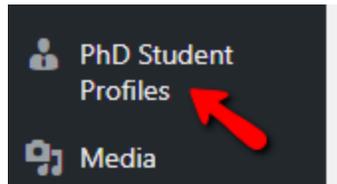


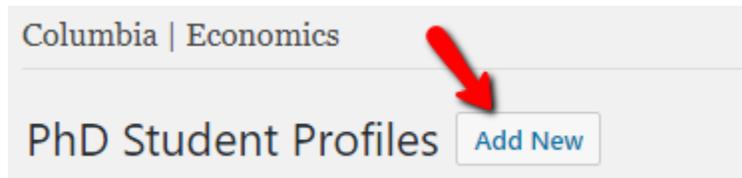
Creating your Student Page on the Economics Website

Accessing your page

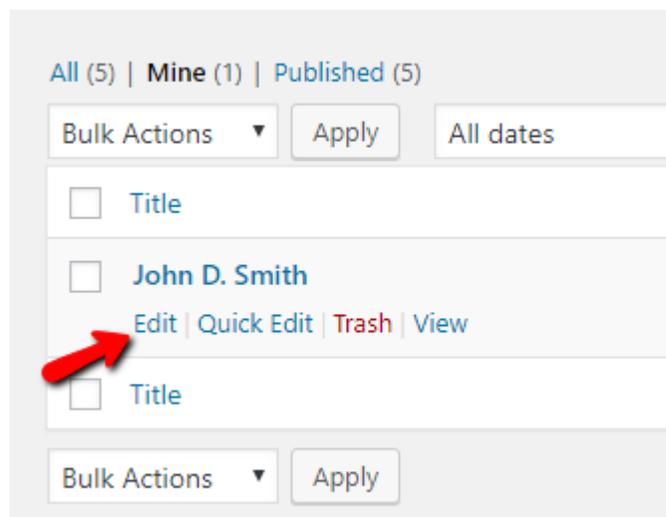
1. Start by logging into the website's dashboard: https://asit-prod-web1.cc.columbia.edu/econdept/wp-admin/edit.php?post_type=econ-phd-student
 - a. You can also access the dashboard by going on the department page and navigating to **PhD > Current Students > Resources**.
2. You should be in the "PhD Student Profiles" section. If not, click "PhD Student Profiles" in the top left.



3. Click the "Add New" button to begin creating your student page

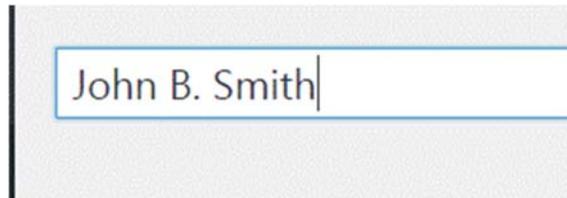


4. If your student page already exists, to edit your page return to the dashboard: https://asit-prod-web1.cc.columbia.edu/econdept/wp-admin/edit.php?post_type=econ-phd-student, rollover your profile name, and click the "Edit" button.



Filling out your information

1. In the **“Title”** section, please enter your full name as you would like it to appear in google search results, browser bookmarks, etc. Example: “John B. Smith”

A screenshot of a text input field with a light gray background. The text "John B. Smith" is entered in a dark gray font. A vertical cursor is positioned at the end of the text. The input field is bordered by a thin blue line.

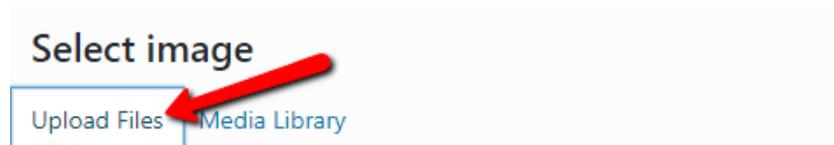
2. You will repeat your name just below, separating by first name and last name.
 - a. If you have an anglicized name, feel free to include it in parenthesis in the first name section, e.g. “John (David)”

First Name*

John (David)

- b. Complete your last name.
3. Enter your email.
 4. Select your title. (Job market candidates, select the “job market candidate” option. Otherwise, select “PhD candidate.”)
 5. Enter the name of your Sponsor, and in the 2nd field put their email address. If you have another sponsor, repeat the process.
 6. The **“Biography”** field is open HTML for you to put whatever you wish. Please see the section “How to use the open HTML field” below for help with formatting.
 7. For your **photo**, you are free to use whatever photo you’d like. For best results, we recommend you use or crop a photo in “Portrait mode”, a good size is 225x300.

When you click the “select image” button, the websites media library will show. You can either select a photo that’s already been uploaded to the site, or upload your own, new image.

A screenshot of a button labeled "Select image" in bold black text. Below the button, there are two options: "Upload Files" and "Media Library". A red arrow points from the "Select image" button to the "Upload Files" option.

Drop files anywhere to upload

or

Select Files

Once your image is uploaded, click the “select” button to confirm.

- Repeat the process for your CV – click the “Select file” button, and either choose a PDF already uploaded, or upload a new one using the “Upload Files” link.

Photo



CV*



- In the next section, check your field(s) of interest.

- Job Market Candidates:** For the Job Market Paper, you will enter three items – the title, the abstract, and the paper itself in PDF format. The PhD placement homepage will link to the PDF of your paper.

If your job market paper is not ready to be uploaded but you do have an abstract, in addition to filling out the abstract in the text field, please upload a PDF document of your abstract. The PhD placement homepage will then link to the PDF of your abstract.

Job Market Paper Title

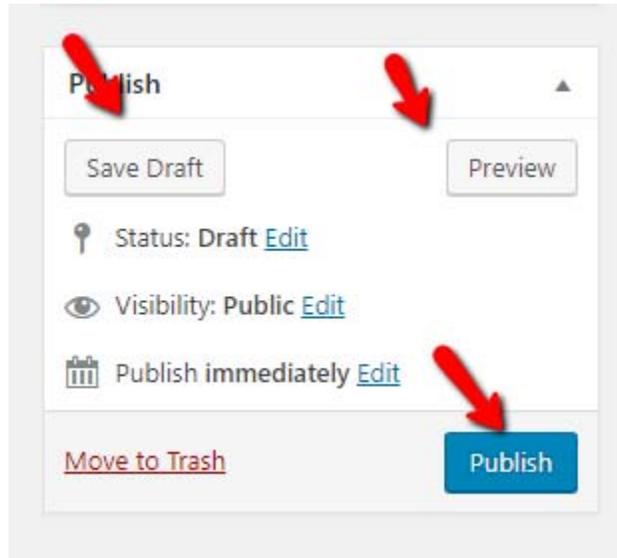
Job Market Paper Abstract

Upload Job Market Paper

- The “**Research**” field is an open, optional HTML field. List working papers, works in progress, refereeing. See faculty webpages for examples.

- The “**Teaching**” field is also an open, optional HTML field. List courses, most recent first. See recommended format below. You may also list other student advising or relevant teaching experiences.

13. **Please ignore** the “Page Links To” box – leave it as “its normal wordpress URL”.
14. When you are finished editing, you can save a draft, preview your page, and publish when you are ready.

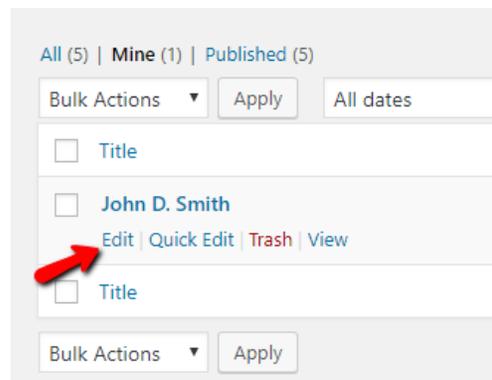


Note that although the visibility is set to “Public”, no one but you will be able to view your page until you Publish it.

The page will remain in draft format until you hit the “Publish” button. You can confirm by logging out and trying to view your page URL, it will not show to logged out users.

15. Once again, to edit your page after it’s been published, return to the dashboard with the link https://asit-prod-web1.cc.columbia.edu/econdept/wp-admin/edit.php?post_type=econ-phd-student or by going to **PhD > Current Students > Resources** on the department webpage.

Rollover your profile name, and click the “edit” button.

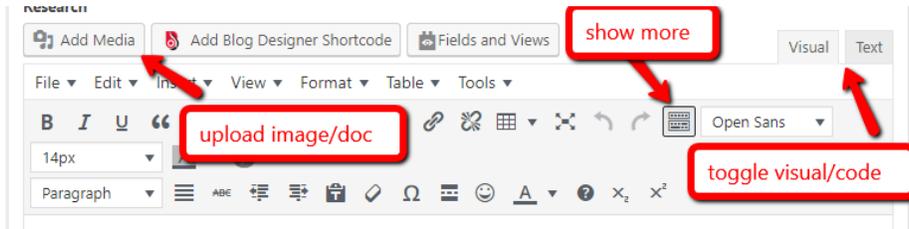


How to Use the Open HTML Field

The open HTML field is yours to write and format as you like. You can add images, formatting, links, tables, and more.

To show additional formatting options, click the “show more” button.

If you are familiar with HTML code, you can toggle between the visual and code view using the “Visual” and “Text” button.



Adding website and file links



To add a link to a website, use the link icon .

To add a link to a document (e.g. PDF of teaching evaluations) **that is already online somewhere else**, highlight the text, click the link button, then paste the URL.

To add a link to a **new** document or to embed a **new** image, use the “Add Media” button, and upload the new file to the document folder.

- If you would like to embed an image, use the “insert into post” button.
- If you are linking to a new document you uploaded (e.g. PDF of teaching evaluations), **copy & paste the full URL**, **CLOSE the window**, then use the link button to add a hyperlink to the document.

If you would like the link to the inserted document **to open in a new tab**:

- click on the link text;
- click Edit with the “pencil” icon;
- click Settings with the “gear” icon;
- check the “Open in new tab” box;
- click Update.

