

March 15, 2007

Dear Staff Scientist or Staff Clinician,

Because CCR recognizes the importance of your role to the Institute, websites have been developed for all CCR staff scientists and staff clinicians. These are similar to the websites currently used by principal investigators, which can be seen here:

http://ccr.cancer.gov/research/investigators_index.asp.

While creating a public website that highlights your work, these web pages also serve as a place where the CCR and NCI leadership look for descriptions of your work for reports, descriptions, etc. These web pages are searchable by keyword and research description. Therefore, it is important that you spend some time to add accurate and complete information, and to update your website periodically.

We hope that these sites will help you highlight your research interests and areas of expertise. Each website includes sections for publications, staff, photos/graphics (i.e., Gallery page), useful links, clinical trials (if applicable) and keywords. Your keywords section is important—a search box will be available on the Staff Scientist/Staff Clinician Index page (http://ccr.cancer.gov/research/staff_index.asp) to help you locate colleagues who have similar interests and/or expertise in a specific technique or technology.

Your Username/Password

To access your website content use your CCR username and password.

To change your username/password follow the instructions for Adding Content to Your Website and select "Login Profile" on the left sidebar.

Accessing the CCR Portal

- Go to the CCR Intranet page at <http://ccrintra.cancer.gov/>
- Click on "CCR Portal" under Online User Applications.
- Enter your CCR username/password and click **Login**.
- If you forget your username/password, click on "I forgot my username and/or password" located on the right-hand side of the "password" box on the login page.

Adding Content to Your Website

- Click on "Manage Your Website(s) and Personal Information".
- Click on your Lab/Branch/Program profile and press **Continue**.
- Click on any of the links located on the left sidebar under **Edit your website** to complete these pages (NOTE: Check with your lab/branch website administrator (see below) re: creating a staff list, if required).
- Use the "Options" pull-down menu (top of each page) to select what you want to do (i.e., add, edit, delete, etc.) and press **Go!**
- Press the **Go!** button again after you add/update content to save your changes.
- Use "View Your Page" to check your completed website (this shows how the website looks LIVE).

Photos and Graphics

If you had a photo taken this past July/August for website posting, we will be adding it to your website over the next few weeks. If you didn't have a photo taken, you will need to supply your photo. Specifications for portrait and group photos/graphics are posted on your Gallery content page.

Your Lab/Branch Website Administrator

Each lab/branch/program has an "in-house" website administrator(s) who is responsible for updating staff records and who can also help answer any questions you may have.