Organization Website Update Guide

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For questions or assistance, contact:

Jenny Sconyers, Student Initiatives Administrator

jenny.sconyers@auburn.edu

334-844-2510

# Update Profile

WARNING: Do NOT update any fields in the profile other than the following:

* Organization Name
* Organization Abbreviation
* Organization Category
* Organization Related Major
* Profile Picture

We cannot track important information if you update fields other than these.

1. **Log in to Cascade:** [**https://auburn-admin.cascadecms.com/**](https://auburn-admin.cascadecms.com/)
	1. You may need to be logged onto a university computer or use [VPN to access](http://eng.auburn.edu/admin/ens/helpdesk/off-campus/vpn-access.html)



1. **Use your organization’s unique login information provided to you**
	1. If you are a new organization or lost it, email griffgj@auburn.edu to obtain it.
2. **To edit your profile information, click the site name (Samuel Ginn College of Engineering)**



1. **Click on the folder “student-organizations” then “profiles” to expand folders and display your profile.**



1. **Now click on your profile and click the “Edit” icon**



1. **Fill out all required fields and as many optional fields as you desire**
	1. In order to update picture, please see instructions below
	2. Be sure to hit submit two separate times to save changes (once to submit form, once to accept spelling errors, if any)

**Note: The preview within Cascade you see will be reflected on the public CoE site within 24 hours (ie updates are not made immediately public).**

# Upload and Update Picture

1. **Picture recommendations**
	1. Displays best as 1100px x 600px
	2. For a good, free online photo editor, try: [pixlr.com](file:///Q%3A%5Cgjg0007%5CDocuments%5CStudent%20Orgs%5CWebsite%5Cpixlr.com)
2. **Upload picture – Select “Add Content” -> “Upload a profile picture”**



1. **Either drag a picture into the “Drop file here” area or click “Choose File” to select a picture to upload. Click submit when finished.**
	1. Rename picture if desired in “File Name” box
	2. Picture will be uploaded to proper directory automatically – do not change “Placement Folder” address



1. **Edit profile form (see instructions above) and select picture just uploaded. Submit form when finished.**



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