

Guideline to Upload CV and Update Personal Website

Login Personal Website [EDUC.UTM.MY]

1. Visit website: **educ.utm.my/wp-login.php**
2. For first time user, click: **lost your password?**

The image shows two screenshots of the WordPress login page. The left screenshot displays the login form with fields for Username and Password, a Remember Me checkbox, and a Log In button. A red box highlights the 'Lost your password?' link. A red arrow points from this link to the right screenshot. The right screenshot shows the password reset form with a message: 'Please enter your username or email address. You will receive a link to create a new password via email.' Below this is a field for 'Username or Email:' and a 'Get New Password' button. Both screenshots include a 'Log In' link and a 'Back to Faculty of Education, Universiti Teknologi Malaysia' link at the bottom.

3. Key-in UTM email in box: Username or Email.
4. Check UTM email from WordPress.



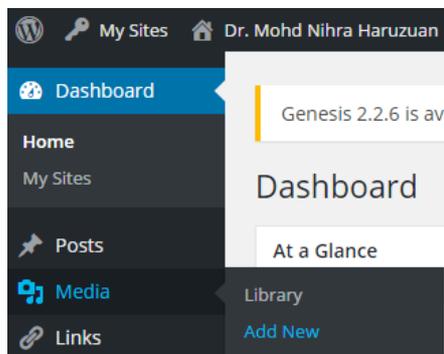
5. Click link to reset password from WordPress email.
6. Enter new password.

The image shows the password reset form. It features a 'New password' input field, a hint about password requirements (at least 12 characters, including upper and lower case letters, numbers, and symbols), and a 'Reset Password' button.

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Uploading CV

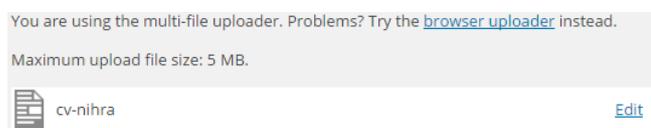
1. Click Media>>Add New from Dashboard.



2. Upload CV (in Pdf format) by dragging the CV file in the drop files area or by clicking the select button.



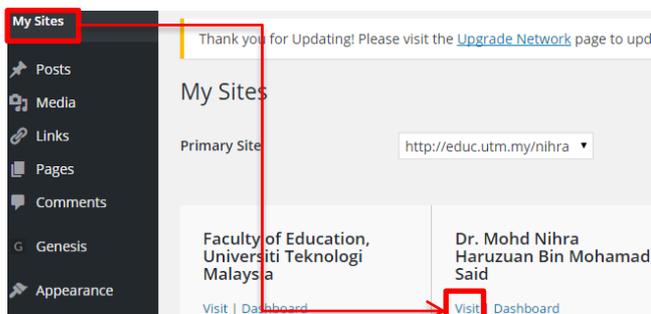
3. After the CV has successfully uploaded, it will be shown as follows.



4. Click **Edit** and copy URL.



5. Next, click **My Sites** >> Visit.



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6. From the website, click **Curriculum vitae >> Edit**.

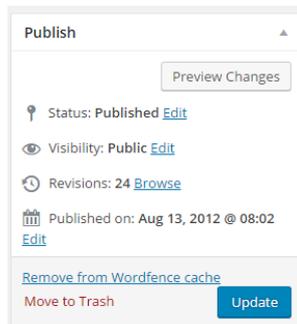


7. Paste the CV URL into **Custom Redirect URI**.

Custom Redirect URI [?](#)

http://educ.utm.my/nihra/files/2013/12/cv-nihra_updated.pdf

8. Click **Update** button.



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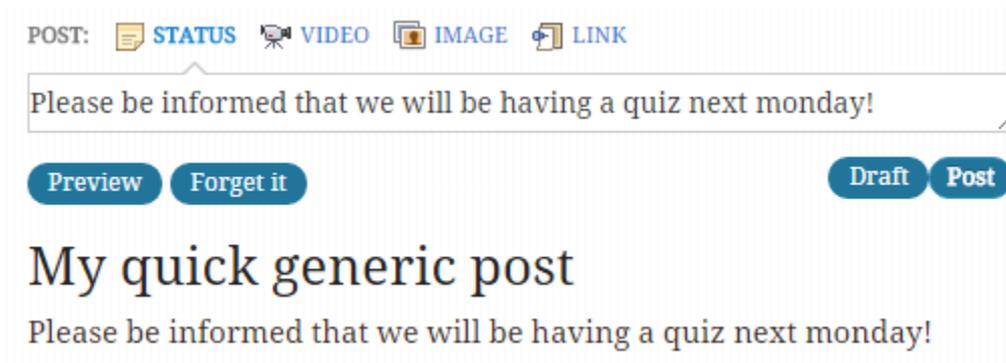
Updating Personal Website

1. Login your Educ website, from the main page of website, you will see POST features (if you do not see this, please login your website (educ.utm.my/wp-login.php)):



Update Status

2. You can update by typing any text into the STATUS box and click **Preview**:



3. You can change the title post by clicking the title (My quick generic post) and click **Post**.
4. You will see your post is displayed in the **Latest News** section.



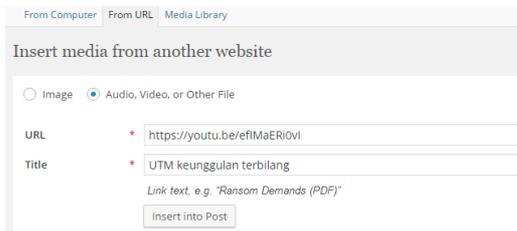
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Update Status: YouTube

1. Copy any video URL from YouTube, for example as follows:



2. Click Video from the Post and paste YouTube URL into URL box and put title for the video.



3. Click **Insert into Post**.

Update Status: Link from Facebook

1. Click **Embed Post** from Facebook post.



2. Copy and paste the code into the Link at your website.



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POST: STATUS VIDEO IMAGE LINK

```
<div id="fb-root"></div><script>(function(d, s, id) { var js, fjs =
d.getElementsByTagName(s)[0]; if (d.getElementById(id)) return; js =
d.createElement(s); js.id = id; js.src =
"//connect.facebook.net/en_US/sdk.js#xfbml=1&version=v2.3";
fjs.parentNode.insertBefore(js, fjs);(document, 'script', 'facebook-jssdk');
</script><div class="fb-post" data-
href="https://www.facebook.com/educ.utm/posts/1062533343786742:0"
data-width="500"><div class="fb-xfbml-parse-ignore"><blockquote
cite="https://www.facebook.com/educ.utm/posts/1062533343786742:0">P
osted by <a href="https://www.facebook.com/educ.utm/">Faculty of
Education, UTM</a> on&nbsp;<a
```

[Preview](#) [Forget it](#) [Draft](#) [Post](#)

My quick generic post



<http://educ.utm.my/ipeinx2016/>

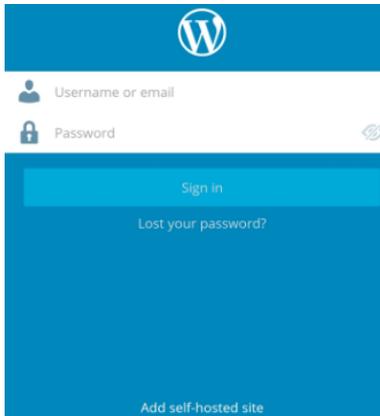
Faculty of Education, UTM added a new photo.
Government Organization · 827 Likes · December 10, 2015 · [Liked](#)

3. Click **Post**.

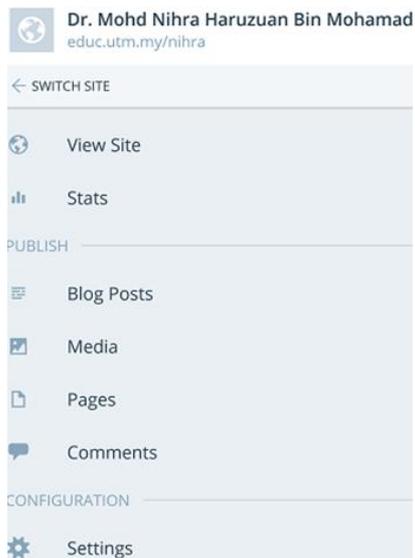
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Update Status from Mobile Phone

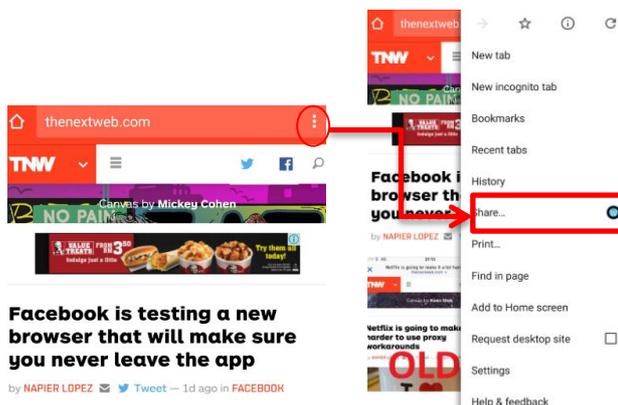
1. Install WordPress app from Google Play (Android) or App Store (iPhone)
2. Key-in your ID and password and add self-hosted site as follows.



3. Click sign-in.
4. You will see WordPress Dashboard.



5. Now you can easily share any post or contents from Apps in Mobile Phone. For example in Android browser, browse any news. Click Share button.



6. Click **Publish**.



Facebook is testing a new browser tha

<http://thenextweb.com/facebook/2016/01/16/facebook-is-testing-a-new-browser-that-will-make-sure-you-never-leave-the-app/>