LOGIN
Visit http://webapp.mailman.columbia.edu/portal/?appname=msphfacdir and enter your UNI and password.

In the left navigation you will find tabs for pages that coincide with sections of your public Faculty Directory profile. There are instructions at the top of each section to assist you with the process. Once you have completed your profile, click the green "Go Live" button to publish the new content.

New faculty members are periodically added to the directory. Requests for immediate activation can be sent via e-mail to Brian Brennan in Human Resources.

CONTACT INFORMATION
Profile Photo
The Office of Communications organizes photo shoots several times each year. Faculty who are unable to attend a School-sponsored photo shoot may submit their own studio-style digital portraits to mailmancomm@cumc.columbia.edu.

CV
Since your CV will be posted online, consider removing home addresses, phone numbers, or other personal information.

TWITTER
If you have a Twitter handle, enter it without the @ symbol.

BIOGRAPHY
Please review our Editorial Style Guide and limit your biography to 250 words. Communications routinely reviews bios on the site and may make small edits to conform with the School style. If you would like Communications to proofread a bio before posting, please email it to Stephanie Berger.

QUOTE
Do NOT include quotation marks in the quotation field.

MAILMAN ADMIN TITLES
This field is for an additional administrative position (dean, chair, director, etc.)

ACADEMIC APPOINTMENTS
This is your primary title and department. Row 1 is completed by Human Resources. If you have recently received a promotion or need to correct this information, contact Brian Brennan.
**PUBLICATIONS**
Faculty can add up to 10 publications, book, chapters in books, or reports. If you would like your complete publication history, we suggest including all publications into your uploaded CV for a comprehensive listing.

**AREAS OF EXPERTISE**
In addition to appearing on your individual profile, this section feeds the topic and article pages on the School’s website. We suggest limiting your selection to 3 green categories and 10 of the individual checkboxes.

**TIPS**
There is a delay between when updates are made and displayed, so wait at least 30 minutes to check the website. If you do not see your updates at that point, try clearing your cache and force-refreshing your browser. In Chrome, hold control+shift+R; in Firefox, hold down the shift key while you refresh the browser window; in Explorer hold the ctrl key and refresh in Explorer.

We recommend that you only have one window open when you are making changes to your profile. Because the application has auto-save functionality, additional windows may prevent updates from registering in the database.

**QUESTIONS**
If you have any questions, email mailmancomm@cumc.columbia.edu.