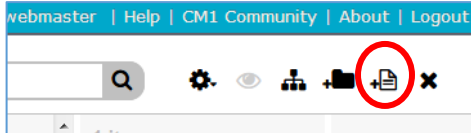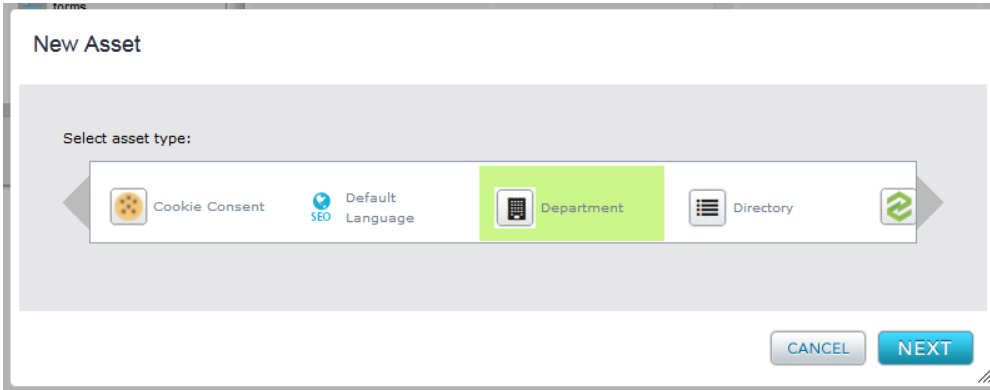# Create Department Asset for Staff/Faculty Directory List
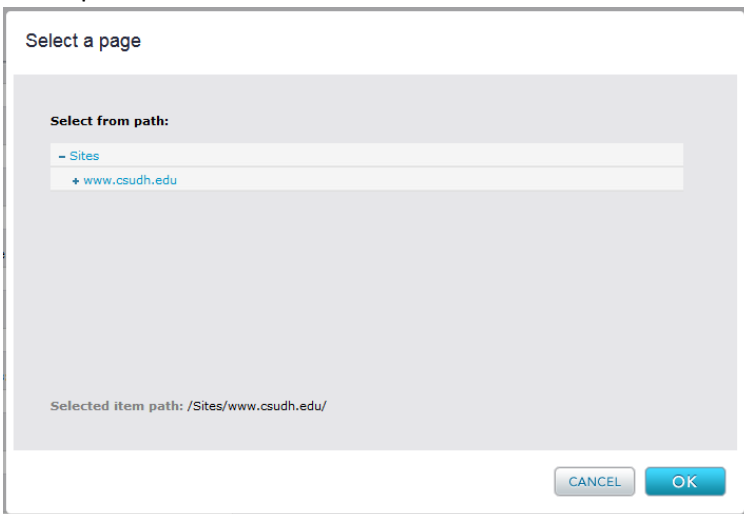
1. Click on Create New Asset icon on top right corner of CM1 console Right below About link.
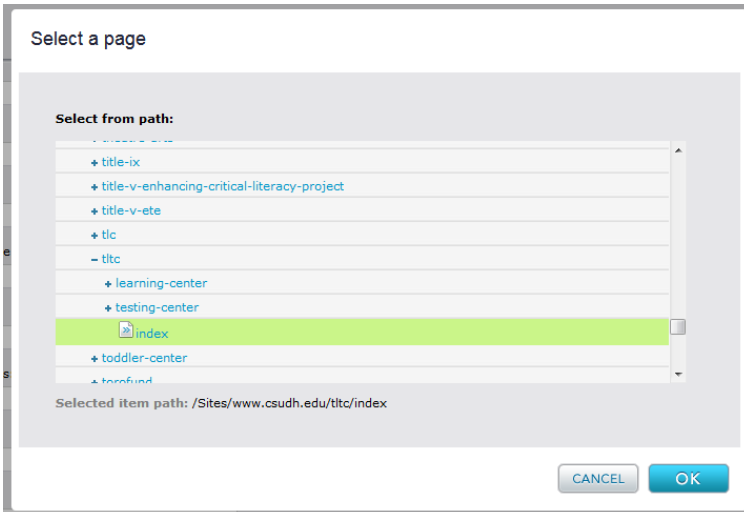

2. Choose Department as the new asset type. Click Next.

3. Fill out the form with department information.
4. For Department Website, click Browse button, expand www.csudh.edu, and Click on the Index file under the department folder. Click OK.
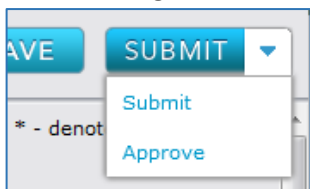

Below is taking TLTC as an example.

5. Once the form has been filled out, click Save.
6. For contributors, click Submit for editor approval. This asset will be in Review status.
   For editors, mouse over down-arrow on right side of Submit button and choose Approve. This Asset will be in Pending status.

7. Once department asset is created, Person Asset(s) can be created in the People folder.
   Create/Update Person Asset guide can be found at https://www.csudh.edu/Assets/csudh-sites/webmaster/docs/cm1-how-to/faculty-staff-dir-update.pdf.

Division of Information Technology, CSUDH