

# Editing the Department WordPress Site

WordPress is an open source content-management system (CMS) that only requires a web browser to edit. To edit your profile, log in at <https://www.ise.ncsu.edu/wp-admin> or select the **Log In** button in the page footer of the ISE web site.

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## Faculty, Staff and Student Profiles

On the main menu (left side of screen), select **People** and then enter your name into search followed by clicking **Search Posts** (upper right corner of screen). When your name appears in the search results, select **Edit** from the menu (directly below your name).

Your URL is [https://www.ise.ncsu.edu/people/\[last name\]](https://www.ise.ncsu.edu/people/[last name]). If there are multiple people with the same last name, it will be your unity ID.

Your profile was originally constructed from data pulled from authoritative campus databases and free-form text from the ISE Department. You can edit/update your profile page so it is important to keep source data about you and your work correct. Please regularly update your:

- Scholarly publications at <http://www.lib.ncsu.edu/repository/spr/contribute.html>  
Publications listed on your profile page are pulled from SPR. You can turn that off in your profile and provide publications via Google Scholar or by uploading your CV.
- Funded research and grants at <https://research.ncsu.edu/sparcs/>. This feature is turned off by default, but you can activate it if desired.

Other information you can add or upload to your profile:

- Bio
- Additional Titles/Positions
- Photo
- CV or resume
- Social Media links
- Degrees
- Research Description
- Honors and Awards
- Publications from [SPR](#) and/or Google Scholar
- Grants from [RADAR](#)

Remember always to **Update** or **Publish** your changes. For more on accessing and editing your profile, see <https://www.itecs.ncsu.edu/webteam/kb/how-to-update-your-profile/>

To learn how to edit the site, watch these short tutorials:

- [Editing Text](#)
- [Hyperlinks](#)
- More at <https://wordpress.ncsu.edu/support/video-tutorials/>