**How to manage the ‘Our People’ Subject Area Webpages**

1. **Subject Area web officers** can request addition, removal or otherwise updating staff information on their subject area webpage via T4.   
     
   These are listed within the People section of each subject microsite e.g. http://www.alc.manchester.ac.uk/american-studies/about/people/
2. In the case of new/leaving staff, **Heads of Divisions** should let subject area web officers

know when staff need to be added or removed from a subject area staff list.   
  
**Heads of Divisions** should also provide **Subject Area web officers** with the new staff’s post title (e.g. Lecturer in Museology).  
  
**Subject area web officers** can find the link to the research profile for each member of staff by using the directory: <http://directory.manchester.ac.uk>

1. **Subject Area web officers** should collate these changes on a regular basis and send to the Faculty Web Team using this form: [Humanities Web Content Change request](http://man.ac.uk/tYd70M)