Finishing your Activity Insight data
now that it is in Common Spot

Log into the “Managed Interface”

http://auth.cengr.commonscloud.com/manager/

with your common spot login.

Go to “Faculty Biographies” and then select the department and you should see the faculty name in the first list. Go into edit. If it is a new faculty member then you need to make this visible.
Once into the faculty’s profile you will see this info but the biography and research area needs to be copied over. If they updated this section. The web page reads the box on the left.

If images need to be put in here the 85 x 85 image needs to be resized. You can get the originals from the faculty if you don’t have them and I will resize the small one for you.

lg75@cornell.edu
It just takes me a minute.

This is what everything will look like on the actual site.