. Research Interests

Enter your research subject areas of interest one per line.

add bullet points as shown previously

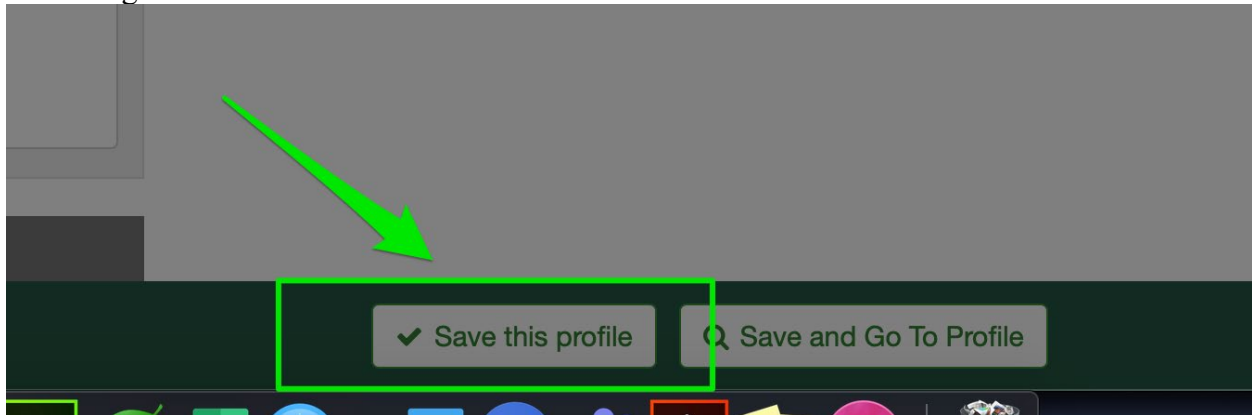
Research Interest One

Research Interest Two

I. Research Summary

Enter your research summary in paragraph form.

- When you are finished updating your profile, select **Save this profile** from the bottom right corner of the window.



- Make sure to Log Out of the profile editor using the **Log out** button in the top right corner of the window.

