Introduction

Cascade Server is a powerful web content management system designed with end-users in mind. By providing advanced tools to maintain the most complex websites, Cascade Server can give you the functionality you need with the simplicity you desire. Cascade Server is accessible through any Internet-connected browser and is as easy as email. Unlike current web content management solutions, Cascade Server helps organizations maintain a higher quality, standards-compliant web site, while providing deployment flexibility, a zero footprint client and a fast implementation.

Objectives

- Logon to the Cascade Server to access your account
- Navigate to your Faculty Profile
- Update your Faculty Profile information
- Upload your Faculty Vitae
- Upload your Faculty Profile image
- Publish your Faculty Profile

Login

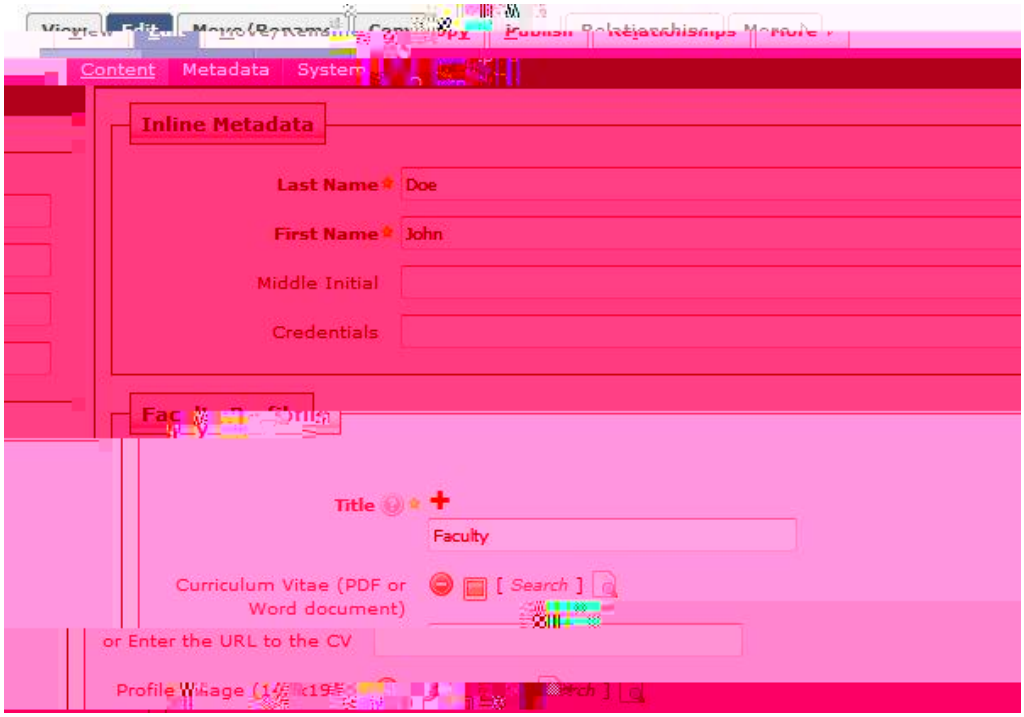
1. To logon to the , go to http://www.csueastbay.edu/cascade .
2. For the , type

Navigate to the Profile

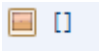
3. In the section

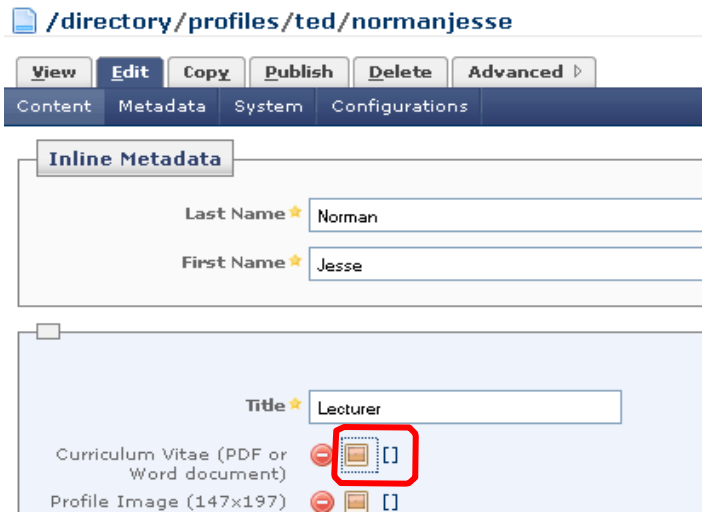
Update the Faculty Profile Information

8. The Yellow Stars represent the required fields. Make sure all the required fields are correct.

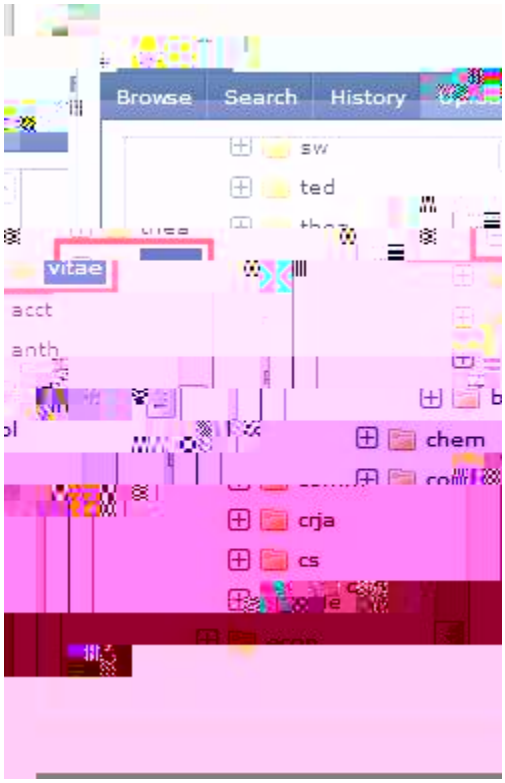


To Upload your Curriculum Vitae in PDF or Word format

9. To browse to the Vitae folder, click the file icon  .



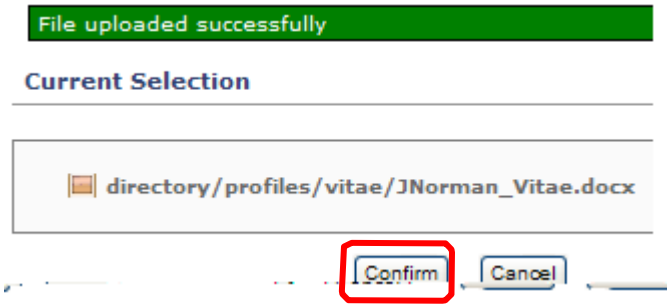
10. In the left navigation window, select the folder.



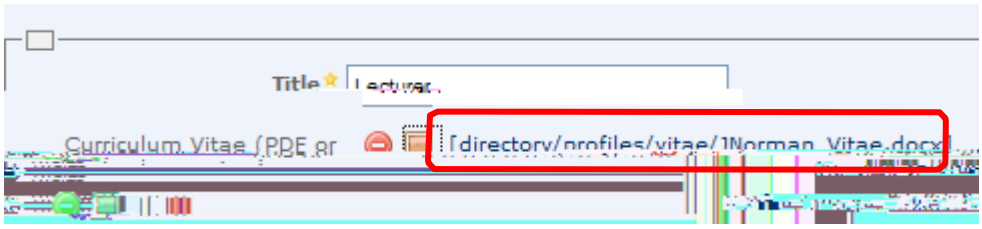
11. Select your department folder.
12. Click the tab.
13. Click the button to locate the vitae.

14. Once your file is selected, click the button.

15. Click the Confirm button.

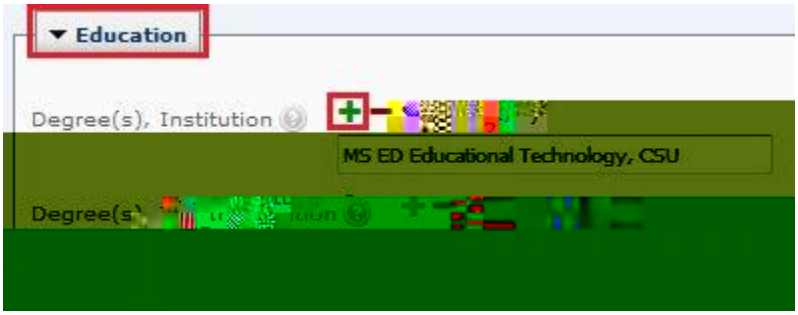


16. The vitae has successfully been added.



22. Select your department folder.
23. the tab.

24. Click the button to locate the image.
25. Once your file is selected, click the button.
26. Click the button.
27. For your Contact Information, Title, College and Department, confirm the information.
28. Write a Brief Description and Professional Focus.
29. Under , type your Degree and the Awarded Institution.



30. the to add additional degrees.
31. In the sections, and the information from your
32. In the box, input your name and your personal website's address.

33. Once you have filled out all the information, click .