

Add a Profile Carousel

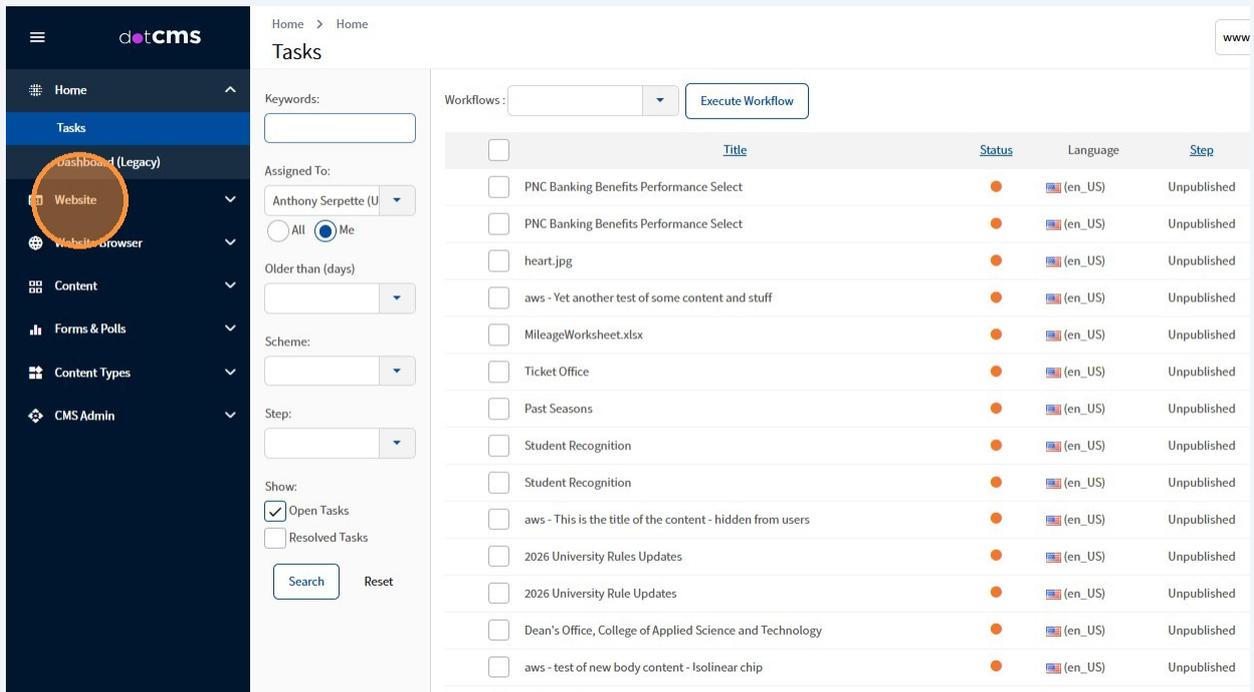
A Profile Carousel is best to highlight a few bio/profiles on a page.

1 Navigate to <https://www.uakron.edu/c> Log in with your UA credentials

The screenshot shows a task management interface. On the left is a sidebar with filter options: Assigned To (Anthony Serpette (U)), Older than (days), Scheme, Step, and Show (Open Tasks checked, Resolved Tasks unchecked). Below the filters are Search and Reset buttons. The main area displays a table of tasks with columns for Title, Status, Language, Step, Assignee, and a numeric value.

<input type="checkbox"/>	Title	Status	Language	Step	Assignee	Li
<input type="checkbox"/>	PNC Banking Benefits Performance Select	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	2
<input type="checkbox"/>	PNC Banking Benefits Performance Select	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	2
<input type="checkbox"/>	heart.jpg	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/>	aws - Yet another test of some content and stuff	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/>	MileageWorksheet.xlsx	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	5
<input type="checkbox"/>	Ticket Office	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	5
<input type="checkbox"/>	Past Seasons	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	5
<input type="checkbox"/>	Student Recognition	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	
<input type="checkbox"/>	Student Recognition	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	
<input type="checkbox"/>	aws - This is the title of the content - hidden from users	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	
<input type="checkbox"/>	2026 University Rules Updates	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/>	2026 University Rule Updates	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/>	Dean's Office, College of Applied Science and Technology	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/>	aws - test of new body content - Isolinear chip	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/>	Crystal Room	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/>	what	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	4
<input type="checkbox"/>	Akron Regional Science Olympiad	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	2

2 Click on Website | Browser and navigate to your folder



The screenshot shows the dotCMS interface. On the left is a dark sidebar with a navigation menu. The 'Website' option is circled in orange. The main content area is titled 'Tasks' and shows a list of tasks. The 'Website | Browser' path is highlighted in the sidebar.

Home > Home

Tasks

Keywords:

Assigned To: Anthony Serpette (U)

Older than (days):

Scheme:

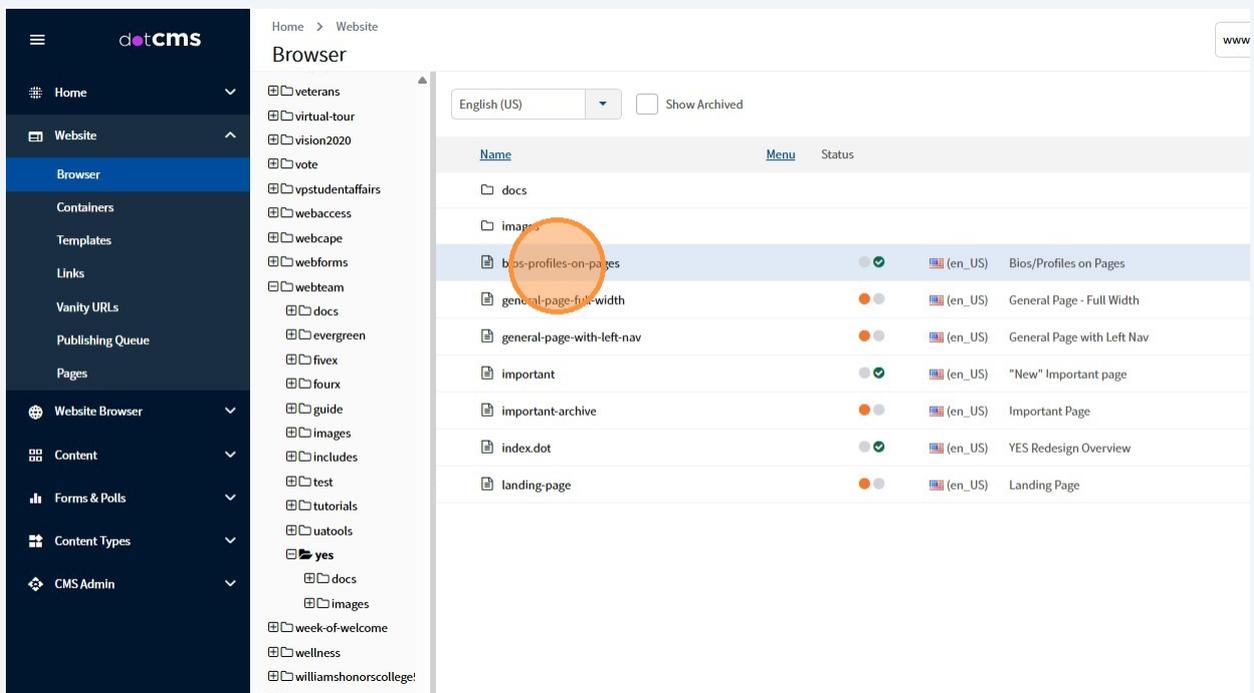
Step:

Show: Open Tasks Resolved Tasks

Workflows:

<input type="checkbox"/>	Title	Status	Language	Step
<input type="checkbox"/>	PNC Banking Benefits Performance Select	●	en_US	Unpublished
<input type="checkbox"/>	PNC Banking Benefits Performance Select	●	en_US	Unpublished
<input type="checkbox"/>	heart.jpg	●	en_US	Unpublished
<input type="checkbox"/>	aws - Yet another test of some content and stuff	●	en_US	Unpublished
<input type="checkbox"/>	MileageWorksheet.xlsx	●	en_US	Unpublished
<input type="checkbox"/>	Ticket Office	●	en_US	Unpublished
<input type="checkbox"/>	Past Seasons	●	en_US	Unpublished
<input type="checkbox"/>	Student Recognition	●	en_US	Unpublished
<input type="checkbox"/>	Student Recognition	●	en_US	Unpublished
<input type="checkbox"/>	aws - This is the title of the content - hidden from users	●	en_US	Unpublished
<input type="checkbox"/>	2026 University Rules Updates	●	en_US	Unpublished
<input type="checkbox"/>	2026 University Rule Updates	●	en_US	Unpublished
<input type="checkbox"/>	Dean's Office, College of Applied Science and Technology	●	en_US	Unpublished
<input type="checkbox"/>	aws - test of new body content - Isolinear chip	●	en_US	Unpublished

3 Double-click on the page where you want to add the Profile Carousel



The screenshot shows the dotCMS interface. On the left is a dark sidebar with a navigation menu. The 'Website | Browser' path is highlighted in the sidebar. The main content area is titled 'Browser' and shows a list of pages. The 'bios-profiles-on-pages' page is circled in orange.

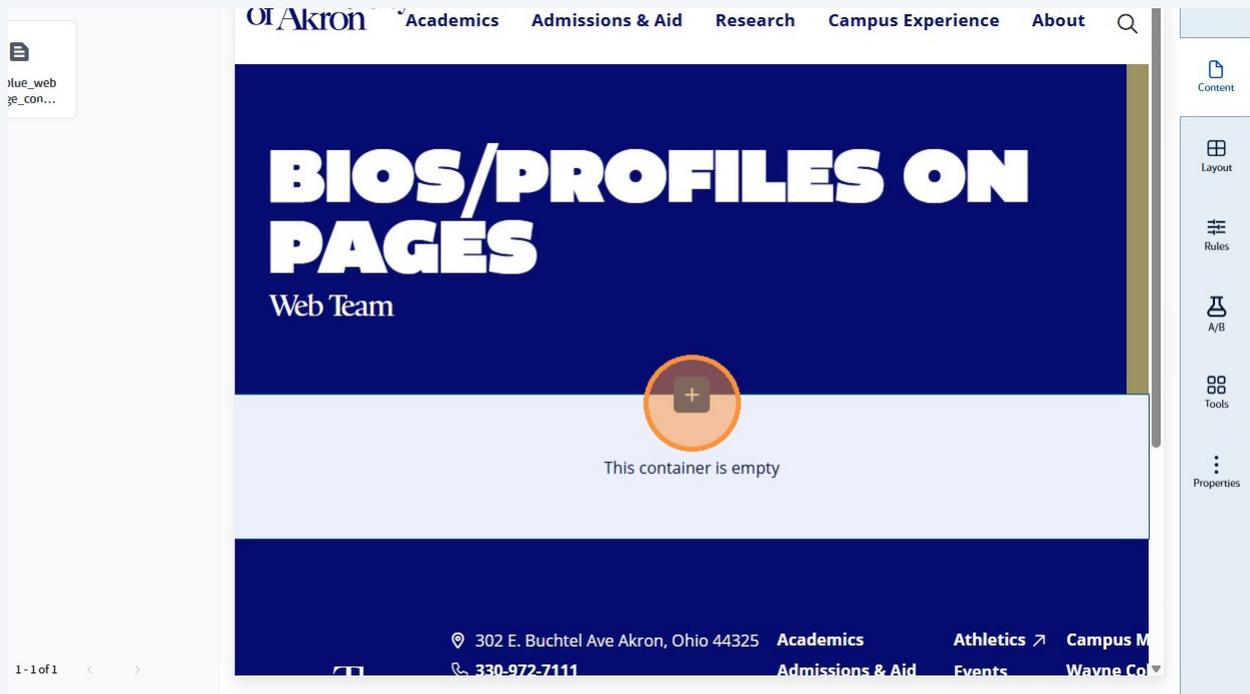
Home > Website

Browser

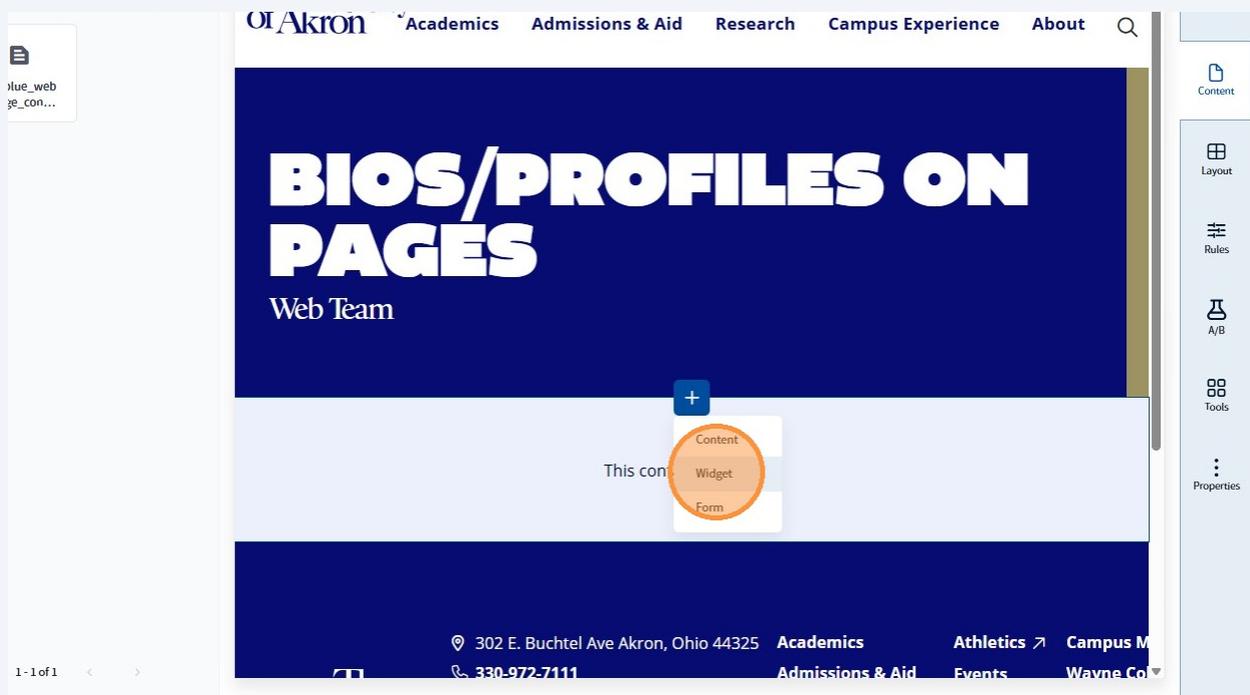
English (US) Show Archived

Name	Menu	Status
docs		
images		
bios-profiles-on-pages		● (en_US) Bios/Profiles on Pages
general-page-full-width		● (en_US) General Page - Full Width
general-page-with-left-nav		● (en_US) General Page with Left Nav
important		● (en_US) "New" Important page
important-archive		● (en_US) Important Page
index.dot		● (en_US) YES Redesign Overview
landing-page		● (en_US) Landing Page

4 Click the blue square with a plus sign.



5 Click "Widget"



6 Click blue circle with the plus sign.

The screenshot shows a web browser window with the URL www.uakron.edu. The page displays "Matching Results (5450)". A table lists various content items with columns for Type, Title, Step, and Language. A blue circle with a plus sign is overlaid on the top right corner of the table area.

Type	Title	Type	Step	Language
select	WC-Scholarships for UA Wayne College students - contacts	1UAbblue_feature_profile-carousel	Published	English (US)
select	WC-Scholarships for UA Wayne College students - tabs	1UAbblue_content_tabs	Published	English (US)
select	Scholarships for UA Wayne College students	1UAbblue_feature_hero_general-page	Published	English (US)
select	UAx learn options	1UAbblue_feature_checkerboard	Unpublished	English (US)
select	Say YES to..	1UAbblue_feature_hero_general-page	Unpublished	English (US)
select	School of Graduate Studies Checkerboard 3	1UAbblue_feature_checkerboard	Unpublished	English (US)
select	School of Graduate Studies Checkerboard 2	1UAbblue_feature_checkerboard	Unpublished	English (US)
select	News Detail	1UAbblue_plugin_news-detail	Published	English (US)
select	WC-Student Employment - tabs	1UAbblue_content_tabs	Published	English (US)

7 Click "1UAbblue_feature_profile-carousel"

The screenshot shows a web browser window with the URL www.uakron.edu. The page displays "Matching Results (5450)". A dropdown menu is open, showing a list of content items. The item "1UAbblue_feature_profile-carousel" is highlighted with a blue circle.

select	WC-Scholarships for UA Wayne College students - contacts	1UAbblue_featu	1UAbblue_content_tabs
select	WC-Scholarships for UA Wayne College students - tabs	1UAbblue_cont	1UAbblue_feature_card
select	Scholarships for UA Wayne College students	1UAbblue_featu	1UAbblue_feature_checkerboard
select	UAx learn options	1UAbblue_featu	1UAbblue_feature_contacts
select	Say YES to..	1UAbblue_featu	1UAbblue_feature_differentiators
select	School of Graduate Studies Checkerboard 3	1UAbblue_featu	1UAbblue_feature_events
select	School of Graduate Studies Checkerboard 2	1UAbblue_featu	1UAbblue_feature_expandable
select	News Detail	1UAbblue_plugi	1UAbblue_feature_generic-container
select	WC-Student Employment - tabs	1UAbblue_cont	1UAbblue_feature_header
select	Student Employment	1UAbblue_featu	1UAbblue_feature_hero_general-page
select	Career Services & Counseling	1UAbblue_featu	1UAbblue_feature_hero_home-page

8 Add in the Widget title

The screenshot shows the dotCMS interface for creating a widget. The breadcrumb trail is 'Home > Website > Browser'. The page title is 'Create OneuablueFeatureProfileCarousel'. The 'CONTENT' tab is selected. The 'Widget Title' field is empty and highlighted with an orange circle. The 'Site or Folder' dropdown is set to 'www.uakron.edu'. The 'Section Heading' and 'Section Intro Content' fields are also visible.

dotcms Home > Website > Browser www

Create OneuablueFeatureProfileCarousel

CONTENT CONFIGURE PERMISSIONS HISTORY

Widget Title *

Site or Folder *
www.uakron.edu

Section Heading

Section Intro Content
Start writing or type / to choose a block

Language
English

Save
Save /

Workflow
Content Type:
Workflow
Step:
Assigner

9 Click the Site or Folder dropdown and select your dotCMS folder.

The screenshot shows the dotCMS interface for creating a widget. The breadcrumb trail is 'Home > Website > Browser'. The page title is 'Create OneuablueFeatureProfileCarousel'. The 'CONTENT' tab is selected. The 'Widget Title' field contains the text 'Digital Communications Leadership'. The 'Site or Folder' dropdown is highlighted with an orange circle. The 'Section Heading' and 'Section Intro Content' fields are also visible.

dotcms Home > Website > Browser www

Create OneuablueFeatureProfileCarousel

CONTENT CONFIGURE PERMISSIONS HISTORY

Widget Title *

Digital Communications Leadership

Site or Folder *
www.uakron.edu

Section Heading

Section Intro Content
Start writing or type / to choose a block

Language
English

Save
Save /

Workflow
Content Type:
Workflow
Step:
Assigner

10 Add in your section header.

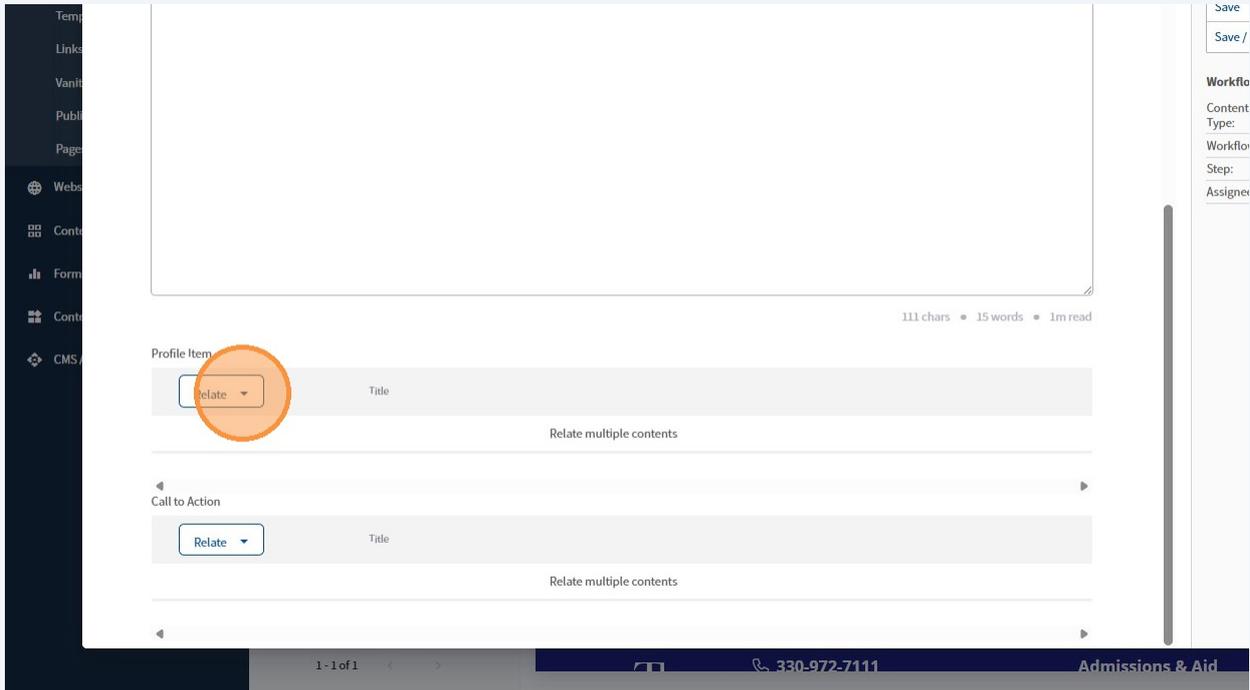
The screenshot shows a CMS interface for creating a widget. The title is "Create OneuablueFeatureProfileCarousel". The "CONTENT" tab is selected. The "Widget Title" field contains "Digital Communications Leadership". The "Site or Folder" dropdown is set to "www.uakron.edu/im/". The "Section Heading" field is empty and highlighted with an orange circle. The "Section Intro Content" field contains the placeholder text "Start writing or type / to choose a block". On the right side, there are "Language" (English), "Save", and "Save /" buttons, and a "Workflow" section with "Content Type:", "Workflow:", "Step:", and "Assignee:" labels.

11 Add in your Section Intro Content

The screenshot shows the same CMS interface as in step 10. The "Section Heading" field now contains "Digital Communications Leadership". The "Section Intro Content" field is highlighted with an orange circle. The "Section Intro Content" field contains the placeholder text "Start writing or type / to choose a block". The rest of the interface, including the "Widget Title", "Site or Folder", and right-hand navigation, remains the same as in step 10.

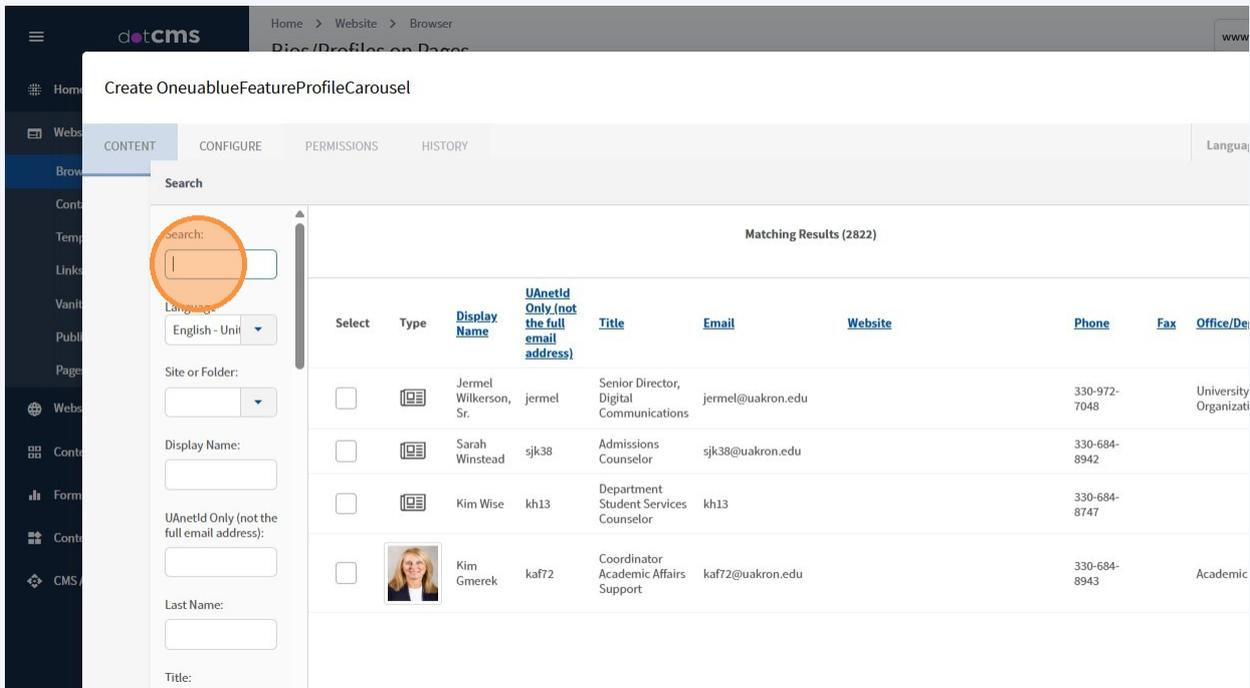
12

We'll be relating existing content. If you need to Relate New Content, you'll need to Save the Widget, Exit, and Return to editing. Click the relate button for the Profile Item.



13

Use the search box to locate the Bio/Profile to add.



14 Check the box next to the name of the Bio/Profile to relate, then click "Relate"

The screenshot shows a web browser window displaying a 'ProfileCarousel' page. Below the header, there are tabs for 'PERMISSIONS' and 'HISTORY', and a 'Language' dropdown. The main content area is titled 'Matching Results (13)'. A table lists several profile entries with columns for 'Select', 'Type', 'Display Name', 'UANetid', 'Title', 'Email', 'Website', 'Phone', 'Fax', 'Office/Department', 'Education', 'Page Hierarchy', 'Step', and 'Language'. The first entry, Jermel Wilkerson, Sr., has a checked 'Select' box. A 'Relate' button is circled in orange in the top right corner of the table area.

Select	Type	Display Name	UANetid <small>Only (not the full email address)</small>	Title	Email	Website	Phone	Fax	Office/Department	Education	Page Hierarchy	Step	Language
<input checked="" type="checkbox"/>		Jermel Wilkerson, Sr.	jermel	Senior Director, Digital Communications	jermel@uakron.edu		330-972-7048		University Brand Organization		6	Published	E
<input type="checkbox"/>		Melanie Mohler	mmohler	Departmental Records Specialist	mmohler@uakron.edu		330-972-5348		Career Services & Student Employment		6	Unpublished	E
<input type="checkbox"/>		Stephen J. McKellips, Ph.D.	smckellips	Vice Provost for Enrollment Management	smckellips@uakron.edu		330-972-4788		Office of Academic Affairs		6	Published	E
<input type="checkbox"/>		Dr. Jandy Hanna	jhanna3	Senior Lecturer	jhanna3@uakron.edu		330-972-4394		School of Allied Health		6	Unpublished	E
<input type="checkbox"/>		Jim Gilbride, J.D.	jpg2	Chief of Police and Campus	jpg2@uakron.edu		330-972-		Public Safety		6	Published	E

15 To add additional Bio/Profiles, click the Relate button again and repeat the steps to search for and select an additional Bio/Profile.

The screenshot shows the 'Profile Item' configuration screen. At the top, there is a large text area for the profile content, with a character and word count below it (111 chars, 15 words, 1m read). Below this, there is a 'Profile Item' section with a 'Relate' button circled in orange. The 'Title' field contains 'Senior Director, Digital Communications' and the language is set to '(en_US)'. Below this, there is a 'Call to Action' section with another 'Relate' button. At the bottom, there is a footer with '1 - 1 of 1', a phone number '330-972-7111', and 'Admissions & Aid'.

16 Click "Save"

The screenshot shows a web editor interface for a 'Profile Carousel' widget. The main content area contains a list of profile items, including 'Senior Director, Digital Communications' and 'Director, Web Services'. On the right side, a configuration panel is open, showing settings for 'Language' (English (US)) and 'Workflow' (System Workflow). The 'Save' button in the configuration panel is highlighted with an orange circle.

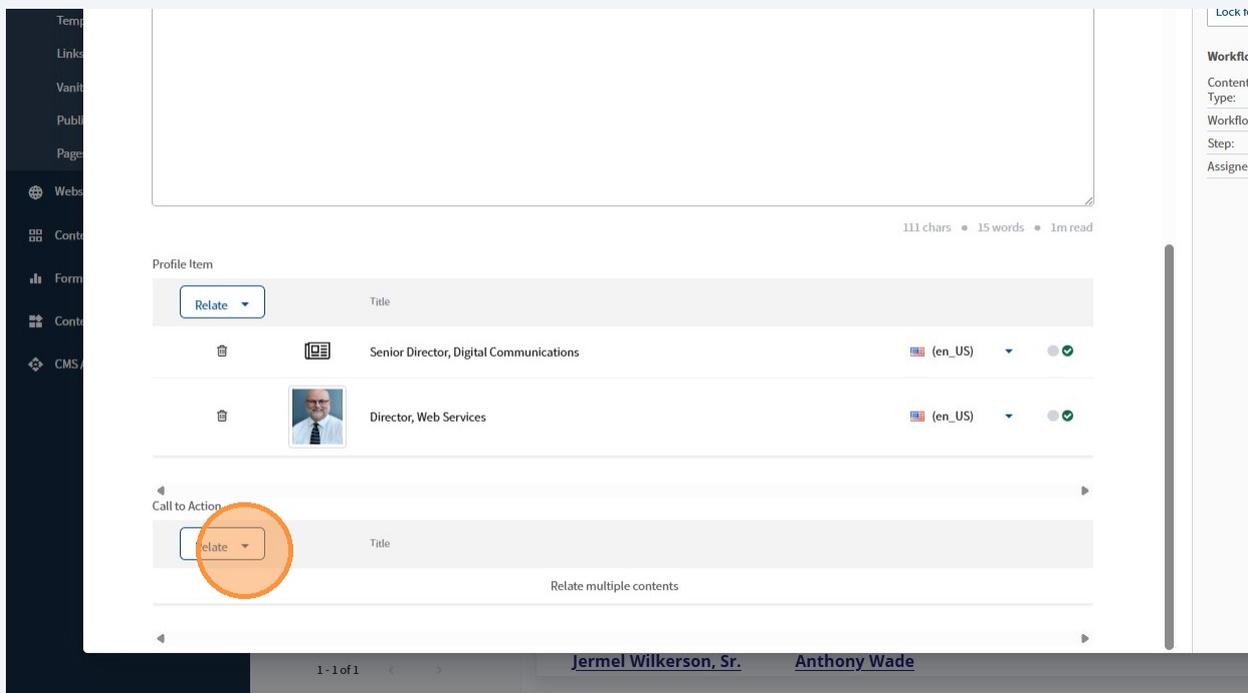
17 Click the "x" to close the widget.

The screenshot shows the same web editor interface as in step 16. The configuration panel on the right is still open, but the 'Save' button is no longer highlighted. Instead, the 'x' button in the top right corner of the configuration panel is highlighted with an orange circle, indicating the next step is to close the widget.

18 Re-enter the widget by clicking the pencil icon.



19 To create a new Call to Action, click Relate,



20 Click "Relate New Content"

The screenshot shows a CMS interface with a dark sidebar on the left containing navigation options like 'Temp', 'Links', 'Vanit', 'Publ', 'Page', 'Webs', 'Conte', 'Form', 'CMS'. The main content area features a 'Profile Item' section with a 'Relate' dropdown menu. Below this, there are two profile entries: 'Senior Director, Digital Communications' and 'Director, Web Services'. A 'Call to Action' section also has a 'Relate' dropdown menu. An orange circle highlights the 'Relate New Content' option in the dropdown menu. At the bottom, there are names 'Jermel Wilkerson, Sr.' and 'Anthony Wade'. On the right side, there is a 'Workflow' sidebar with fields for 'Content Type:', 'Workflow Step:', and 'Assignee'.

21 Add in the Link Label.

The screenshot shows a CMS interface for editing a page titled 'Digital Communications Leadership'. The breadcrumb trail is 'Home > Website > Browser'. The page has tabs for 'CONTENT', 'SETTINGS', 'PERMISSIONS', and 'HISTORY'. The 'CONTENT' tab is active, showing a form with the following fields: 'Link Label *' (with an orange circle around the input field), 'Site or Folder *' (set to 'www.uakron.edu'), 'Link URL *', 'Link Description *', 'Link Action' (set to 'Normal'), 'Link Type *' (set to 'Please select'), and 'Link display' (set to 'Link'). On the right side, there is a 'Language' sidebar with 'English' selected, and buttons for 'Return to Lead', 'Save', and 'Save /'. Below these are 'Workflow' sidebar options for 'Content', 'Workflow Step:', and 'Assignee'.

22 Use the drop down to select your dotCMS folder.

The screenshot shows the dotCMS interface for editing a page titled "Digital Communications Leadership". The page is in the "CONTENT" tab. The form includes the following fields:

- Link Label ***: Submit a Web Project Request
- Site or Folder ***: www.uakron.edu (highlighted with an orange circle)
- Link URL ***: (empty)
- Link Description ***: (empty)
- Link Action**: Normal
- Link Type ***: Please select
- Link display**: Link

On the right side, there are buttons for "Return Lead", "Save", and "Save /". Below these are workflow-related options: "Workflow", "Content", "Workflow", "Step:", and "Assignee".

23 Add in the URL for the Call to Action.

The screenshot shows the same dotCMS interface as in step 22, but with the "Link URL" field highlighted by an orange circle. The "Site or Folder" dropdown now shows "www.uakron.edu/im/".

The form fields are:

- Link Label ***: Submit a Web Project Request
- Site or Folder ***: www.uakron.edu/im/
- Link URL ***: (highlighted with an orange circle)
- Link Description ***: (empty)
- Link Action**: Normal
- Link Type ***: Please select
- Link display**: Link

The right-hand side of the interface remains the same, with "Return Lead", "Save", and "Save /" buttons, and workflow options below.

24 Add in a Link Description.

The screenshot shows a CMS interface with a dark sidebar on the left and a main content area. The top navigation bar includes 'CONTENT', 'SETTINGS', 'PERMISSIONS', and 'HISTORY'. The 'CONTENT' tab is active. The main content area contains a form for creating a link. The fields are: 'Link Label' (text input with 'Submit a Web Project Request'), 'Site or Folder' (dropdown menu with 'www.uakron.edu/im/'), 'Link URL' (text input with a long URL), 'Link Description' (text input, highlighted with an orange circle), 'Link Action' (dropdown menu with 'Normal'), 'Link Type' (dropdown menu with 'Please select'), and 'Link display' (dropdown menu with 'Link'). On the right side, there is a vertical sidebar with buttons for 'Return Lead', 'Save', 'Save /', and a 'Workflow' section with 'Content', 'Workflow', 'Step:', and 'Assign'.

25 Select the Link Type. "General" is the standard.

The screenshot shows the same CMS interface as in the previous image, but with the 'Link Description' field filled with the text 'We're here to help make your website more engaging.' The 'Link Type' dropdown menu is highlighted with an orange circle. The 'Link display' dropdown menu is still set to 'Link'. The bottom of the page shows a footer with '1 - 1 of 1' and the names 'Jermel Wilkerson, Sr.' and 'Anthony Wade'.

26 Select "Button" for the link display.

The screenshot shows a configuration interface for a web form titled "Submit a Web Project Request". The form fields are as follows:

- Site or Folder ***: www.uakron.edu/im/
- Link URL ***: https://forms.office.com/pages/responsepage.aspx?id=7V1X6PnXzk6kqgsymRru3UuP0bR5iphBkdiquGe3QK5UMjdXTEMxR05LSERWNk9XTU43RU1GSks5OC4u
- Link Description ***: We're here to help make your website more engaging.
- Link Action**: Normal
- Link Type ***: General
- Link display**: Link

A dropdown menu for "Link display" is open, showing two options: "Link" and "Button". The "Button" option is highlighted with an orange circle. On the right side of the interface, there are buttons for "Return to Lead", "Save", and "Save / Publish". A "Workflow" panel is also visible on the right, showing "Content Workflow" with "Step: Assignee".

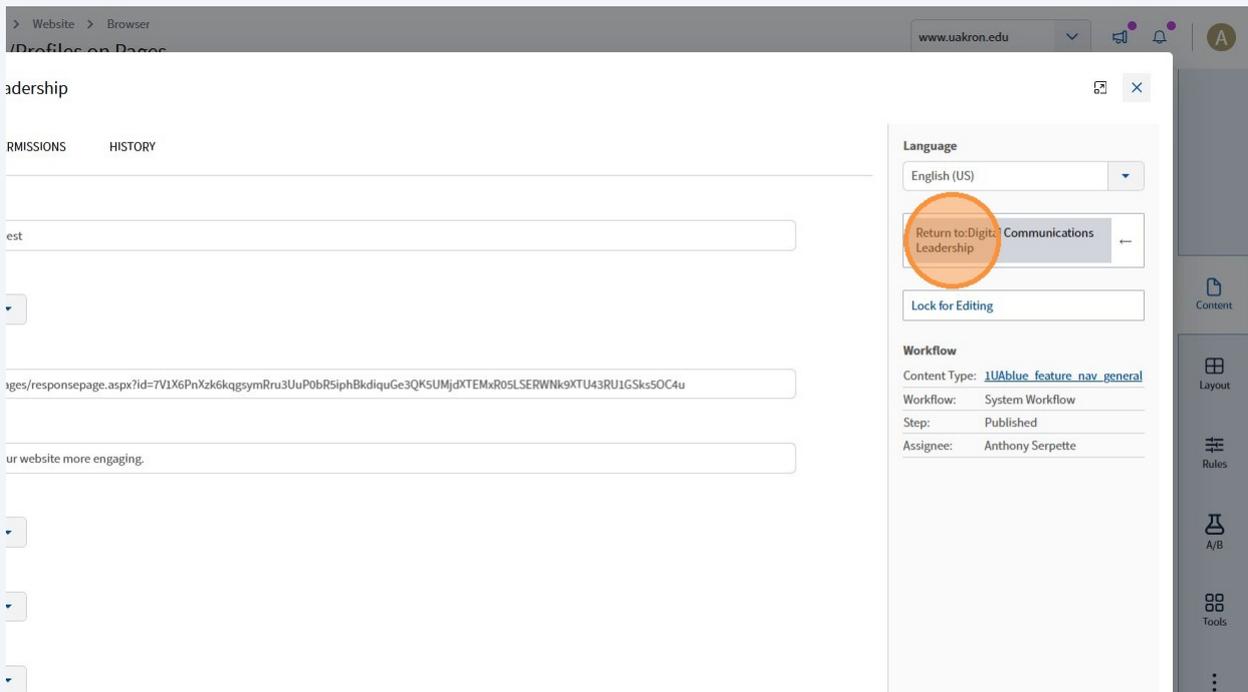
27 Click "Save / Publish" to save your work.

The screenshot shows the same configuration interface as in step 26, but with the "Save / Publish" button highlighted with an orange circle. The "Workflow" panel on the right is expanded, showing the following details:

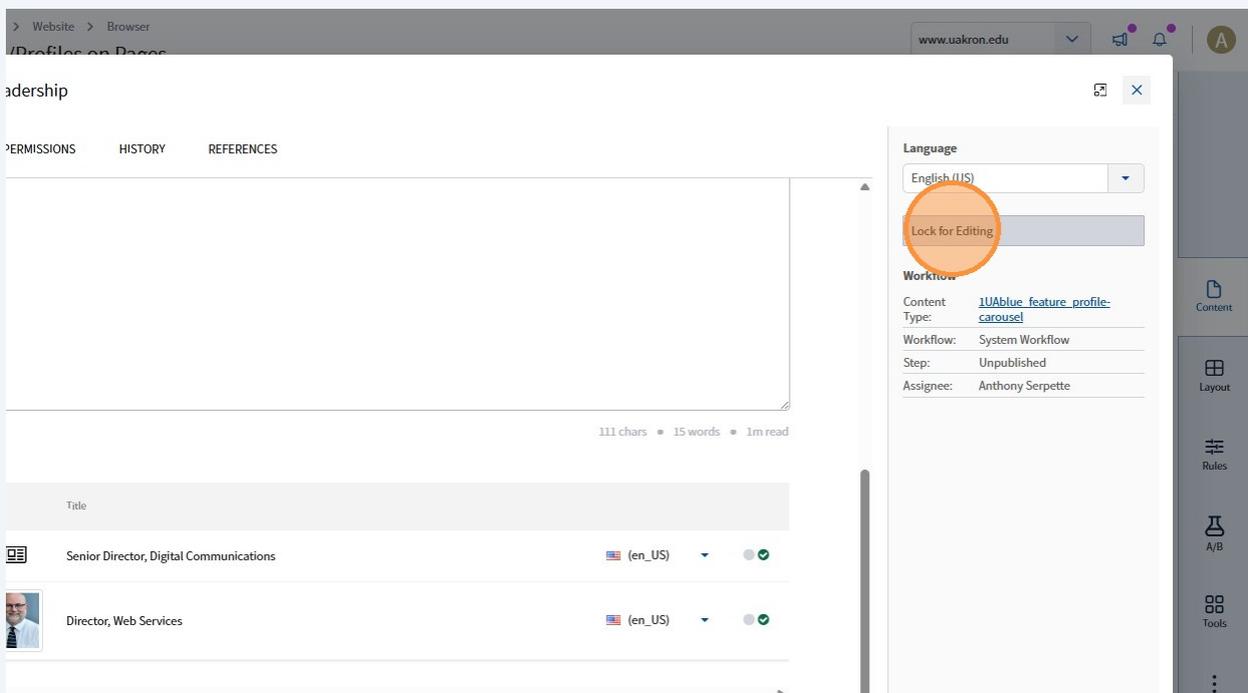
- Language**: English (US)
- Return to**: Digital Communications Leadership
- Workflow**: 1UAbue_feature_nav_general
- Workflow**: System Workflow
- Step**: Published
- Assignee**: Nobody

The "Save / Publish" button is located in the top right corner of the configuration panel. The "Workflow" panel is located in the bottom right corner of the configuration panel.

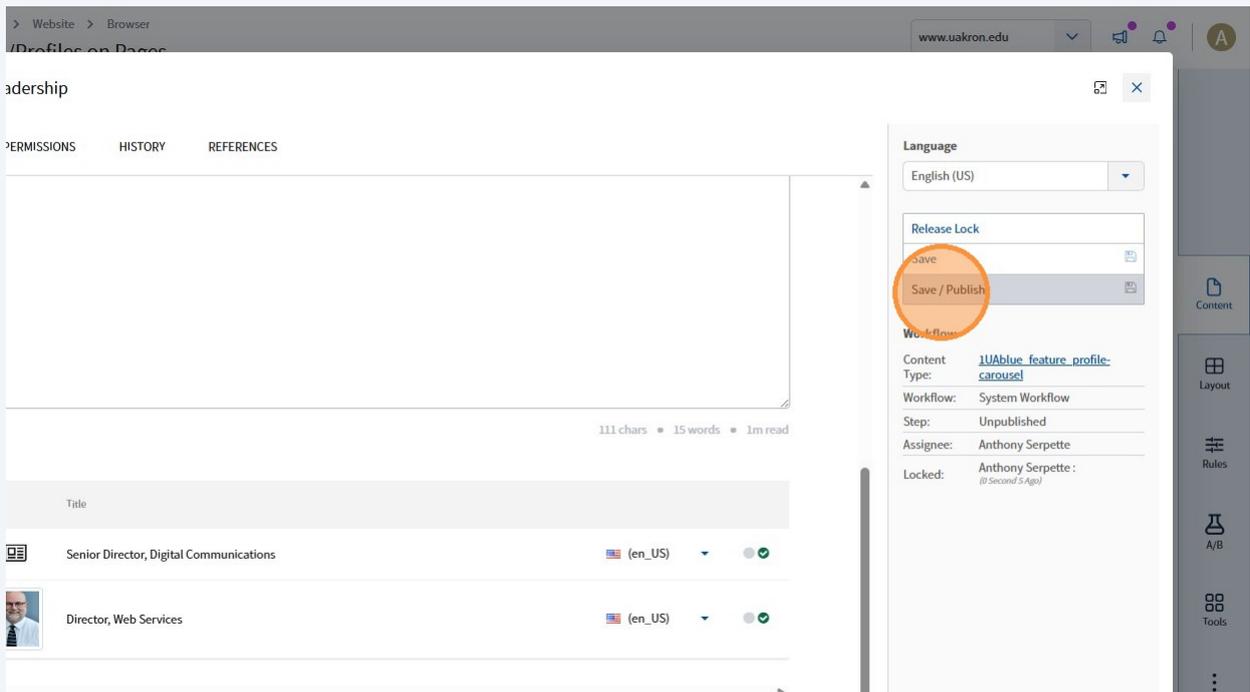
28 Click "Return to (your widget)".



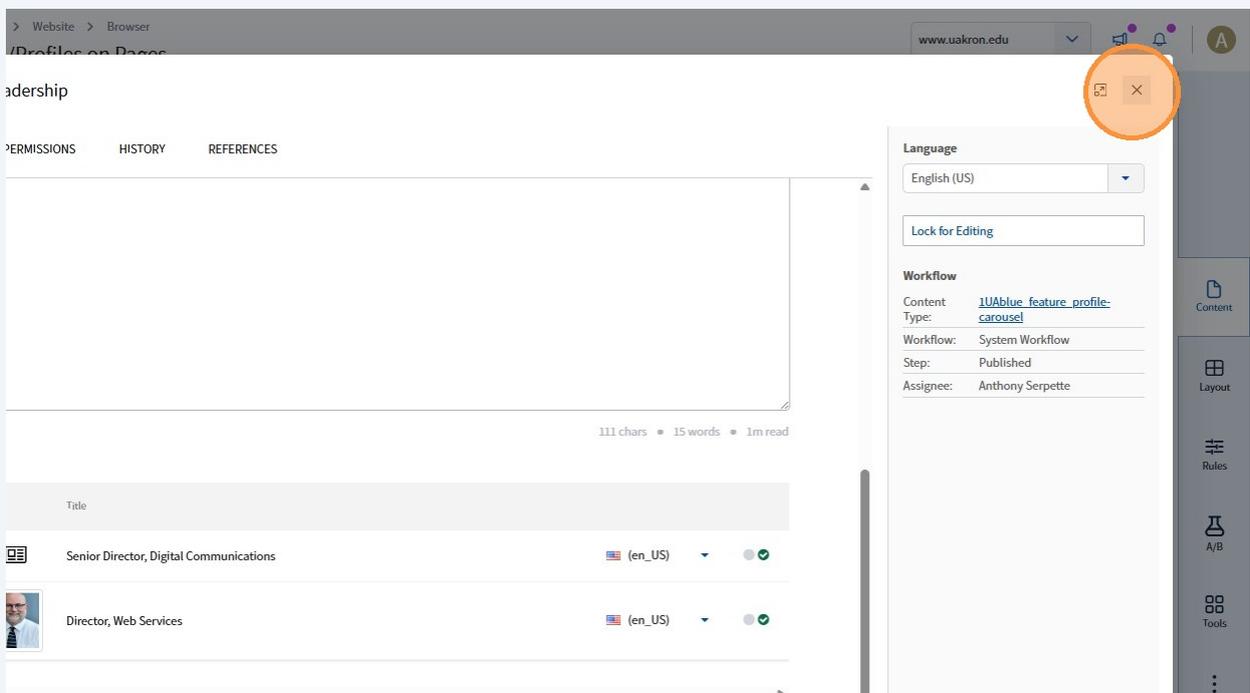
29 Click "Lock for Editing"



30 Click "Save / Publish"



31 Click the "x" to close the widget.



32

You'll now see your Profile Carousel with the selected Bio/Profiles and a Call to Action on your page. You can continue editing, or return to the Browser.

Bios/Profiles on Pages

Draft ☆ API English - US Defa

Digital Communications Leadership

The Digital Communications group In the University Brand Organization combines decades of proven web expertise.

← 1/2 →



Jermel Wilkerson, Sr. →
Senior Director, Digital Communications



Anthony Wade Serpette →
Director, Web Services

1-1 of 1 < >

SUBMIT A WEB PROJECT REQUEST