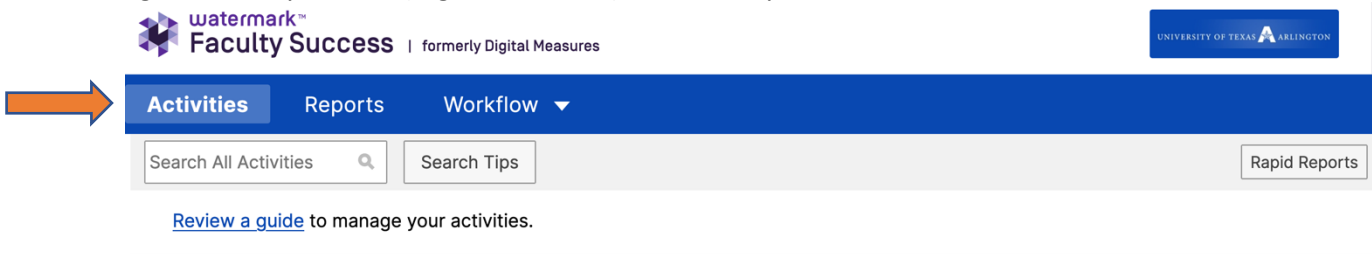


# How to Update Your Faculty Web Profile

1. Login to Faculty Success (Digital Measures), make sure you are on the **Activities** tab



2. Under Administrative Data:

## Administrative Data

a Personal and Contact Information

c Work History

b Biography and Expertise

Social Media

Yearly Unit Data

Annual Review

Tenure Tracking

Statements of Research/Service/Teaching/Administration

Workload Allocation

- a. **Personal and Contact Information:** In this section, you will be able to add your contact information (such as office and number), upload a picture, and upload your CV

Photograph for Faculty Profile webpage (JPG format - 500 pixels wide x 600 pixels tall)

Drop file here or select to upload

Curriculum Vitae

Drop file here or select to upload

- b. **Biography and Expertise:** This section fills out your **About Me** on the webpage. You can add a brief bio, and your teaching, research, or service interests.

### Edit Biography and Expertise

All information entered on this screen will be displayed on your web profile.

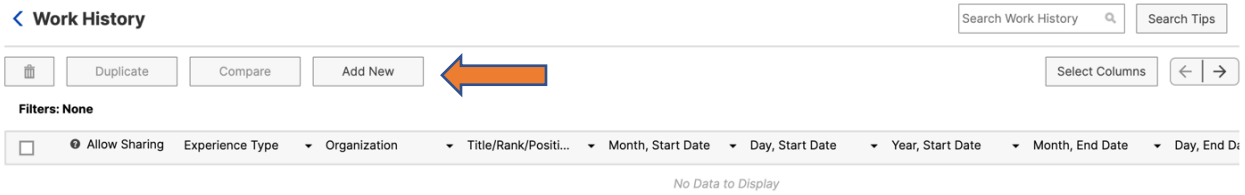
#### Brief Biography

B I U x<sup>2</sup> x<sub>2</sub> ↺ ↻ ↗

#### Teaching Interests

B I U x<sup>2</sup> x<sub>2</sub> ↺ ↻ ↗

- c. **Work History:** Click **Add New** to add your employment history. Don't forget to either hit **Save** or **Save + Add New**



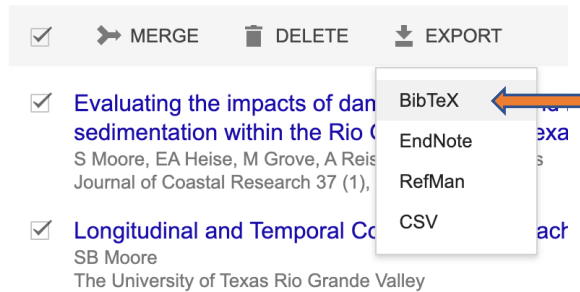
### 3. Under **Scholarship/Research:**

#### ▼ **Scholarship/Research**

- a  Publications & Intellectual Contributions
- Presentations
- Sponsored Projects (through UTA)
- Other Funding

- Intellectual Property (e.g., copyrights, patents)
- Research Currently in Progress
- Field Work
- Biographical Sketch - NIH | NSF

- a. **Publications & Intellectual Contributions:** You can use Google Scholar (or any other tool) to import your publications.
  - i. Set up your Google Scholar account (if you don't already have one).
  - ii. Check the box for the publication you would like to upload, and export it as a BibTeX file.
  - iii. File > Save Page As > label it something you will remember



- iv. Go back to DM > Click on Import

#### < **Publications & Intellectual Contributions**

Search Publications & In

Search Tips

Import 



Duplicate

Compare

Add New

Select Columns

< | >

Filters: None

- v. Click on **Choose File...** choose your BibTeX file, and click open


#### < **Import Publications**

Your publications may exist in other systems—and we want to make adding them easy. Import collaborators, and perform a final review to complete the process.

#### Import from a BibTeX file

Import publications from other software or databases such as:

- EndNote
- Mendeley
- HeinOnline
- Google Scholar
- RefWorks
- Zotero

Choose File... 

- vi. Review the publications that were brought over and then click **Finish Import**. For journal articles, you will need to go to the individual record and search for the journal name in the drop down menu. If it is not there, add the journal name in the **Explanation of "Other"** field.

#### Import Publications: Review and Finish

Step 3 of 3

Cancel Import

Finish Import > 

You are about to import 2 publications. Review to ensure you want to proceed.

< **Item 1 of 2** >

Contribution Type	Journal Article
Explanation of "Other"	

E-mail [DMHelp@uta.edu](mailto:DMHelp@uta.edu) with any questions or assistance