

# Organization Website Update Guide

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**For questions or assistance, contact:**

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# Update Profile

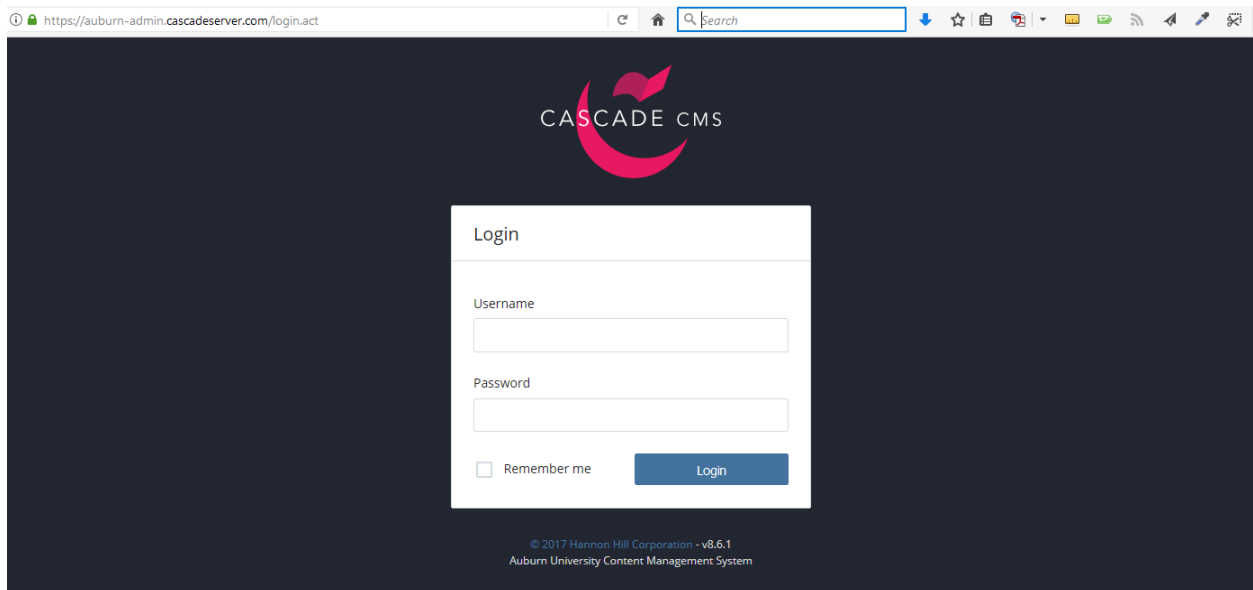
**WARNING:** Do NOT update any fields in the profile other than the following:

- 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/>

- a. You may need to be logged onto a university computer or use [VPN to access](#)



The screenshot shows a web browser window with the URL <https://auburn-admin.cascadeserver.com/login.act>. The page features the Cascade CMS logo, which consists of a pink circular graphic with a leaf-like shape inside, and the text "CASCADE CMS". Below the logo is a white login form with the following elements:

- A "Login" heading.
- A "Username" label above a text input field.
- A "Password" label above a text input field.
- A "Remember me" checkbox.
- A blue "Login" button.

At the bottom of the page, there is a copyright notice: "© 2017 Hannon Hill Corporation - v8.6.1 Auburn University Content Management System".

**2. Use your organization's unique login information provided to you**

- a. If you are a new organization or lost it, email [griffgj@auburn.edu](mailto:griffgj@auburn.edu) to obtain it.

### 3. To edit your profile information, click the site name (Samuel Ginn College of Engineering)

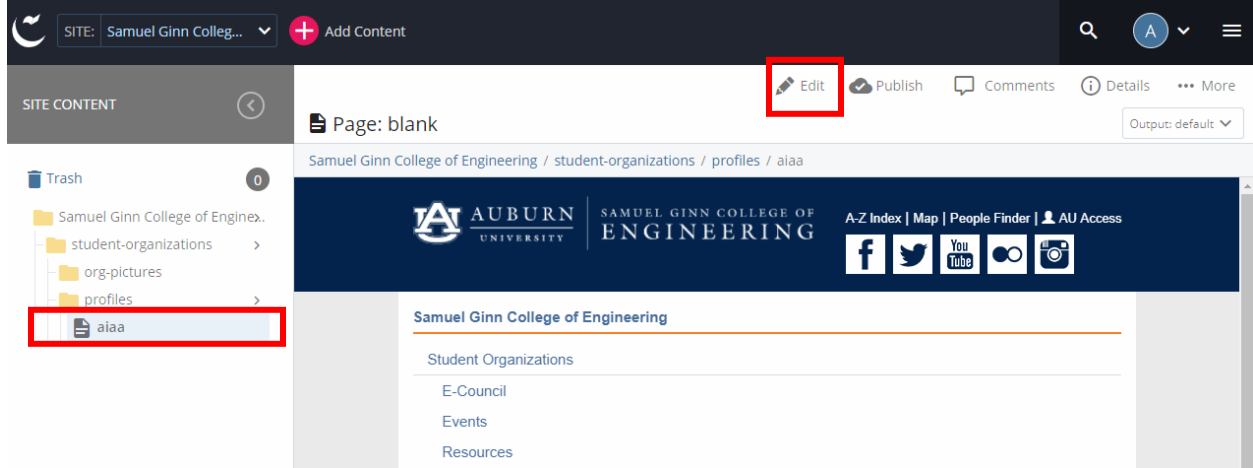
The screenshot shows a dashboard with several widgets. The 'My Sites' widget is highlighted, and the site name 'Samuel Ginn College of Engineering' is circled in red. Other widgets include 'Welcome back American Institute of Aeronautics and Astronautics', 'New Content', and 'My Upcoming Tasks'.

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

The screenshot shows the content management system interface. The left sidebar shows a tree view with 'student-organizations' selected and highlighted in a red box. The main content area shows a table with one entry: 'student-organizations'.

Name	Order	Type	Last Modified
student-organizations	1	Folder	2 years ago

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



**6. Fill out all required fields and as many optional fields as you desire**

- a. In order to update picture, please see instructions below
- b. Be sure to hit submit two separate times to save changes (once to submit form, once to accept spelling errors, if any)

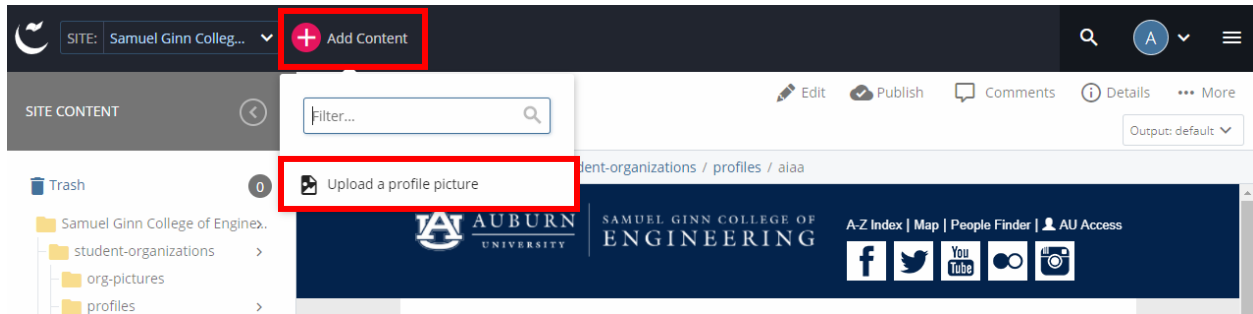
**Note: The preview within Cascade you see will be reflected on the public CoE site within 24 hours (ie updates are not made immediately public).**

# Upload and Update Picture

## 1. Picture recommendations

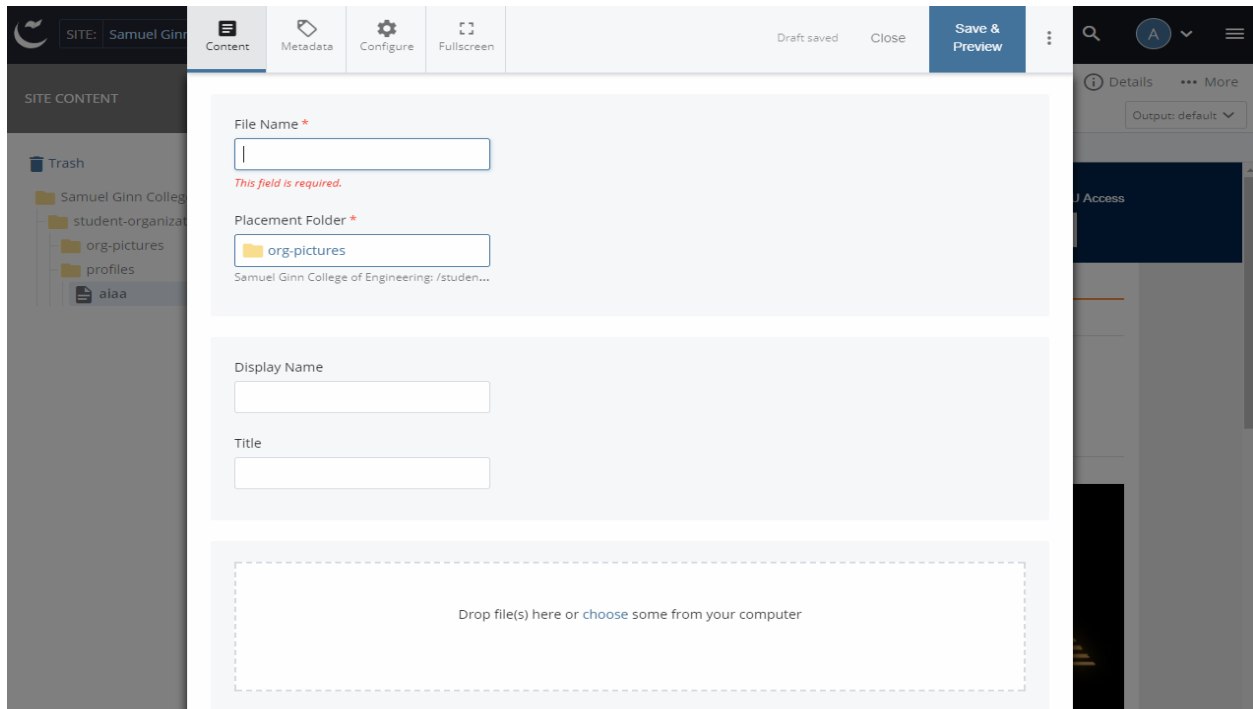
- a. Displays best as 1100px x 600px
- b. For a good, free online photo editor, try: [pixlr.com](http://pixlr.com)

## 2. Upload picture – Select “Add Content” -> “Upload a profile picture”

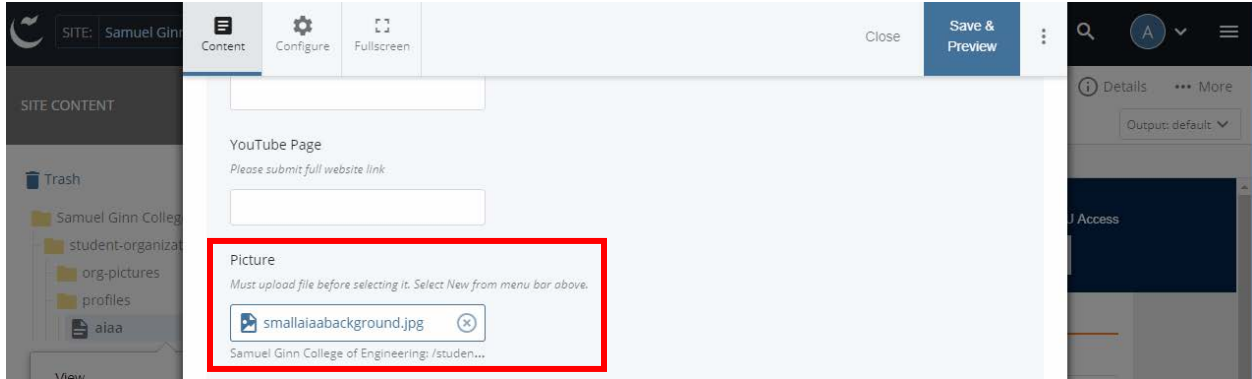


## 3. Either drag a picture into the “Drop file here” area or click “Choose File” to select a picture to upload. Click submit when finished.

- a. Rename picture if desired in “File Name” box
- b. Picture will be uploaded to proper directory automatically – do not change “Placement Folder” address



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



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