# How to Update Your Sociology Web Page[1]
Your Web Pages for the Sociology Department, Part 2

This is the second document in the series that will provide information on how graduate students, faculty and staff may update their information on the Sociology web page. Please refer to "Your Web Pages for the Sociology Department, Part 1" for information about where and how to store files for classes. This document assumes that you have already decided where to store file.

1. The first step is to use Internet Explorer or Netscape logon to the sociology web data page. The address is:

   http://www.soc.washington.edu/webdata

2. You will not be allowed to access this page unless you are an authorized user. The first screen you will see will be a dialogue window asking for your User Name and Password. Enter the ID you use on the Sociology network in the User Name field. Your initial password will be set by Gillian Murphy. You may write to her at gmurphy@u.washington.edu, or glynn@u.washington.edu to find out what it is. If you have changed your password and have forgotten what it is please contact Gillian.
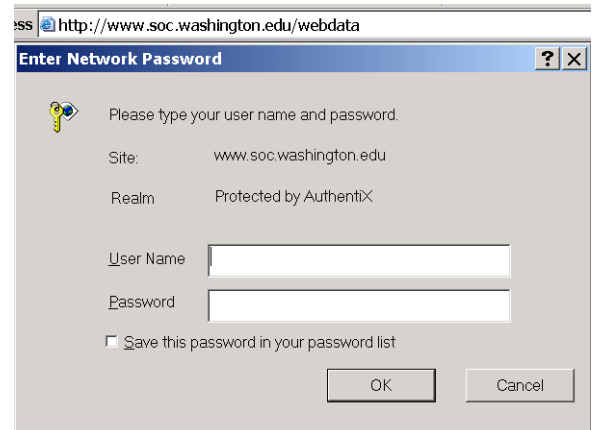
3. Once you get past security, you will see the Web Update Page. You will see the options of changing your password, updating your personal information, or updating course information.

4. To change your password, click on the blue words "Change Password". The following screen will appear.

Enter your current password in the first box. Enter your new password in the second box. Press the tab key, and then enter the same new password in the third box. Press submit, and your password has been changed.

5. To update your personal information, click on the blue words "Update Personal Information". The following screen will appear (it is too long for one screen-shot, so is shown side by side).

STEWART TOLNAY

Professor

[edit title] ?
Office: Savery 106J [edit]
Phone: (206) 685-2284 [edit]
Office Hours: By Appointment [edit]
tolnay@u.washington.edu

http://faculty.washington.edu/tolnay/
[edit personal web page url]

http://faculty.washington.edu/tolnay/vita.pdf
[edit cv]

Tips on posting your CV and Other Files
Tips on Recommended File Formats

[edit areas of interest] Demography, family, race/ethnicity

Courses Taught
SOC 220 - Introduction to Sociological Methods
| Spring 2002 | Spring 2001 |
SOC 431 - Fertility and Mortality
| Spring 2002 |
SOC 539 - Selected Topics in Demography and Ecology
| Spring 2001 |

Working Papers
[add new item]

More About Me
[edit optional info]
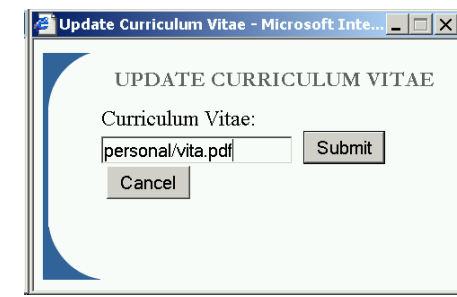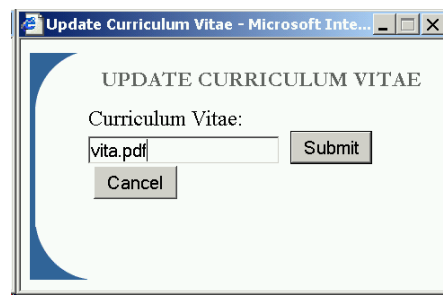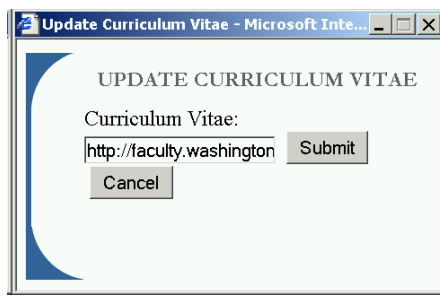*No optional information has been entered yet*

main menu

You have the option of changing any item that has the blue word edit by it (your title, office number, phone number, office hours, etc.) On the bottom of the page, you can modify information about your classes that will be published on the Sociology web site. To change the class information for SOC 431, you would click on the blue quarter and year listed, for example, Spring 2002.

The way you refer to files depends on where you are storing them. If you are storing your file at a location external to the Sociology Web server (on homer or dante) you need to enter the full URL. If you are storing your file in your main directory on the sociology web server, you enter only the file name. If your are storing the file in a subdirectory on the sociology web server, you enter the name of the subdirectory, followed by a slash "/", and then the filename. See the following examples.

Full URL for external location | Filename only if stored in main directory on Soc webserver | Dirname/filename if stored in subdirectory on Soc webserver

Update Curriculum Vitae - Microsoft Inte... _ □ ✕

UPDATE CURRICULUM VITAE

Curriculum Vitae:
[http://faculty.washington] [Submit]
[Cancel]

Update Curriculum Vitae - Microsoft Inte... _ □ ✕

UPDATE CURRICULUM VITAE

Curriculum Vitae:
[vita.pdf] [Submit]
[Cancel]

Update Curriculum Vitae - Microsoft Inte... _ □ ✕

UPDATE CURRICULUM VITAE

Curriculum Vitae:
[personal/vita.pdf] [Submit]
[Cancel]

6. **Making changes to class information:**

Courses Taught

SOC 220 - Introduction to Sociological Methods
| Spring 2002 | Spring 2001 |
SOC 431 - Fertility and Mortality
| Spring 2002 |
SOC 539 - Selected Topics in Demography and Ecology
| Spring 2001 |

Clicking on a class, such as Spring 2002 under SOC 220 brings up the following page (split in two because it is long. By clicking on blue edit or add new item you may change what will be presented on this page. The rules for referring to files are the same as described above. Many people who use the UW Unix system for storing files refer to their class web page in all fields.

SOCIOLOGY 220B

INTRODUCTION TO SOCIOLOGICAL METHODS
SPRING 2002

Stewart Tolnay   **Office:** Savery 106J
Office Hours: By Appointment   **Office Phone:** (206) 685-2284
                                                    tolnay@u.washington.edu

[edit] View Syllabus (http://courses.washington.edu/setclass/s220_02/)

Introduction to Class

[edit] Familiarizes students with the logic of analysis in social sciences. Students learn to recognize good research design, understand and interpret main arguments employing different methods, and evaluate whether research findings support stated conclusions.

Class Notes

- [add new item]
- http://courses.washington.edu/setclass/s220_02/ [edit]
- [edit]
- [edit]
- [edit]
- [edit]

Files For Download

No Files For Download entered yet. [add new item]

Homework Assignments

No Homework Assignments entered yet. [add new item]

Readings

No Readings entered yet. [add new item]

Useful Links

No Useful Links entered yet. [add new item]

main menu

7. **Test your links!** After you have created links, test them by going your sociology web page to make sure they work. Open a browser and point and click through the Sociology Web Page, or go directly to your own URL. The URL for your sociology web page will be the following (but substituting your Sociology ID for **yourid**:

http://www.soc.washington.edu/people/faculty/faculty_detail.asp?UID=**yourid**

For example, the URL for Stew Tolnay is:

http://www.soc.washington.edu/people/faculty/faculty_detail.asp?UID=tolnay

From personal experience, I know that there are a million ways to make mistakes. Call or write to Gillian or Patty if you need help.