SFA Faculty & Staff Department Editor Manual

- Searching Members Without a Department
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- Updating Details and Deleting
Searching Members Without a Department
The department editor is located on the right-hand side of the Faculty & Staff Directory page in purple text.
After clicking on the link, you will be directed to a login screen. Use your mySFA username and password to log in.
After logging in, you will see the default editor page. From here, you can add people to your department, update your department member’s information, and delete department members.

There are two ways to add members to a department. One is by searching members without a department. The other is by searching people already assigned to a department. You can only add members, delete members, or edit members information if they are apart of the same department as you.
To search **members without a department**, click the purple **SHOW** button.
After you click on the show button, a list showing the first name, last name, and the SFA email of members listed under this category will appear.

To add a member to your departments directory you will click on the CLAIM PERSON button.
Searching people already assigned to a department
The department editor is located on the right-hand side of the Faculty & Staff Directory page in purple text.
After clicking on the link, you will be directed to a login screen. Use your mySFA username and password to log in.
After logging in, you will see the default editor page. From here, you can add people to your department, update your department member’s information, and delete department members.

There are two ways to add members to a department. One is by searching members without a department. The other is by searching people already assigned to a department. You can only add members, delete members, or edit members information if they are apart of the same department as you.
To search for someone who already works under or is listed with another department, click on the purple **SEARCH PEOPLE ALREADY ASSIGNED TO A DEPARTMENT** button.
To find people, go to the **KEYWORD** text box and type in the first name, last name, or SFA email address of the person you are looking for.

To add a member to your department’s directory, click on the **CLAIM PERSON** button.

The **FUNCTION TITLE** text box allows you to add a job title to members.
Updating Details and Deleting
The department editor is located on the right-hand side of the Faculty & Staff Directory page in purple text.
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After logging in, you will see the default editor page. From here, you can add people to your department, update your department member’s information, and delete department members.
The **DELETE** button will delete people from your department.

To update department members information click on the **UPDATE DETAILS** button.
This is the page that will display after clicking the **UPDATE DETAILS** button for the member you have chosen. This will show the information that is currently displayed on the **Faculty & Staff Directory** page for that member.

To edit this information, click the **EDIT PROFILE INFORMATION** button.
All of the information and pictures that will be shown on the **Faculty & Staff Directory** page is entered here. This information can be edited only by people within the same department.

If the **ALTERNATE EMAIL** text box is filled in, the text entered in this field will be listed on the **Faculty & Staff Directory** instead of the SFA e-mail.