

A GUIDE TO PROFILES: RESEARCH NETWORKING SOFTWARE

Brought to you by the Institute for Translational Medicine (ITM)

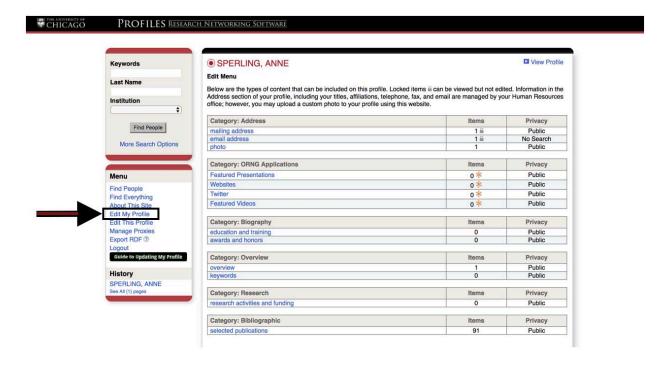
Why You Should Update Your Research Profile

Your UChicago research profile makes your work easily visible to fellow scientists around the world, thanks to NIH-funded open source software developed by Harvard Clinical and Translational Science Center. With it, you can quickly find researchers with specific areas of expertise to collaborate with, build professional networks, and search electronic CVs, publications, and more. While this guide serves to show you how to update your profile, you can find more information about the features the community offers at any time by clicking on the "About This Site" link in the left column.

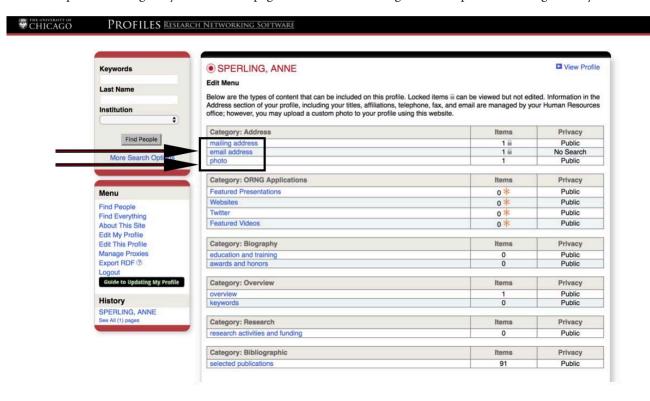
Take a few minutes and follow these three easy steps and the arrows to make sure your profile is current. If you'd like to assign a proxy to manage your profile, please refer to page 23 for instructions on how to do so.

Step 1: Basic Information and Photo

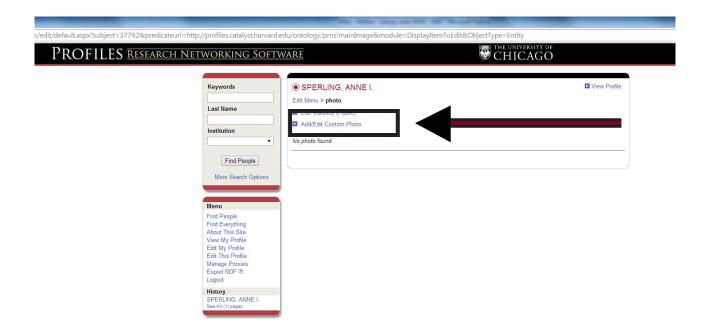
Visit profiles.bsd.uchicago.edu. Log in using your CNetID and password, and select the "Edit My Profile" option on the left sidebar, which will bring you to the below page.



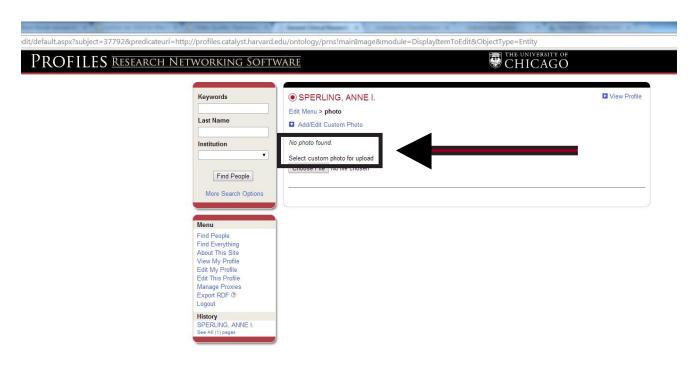
Click on the email address to confirm the information is correct. The information has been pulled from a BSD database. To inquire about changing it, email snoe@bsd.uchicago.edu. Otherwise select "photo" to upload an image of yourself to the page. Note that all mailing addresses point to Chicago, IL, by default.



Click "Add/Edit Custom Photo."



Click "Choose File" to upload your image from your computer. Please select images that are at least 400 x 400 pixels. For assistance with photo uploads, please contact Victoria Bolf at vbolf@uchicago.edu.



By default, your photo's privacy setting will make it publicly visible. If you'd like to change that setting, click on "Edit Visibility (Public)." Otherwise go back to the main editing menu by selecting "Edit My Profile."



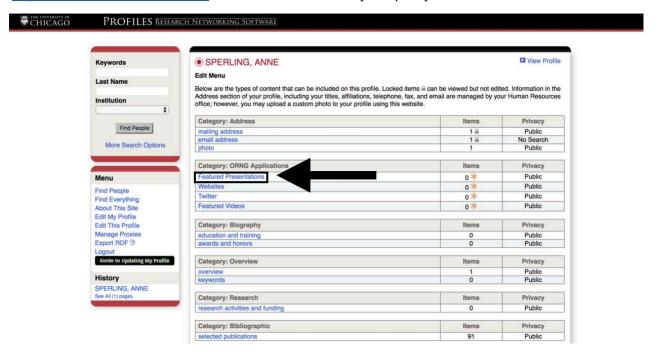
Step 2: Adding Your Information

New Features Now Available

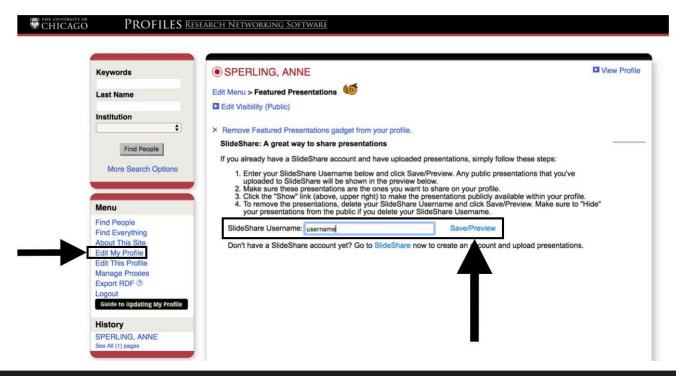
Profiles underwent a recent upgrade that integrates more platforms for highlighting your work. Take advantage of them with the below easy steps.

Featured Presentations

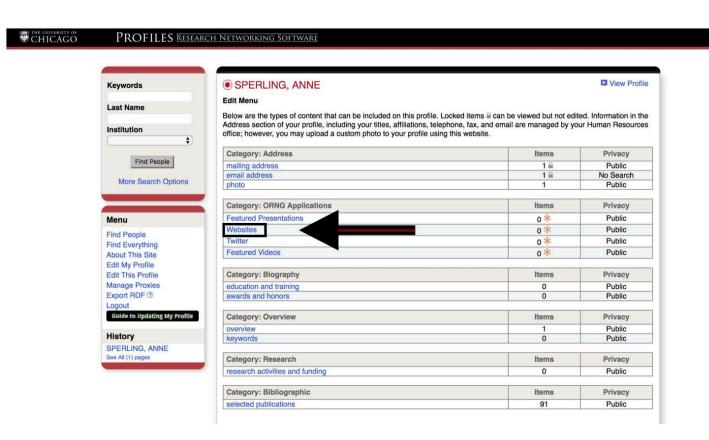
Please note that this field requires a free SlideShare account that you can sign up for with LinkedIn. Go to https://www.slideshare.net/linkedin to create an account and upload your presentations.



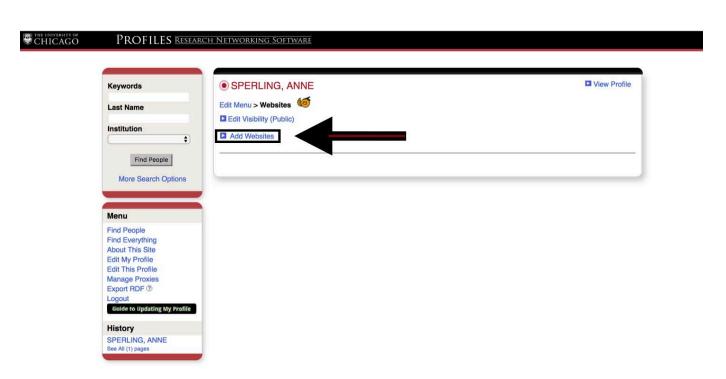
Enter your username and click "Save/Preview." Click "Edit My Profile" to return to the main profile editing page.



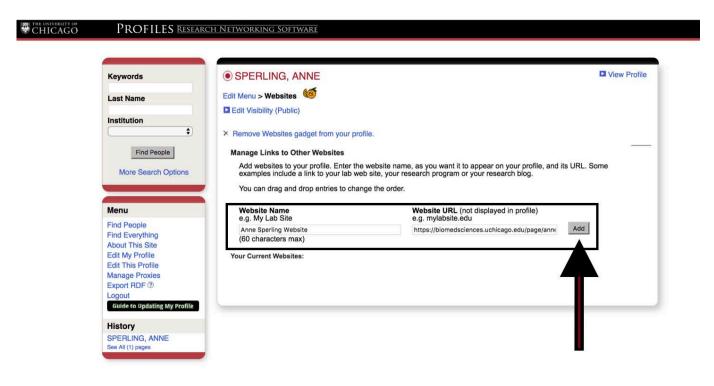
Next click "Websites."



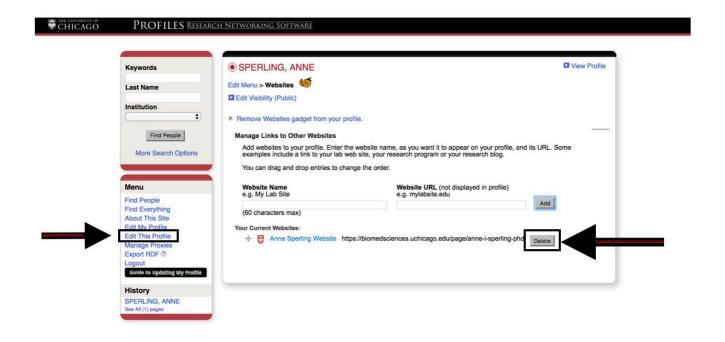
Click "Add Website."



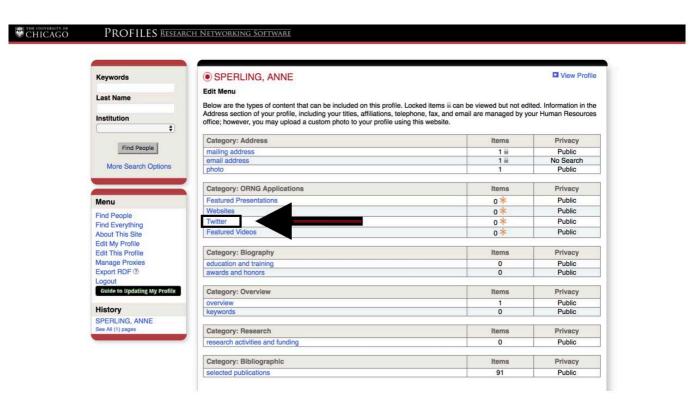
Enter your website URL and input a name for the website, which will appear on your profile. Click "Add" to connect your website to your profile.



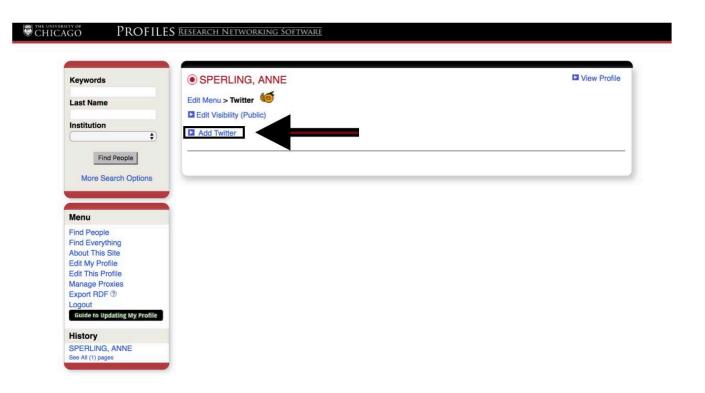
If you want to remove your website, click "Delete." Otherwise, click "Edit My Profile" to return to the main profile editing page.



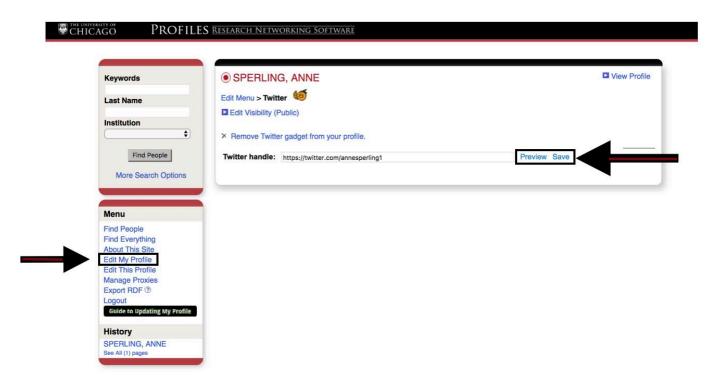
Next click "Twitter."



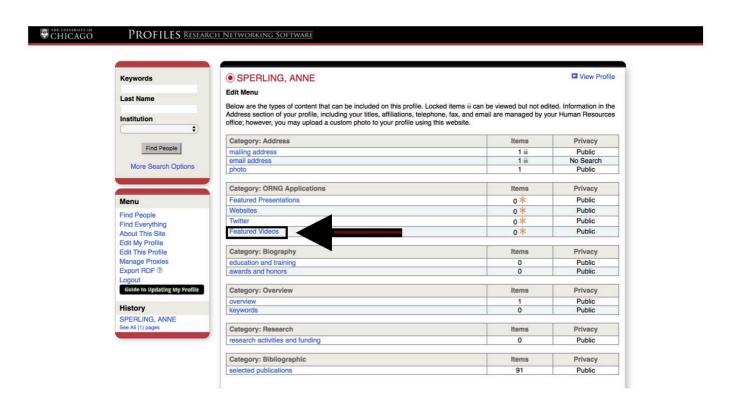
Click "Add Twitter."



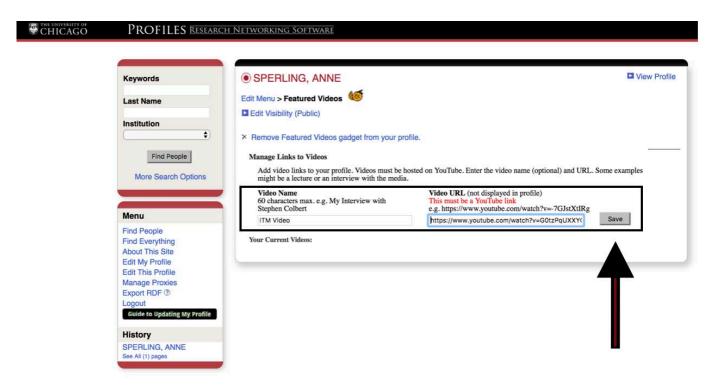
Enter your Twitter URL and click "Preview"to view your tweets or "Save" to add to your profile. Next click "Edit My Profile" to return to the main profile editing page.



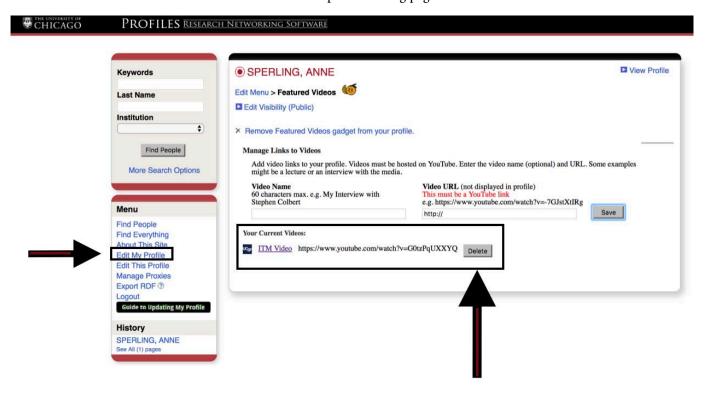
Next click "Featured Videos."



Enter your video URL and input a name for the video, which will appear on your profile. Please note this plugin requires the video to be in the form of a YouTube link. Click "Save" to add your video to your profile.

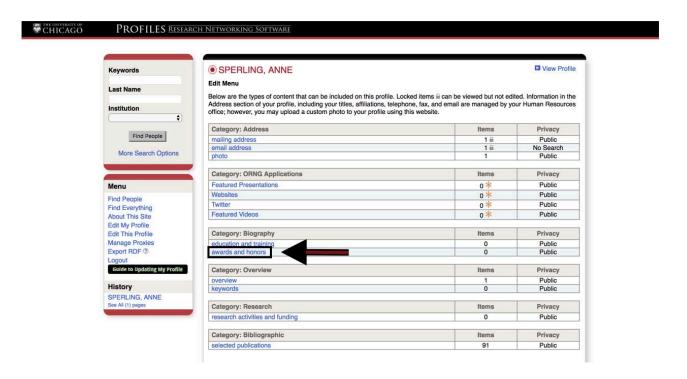


If you want to remove your video, click "Delete." Otherwise, click "Edit My Profile" to return to the main profile editing page.

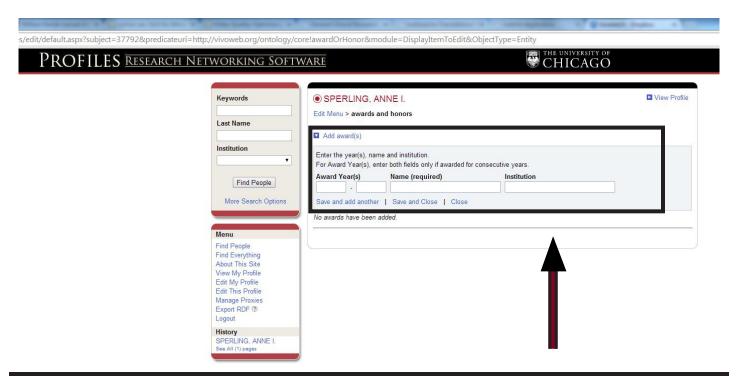


Step 3: Awards and Biography Overview

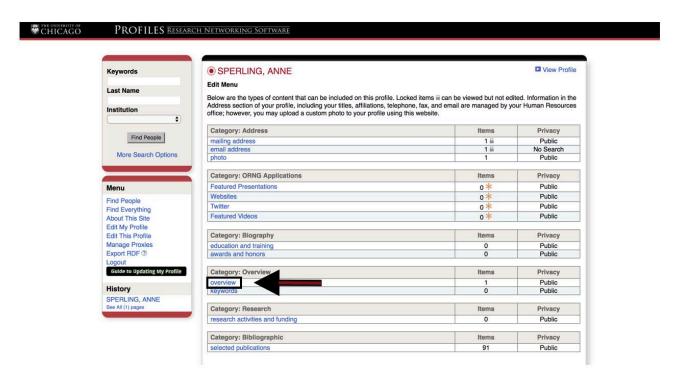
Next click "awards and honors."



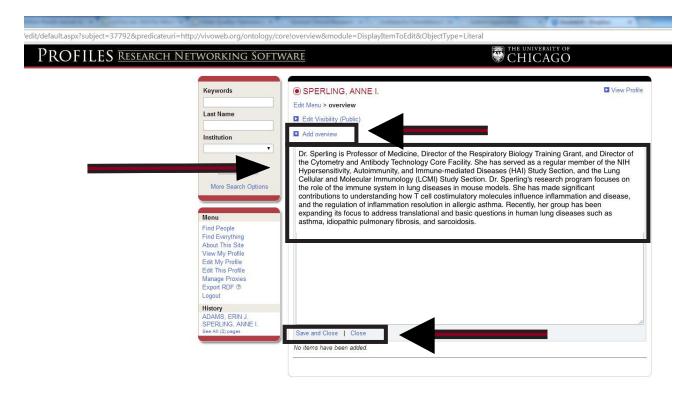
Enter your award, then click "Save and add another" or "Save and Close."



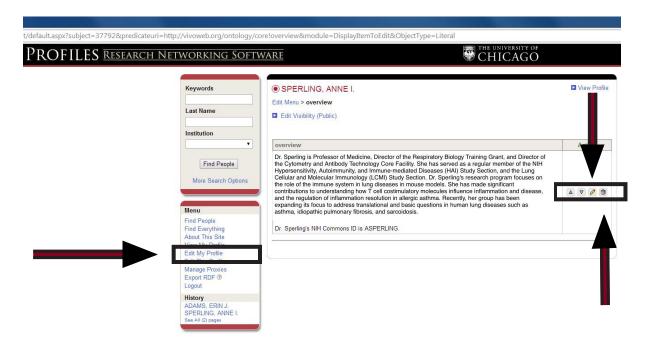
At the main profile editing menu, select "overview."



Click "Add overview." Enter your Biographical Sketch and any other information you'd like the community to know, such as named professorships, dean roles, committees you chair, your grant support, ORCID ID or Scopus ID, etc. Click "Save and Close." Note that you can update this section at any time.

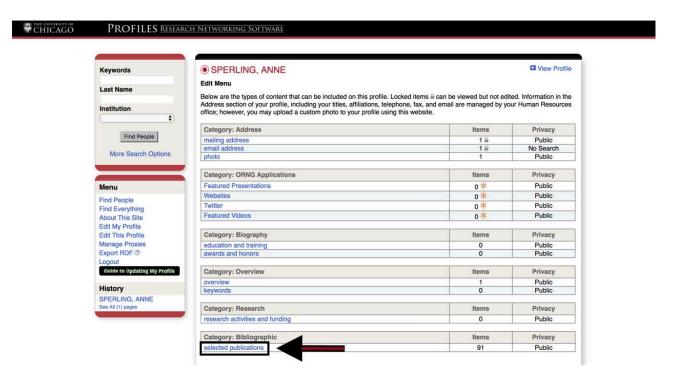


After saving, click the pencil icon if you'd like to edit the content, the trash can icon if you'd like to delete the content, or click "Edit My Profile" to return to the main profile editing page.

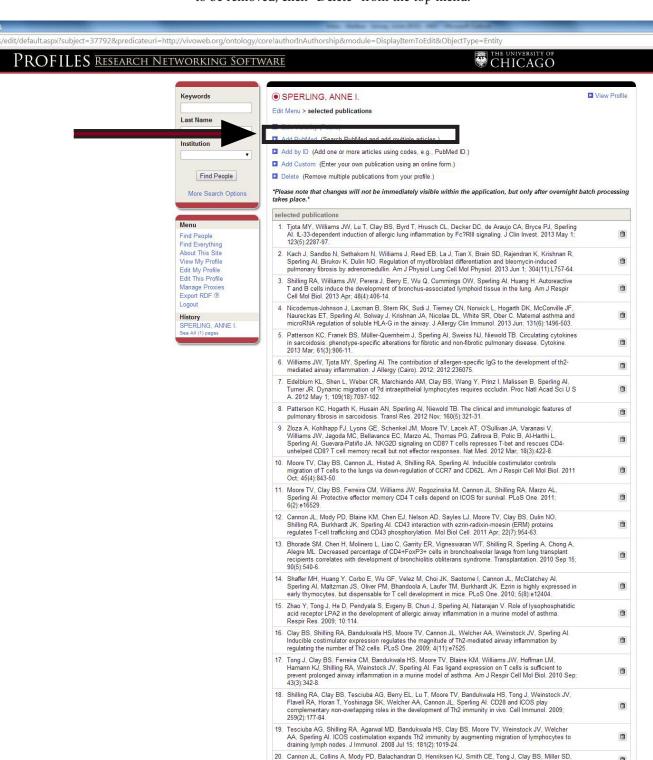


Step 4: Adding and Deleting Publications

Click "selected publications."

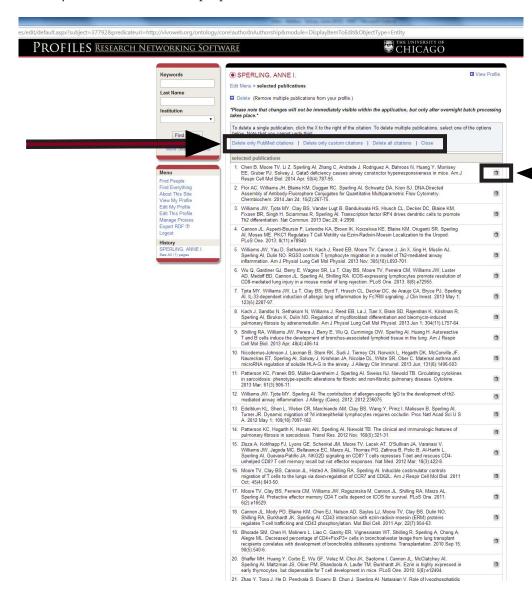


You will see a list of some publications that have been automatically pulled. However, there may be items missing or incorrectly attributed to you, especially if you have a common name or publish under a name other than your legal name. This could also impact the auto-pulls for your collaborators. If this applies to you, we can help optimize your profile for more accurate algorithm pulls. Please contact Stephen Noe at snoe@bsd.uchicago.edu for assistance. Review the list often to confirm its accuracy and ensure the latest publications are displayed. If you find something that needs to be removed, click "Delete" from the top menu.



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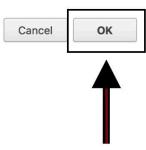
Click on the trash can icons on the right to delete individual publications. Click on the blue links if you'd like to delete multiple publications. Note: You cannot undo a deletion.



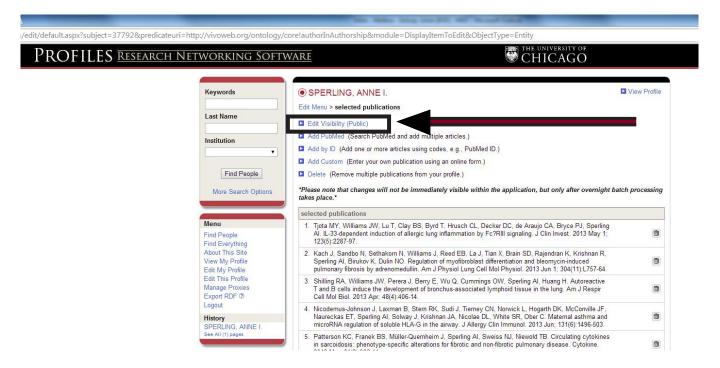
When you click on a trash can, you will be asked to confirm the deletion by clicking "OK."

profiles.uchicago.edu says:

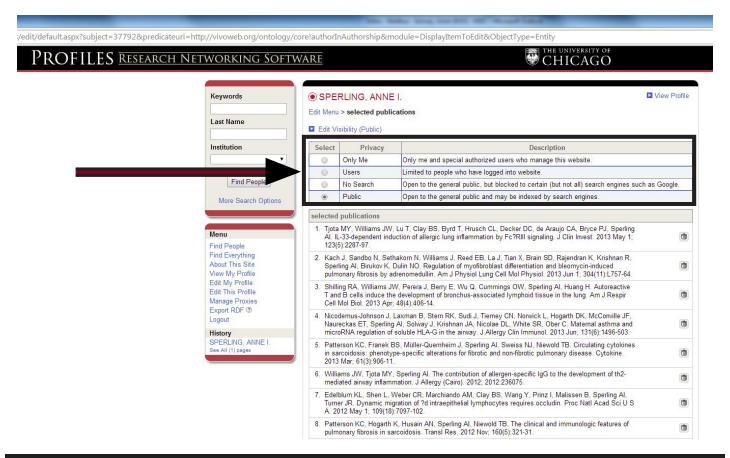
Are you sure you want to delete this citation?



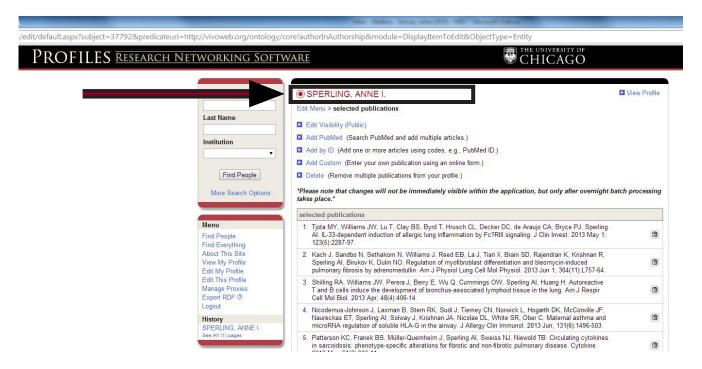
If you'd like to change the visibility of your publications, click "Edit Visibility (Public)."



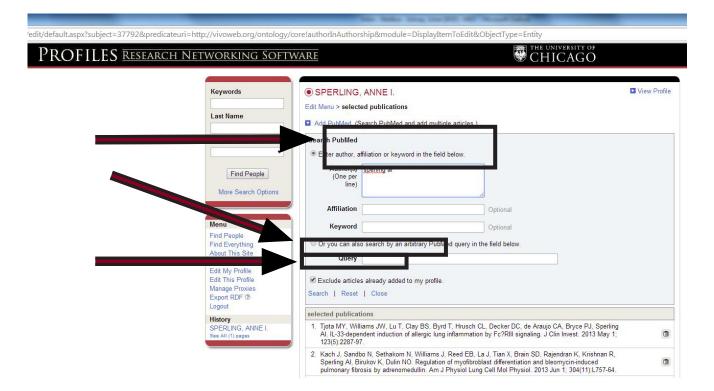
The visibility setting will already be set to "Public," but you can change that and limit who can view your publications by clicking the circles on the left.



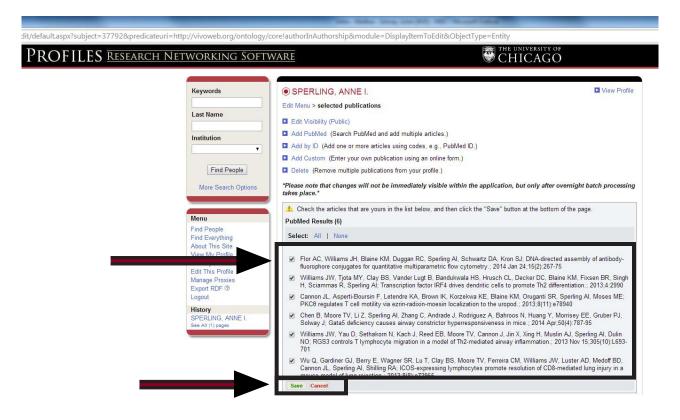
You will most likely need to add some or all of your publications to your profile, especially if you have a common surname that can cause challenges for the algorithm that pulls the data from PubMed. To do so, click on "Add PubMed."



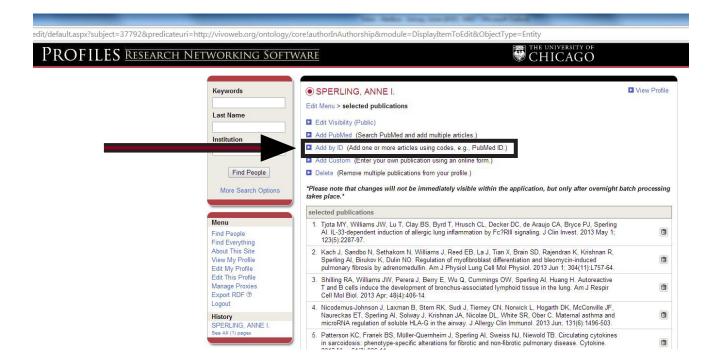
Enter your information in the box "Author." Make sure to check the box next to "Exclude articles already added to my profile." This will help avoid the repetition of items listed prior. Then click "Search."



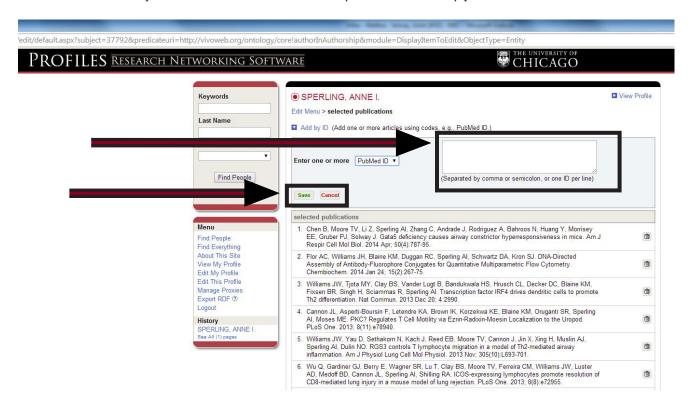
You'll see a list of additional publications. Check the boxes next to the items you would like to add, then click "Save."



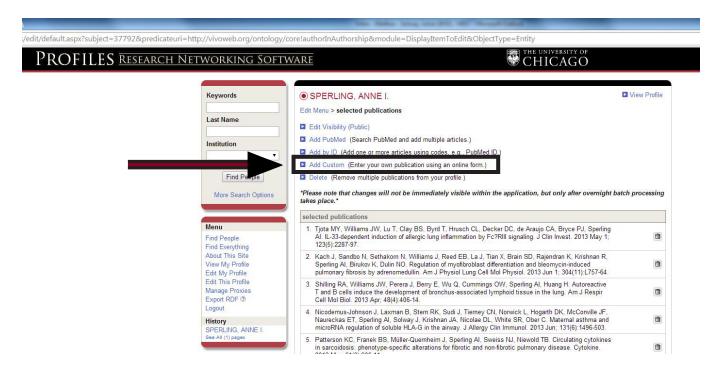
If you'd prefer to add a publication based on its PubMed ID, select "Add by ID."



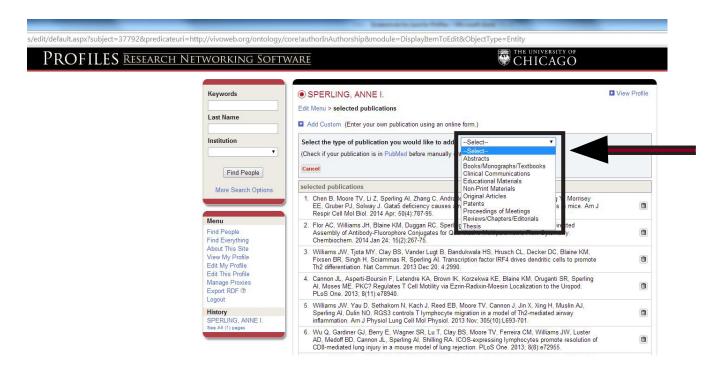
Enter the PubMed ID number(s) and click "Save." Please note, this is not the same as your PMCID number. The automated PubMed ID pull works best when there are many documents already present under "Selected Publications."



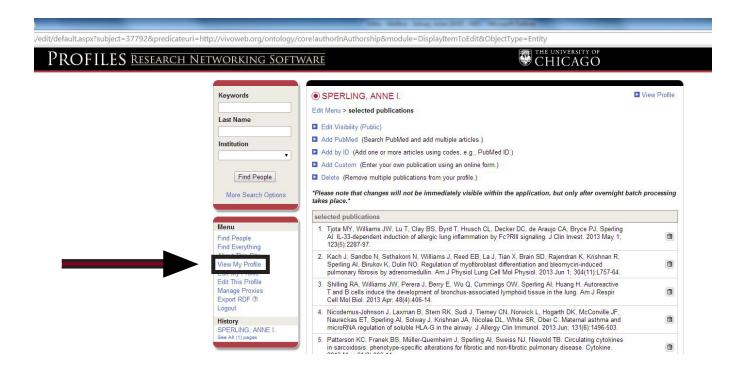
If you'd like to add special publications, such as abstracts, non-print materials, a thesis, meeting proceedings, etc., click on "Add Custom."



Select the type of publications you would like to add and follow the prompts to save.

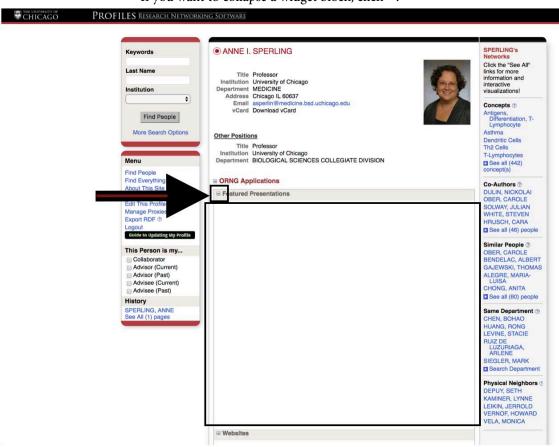


Click on "View My Profile" to see your completed page as others will see it.

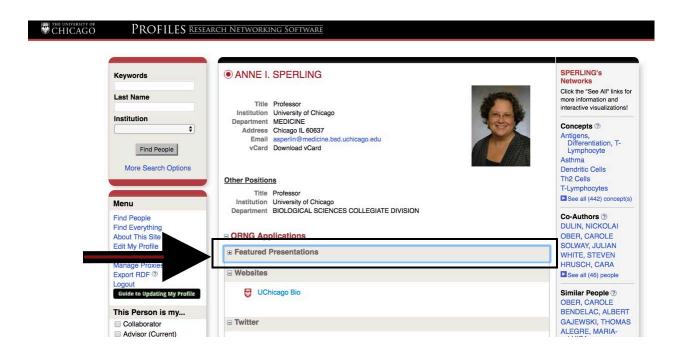


If your profile contains large blank spaces between widget blocks, there are several ways to collapse empty sections.

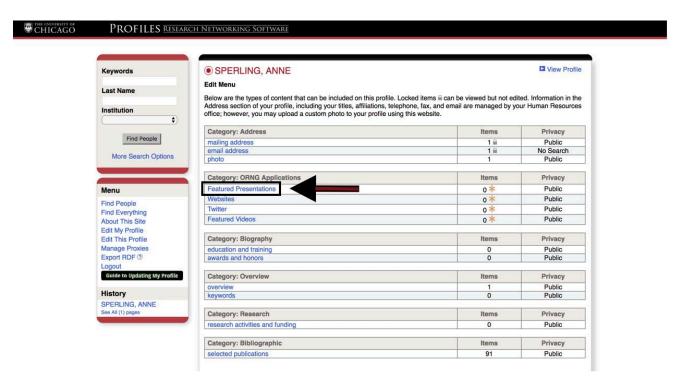
If you want to collapse a widget block, click "-."



The section will collapse. If you want to expand a widget block, click "+."

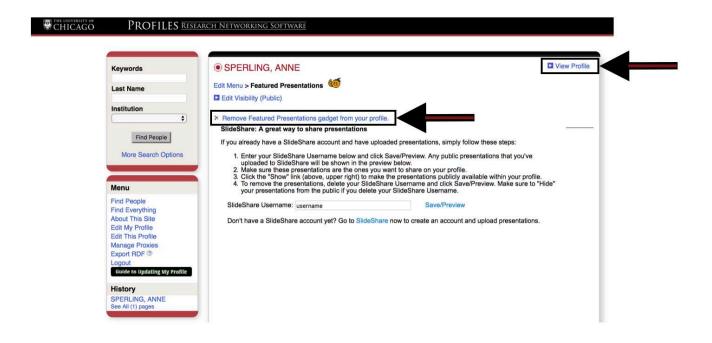


To remove specific widget blocks from your profile, click the name of the section you would like removed, like "Featured Presentations."

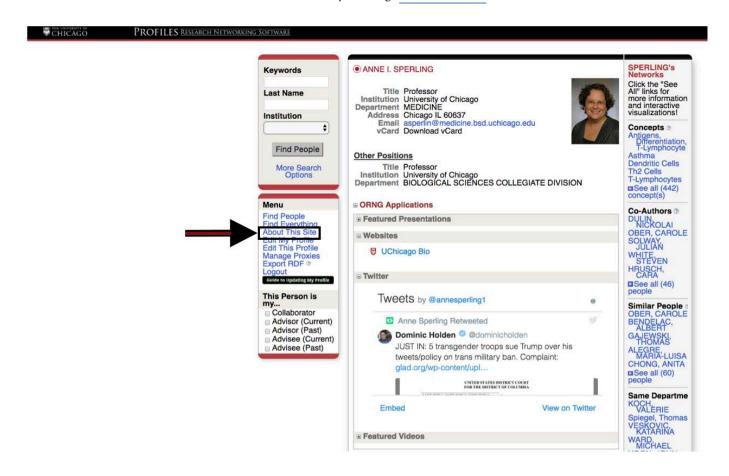


If you want to remove the widget block, click "Remove Featured Presentations gadget from your profile."

Next, click "View Profile" to return to your main profile page.



Your profile should look something like this. Continue editing until you're happy with the profile page that is being shared on the public network, and find out how to take advantage of all the features it offers by clicking "About This Site."



CREDIT: This service is made possible by the Profiles Research Networking Software developed under the supervision of Griffin M. Weber, MD, PhD, with support from Grant Number 1 UL1 RR025758-01 to Harvard Catalyst: The Harvard Clinical and Translational Science Center from the National Center for Research Resources and support from Harvard University and its affiliated academic healthcare centers.

ORNG and SEO additions to Profiles RNS are made possible by UCSF's Clinical and Translational Science Institute, funded through the National Center for Advancing Translational Sciences (grant Number UL1 TR000004) at the National Institutes of Health.

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Optional: Assign a Proxy

Need someone to update your profile for you? Assign a proxy in just a few easy steps.

1. Email snoe@bsd.uchicago.edu.

Because the tool is for faculty and researchers, staff are not automatically part of the system. If you would like a staff member to manage your account, you must send an email to the above address requesting that the person be added into the system. Please include the below information, which can be found by entering a search for the individual at http://whoami.uchicago.edu:

- First Name
- Last Name
- Preferred Display Name
 - CNetID
 - ChicagoID
 - Department
 - Email Address

2. Wait one to five business days.

Depending on the volume of requests, it could take anywhere from one to five business days for the staff member to be manually entered into the databases.

3. Log into your account and click "Manage Proxies."

Assign the requested staff member as your proxy.

