**Linking to your department’s APR profiles**

**Step 1:** Go to the Page within the site you want to link a profile to.

**Step 2:** Click Edit.



**Step 3:** Highlight the name of the person you want to link and click on the link icon.



**Step 4:** The link info should be Internal Path.



**Step 5:** Start typing the person’s name until the correct person shows up underneath. Click on the person’s name so it shows up in the Link Box.



**Step 6:** Click OK.



**Step 7:** Scroll down and click Save.



**Linking to another department’s APR profiles**

**Step 1:** Go to the department site where the person’s APR profile resides (generally under People > Primary/Secondary Faculty). Click on the profile, and copy the URL.



**Step 2:** Go back to your site, highlight the text you want to link, and enter the URL. Open in a new window through the Target tab.

