

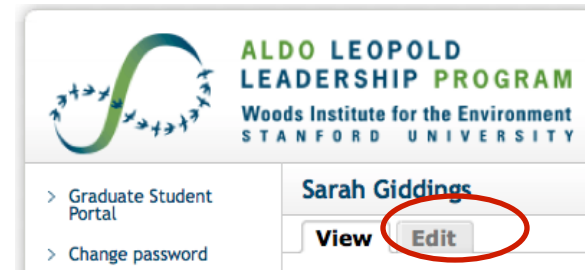
## Before you login . . .

Please find and review your page:

- Click on your name. Does the link connect to the appropriate website?
- Click on *Contact Information*. Does it link to your institutional directory?
- Is your title correct?

## Login and begin editing your page

- Go to <http://leopoldleadership.stanford.edu/portal> (Be sure to go to the Graduate Student Portal site.)
- Click *Login*. It is in the left sidebar.
- Enter your username and password. (Your first name initial + last name in lowercase for both.)
- After you have logged in, you will see a new left sidebar.
- Click *Early Career Environmental Scholar Directory* in the left sidebar.
- Find your name in the directory and click on your last name.
- Click the *Edit* tab under your name on the top bar.
- Enter your name, title, organization, and address.
- Enter URLs (starting with <http://>) for
  - your contact information (“*University Directory URL*” field)
  - your bio on your personal website or research group’s website (“*Website address*” field)



## Writing your statement

- Scroll down to the *Personal Statement* section.
- Option 1: Add text using the editing toolbar.
- Option 2: Write your statement in *Microsoft Word*.
  - Select the text and copy it. Click on the *Word* icon on the toolbar.
  - Paste the text. Click *Insert* to add the text.

### Personal Statement:



**Note:** If you are familiar with html, you may click on the *Disable rich-text link* to clean up the html code or use html features.

- Here are guidelines for writing your profile:

**Reflect on a time or place in your career about which you feel particularly strongly... it might be a moment of discovery or transition, a place or time when you felt particularly connected to your work, or simply a description of a system or process about which you're passionate.**

## Writing your statement (continued)

- Select the topic that best describes your *statement*.

**\*Note:** To select more than one Topic or Region:  
**Press:** Option and Command keys (Mac)  
**Press:** Control (PC)

- Select a Region, if appropriate.
- Add keywords (tags) that describe your *message*.

**Keywords (aka Tags):**  
chaparral, community ecology, disturbance ecology, s

- Leave the “What’s New” section blank. It is intended as an update feature.  
(see Jamie Dunckley’s page as an example.)
- Add a short quote in the “*Elevator Pitch*” section. You may want to italicize it.
- Select your ending year.
- Select the Leopold Leadership Fellow with whom you are affiliated.

### If you want to add a link:

- Select the text you want to be linked (“NOAA” in the example at the right).
- Click on the link icon.
- Copy and paste the website URL into *Link URL* box.
- Pull down the Target menu and select: *Open link in a new window option*
- Click *Update* to add the link.

- Scroll to the bottom of the page and *Save!*

**Don’t forget to save!!!**

### Topics (ECES):

- None -  
agriculture & aquaculture  
air quality  
biodiversity  
climate change  
economics  
energy

### Regions (ECES):

- None -  
Africa  
Antarctica and the Arctic  
Asia  
Central & South America  
Europe

### Ending year:

2011

### Leopold Fellow Lab Affiliation:

Matson

### Body:

**B** *I* [List Icons] [Link Icon] [Image Icon] [HTML Icon]

Jane Lubchenko is confirmed to head up NOAA.

Insert/edit link

Link URL:

Target:

Title:

# Adding an image

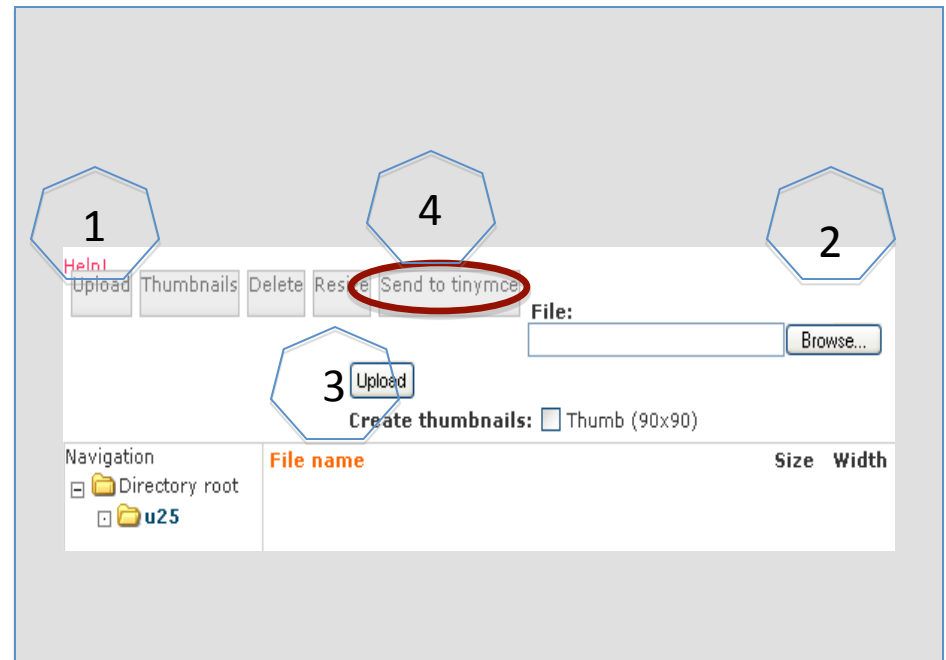
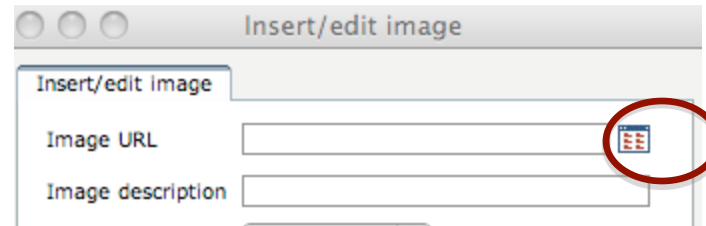
- Click on the image of the tree to insert a picture.  
Images—jpeg or gif— should be either:  
390 x 260 pixels or  
209 x 142 pixels  
Your profile picture should be:  
109 x 127 pixels.
- Click on file browser icon.

Follow the steps below to upload:

1. Click *Upload* from top menu.
2. Click *Browse* and choose the image on your computer.
3. Click on *Upload* button.
4. Click *Send to tinymce*.  
You will be returned to the Insert/edit image menu and the filename will automatically be added to the Image URL field.

Click *Insert*.

**Don't forget to save!!!**



# Troubleshooting

This section provides help for:

- Adding text from *Microsoft Word*
- Adding images
- Adding links

You will need to use the toolbar shown on the right. Follow the directions if you don't see the toolbar.



*NOTE:* if you see this toolbar, skip the next two steps:

- Click the arrow on the left of “Input format” to get a drop-down menu.
- Select “Full HTML”

