

eTalus Process Guide

School / Department / Faculty Administrator

***Information Management Client Support Services
DCATS 210-567-7777, Option 5
eTalus Process Guide / Version 4 / Sept. 2011***

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About eTalus

eTalus is a database software designed to hold a wide variety of professional information about faculty members. The information can include curricula vitae, grants, patents, research interests, and personal information. Most of the biographical data and some course-based teaching activities have been imported from the human resources system.

Benefits of eTalus to the Faculty

1. Completing a CV fulfills UTHSCSA requirement for faculty members to file an annual CV
2. Allows faculty members to generate curriculum vitas in multiple formats (e.g., UTHSCSA standard CV format, NIH bio sketch)
3. Allows departments, with faculty consent, to export selected sections of faculty vitae to the departmental web page or to the research profiles on the UTHSCSA site. This may foster interaction among researchers within the university and enhance opportunities for collaboration with faculty at other universities

Benefits of eTalus to the University

- Holds complete and accurate information about faculty activity
- Offers quick access to the faculty information for accreditation review, funding requests, public relations, etc
- Assists in the promotion and tenure process
- Serves as a valuable tool in performance evaluations

Completing the CV fulfills your obligation to file an annual CV for UTHSCSA. Since the dates for updating all sections of your eCV may vary by school, please contact your Department or School Administrator to obtain the appropriate timeframe.

eTalus Enhancements

The enhancements listed below have been added to Faculty Profiles.

eTalus Simplified – All users no longer need to remember an additional username and password. eTalus uses your HSC domain user ID and password

New Publications and Grants no longer automatically added to Faculty CV's – Faculty will receive email alerts when new publications and grants have been associated with their CV; with an option to accept or reject the new publication or grant.

NIH Biosketch Update – The NIH biosketch template has been revised to reflect the current format required by NIH and other grantors, without the need to reformat.

New Training & Support – eTalus support and training is now being offered by DCATS to provide increased support and a more comprehensive and professional training experience.

Accessing eTalus

Accessing eTalus On Campus

Use the following URL link: <http://ecv.uthscsa.edu/> **or** sign on via the portal at: <http://inside.uthscsa.edu>

- From the Welcome tab enter your Domain user ID & password
- Click on “Sign In” button
- From the My Page tab/ Portal Menu, click on “HSC Business Applications”
- Click “eTalus System”

Accessing eTalus Off Campus:

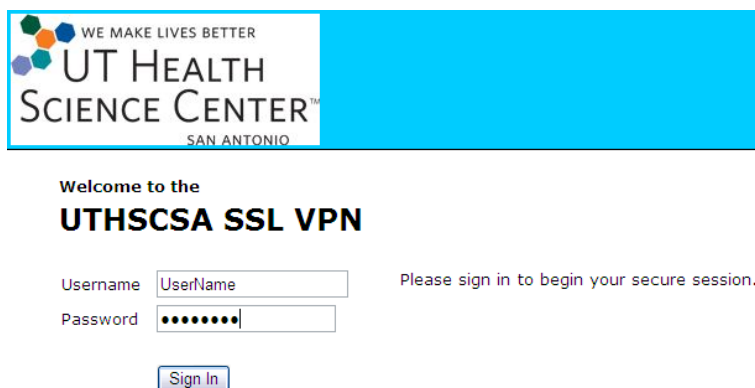
Due to security, eTalus is not available on the World Wide Web (Internet). However, a user can access eTalus from a computer not directly connected to the UTHSCSA network via VPN (Virtual Private Network). UTHSCSA IMCSS provides a web page with information about VPN and step by step instructions on how to install the client workstation. Click the following link which is (available on the Internet) for guidance on what VPN is and how to download the VPN client to your off-site computer.

<http://ims.uthscsa.edu/communications/vpn.aspx>

The preferred method of installing VPN is using the web address listed below. If you encounter issues during the installation process, please refer to the ims.uthscsa.edu website for download instructions and support.

<https://hscvpn.uthscsa.edu>

1. Enter the <https://hscvpn.uthscsa.edu> web address into the address bar of your browser.
2. A UTHSCSA welcome page will open requiring a Username & Password, login using your Domain Username & Password.



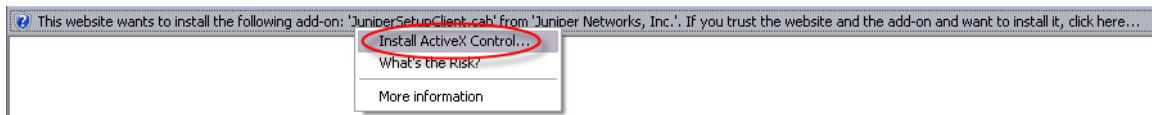
WE MAKE LIVES BETTER
UT HEALTH
SCIENCE CENTER™
SAN ANTONIO

Welcome to the
UTHSCSA SSL VPN

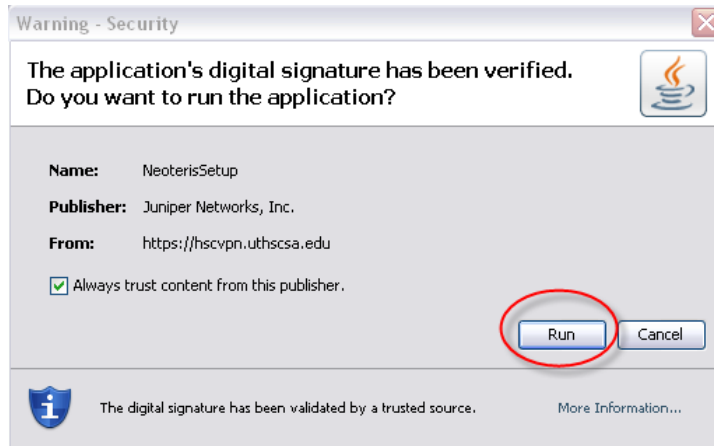
Username Please sign in to begin your secure session.

Password

3. Depending on your browser's security settings, a pop-up will display on top of the browser requiring you to install Active X Control.
 - Select Active X Control...



4. A Warning –Security will display, click on Run to install the VPN – Juniper application.



5. A Successfully Installed message will appear on your browser and a Gold Lock should appear on your task bar on the bottom right hand corner of your window.



For assistance with installation of the VPN client please contact the IMCSS Service Desk at 210-567-7777 option 1 Monday – Friday 7am – 7pm or email at ims-servicedesk@uthscsa.edu.

eTalus Login ID & Password

Contact your **departmental eTalus Administrator** to verify that your profile has been created within eTalus. If created, the login credentials are the user's HSC Domain user ID and Password. If still unable to login to eTalus, contact the IMCSS Service Desk to verify the user's account is not locked out.

Contact etalus@uthscsa.edu for technical support.

eTalus School Administrator

Roles and Responsibilities

There are two primary reasons for authorizing an individual with eTalus School Administrator access:

1. The person is an Associate Dean, Assistant to the Dean, Vice Dean, Dean, or in some other type of management role that requires them to report on Faculty data within eTalus.
2. The person is employed in a position in the Dean's office and they have been designated to maintain certain school specific data within eTalus

Important Notes Related to eTalus School Administrator Authorizations:

- Individuals who are given eTalus School Administrator access will be able to create reports containing detailed faculty data for faculty within that particular school.
- Individuals who do not typically have access to this type of information should **NOT** be given eTalus School Administrator access.
- Identify and determine ways to leverage the eTalus reporting engine to answer questions posed by areas internal and external to the institution.

Responsibilities:

- Establish and Maintain access for the resources within the school who have been authorized to be eTalus Department Administrators.
- Establishes and maintains Departments within eTalus that directly correspond to departments residing in the PeopleSoft Human Resource System. **(Important Note: The names of New Departments established within eTalus should match the Department Name in PeopleSoft exactly)**
- Ensures the course list for courses offered by their school are up to date. This is done manually by adding/updating course data via the eTalus application while signed on to the eTalus School level (Note: School Courses can be accessed in the eTalus School level under the Setup Menu. See "How to add a course in eTalus" for assistance.)
- Coordinates the required Annual/Semi-Annual eTalus Update process by using eTalus functionality according to the schedule defined by the University and/or School. (See [ecvG03 - Managing eCV Update Process.doc](#) for details)
- Establishes and updates the List of **Formal** School Level Committees that should be available for selection by faculty members or their designees when entering committee activities within the eTalus Faculty level.
- Coordinates with eTalus Department Administrators on a regular basis to ensure that all faculty member data within the school are up to date. **(NOTE: Faculty data within eTalus should never be more than 1 month out of date in order to ensure reports produced from the system are accurate as of end of the month previous to any given month.)**

- Execute and analyze “Focused Graphs and Focused Reports” on at least a monthly basis to identify missing or inconsistent data within the sections of eTalus. Particular focus should be given to the following sections within eTalus: Biographical Data, Presentations, Publications, Research, Service, and Teaching (Note: Focus Graph reports can be found within the Reports menu of the School Level in eTalus).
- Make suggestions to eTalus University Administrators about data elements or common reports that could be added to eTalus to improve ability for all administrators to respond to questions about faculty posed by internal or external organizations.
- Obtains and responds to eTalus questions received via email in a timely manner.
- Ensures that answers provided are consistent with the vision and intended uses identified by the school and where applicable to the institution.

Adding a New Faculty Member to eTalus

IMPORTANT NOTE: Due to cross appointments, a faculty member cross appointed to your department may not appear within the faculty user list of your department. If a faculty member is cross appointed, you should confirm that he/she doesn’t exist within another department and/or school in eTalus **prior** to adding a new record for them in your department.

Note: Faculty who have cross appointments are associated with the Department in eTalus which corresponds to their ‘O’ Job Record or Home Department.

To Add a New Faculty Member: This example will be for the School of Medicine – Medicine Department. The faculty will be added by completing the following below steps.

1. Obtain faculty HR information required on the eCV Faculty User Setup Screen before adding.
2. At the Department level select Manage→School of Medicine→ Medicine, then select **Setup** from the menu toolbar and choose **Faculty User Setup**. (This could also be completed at the school level).



3. The Faculty User List will appear; Click on the **New Faculty User** hyperlink located either at the Top Right or the Lower left of the screen.

School of Medicine
Medicine

Manage Maintenance Setup eCV Manager Reports Help Log Out Home

Faculty User List [Add New Faculty User](#)

[Hide Help](#)

This screen provides a list of all Departmental Faculty who are expected to use eCV in a given year or who have used eCV in the past, regardless of whether they are still active within the department.

Typically, all department faculty have already been imported into the program and it is up to the Departmental eCV Manager to decide if the list is accurate. If a faculty member is listed that should be entered in another department, simply delete that individual's detailed record by clicking on their name and editing the record as appropriate. If a faculty member is missing from this Departmental Roster, please add them by clicking the 'New Faculty User' button at the bottom of the screen.

4. Enter the faculty data into eTalus. The **username** must match the faculty member's UTHSCSA **Domain user ID** name. If unsure, the name must match the entry in the PeopleSoft HCM system.
 - Setup of password field is no longer required
 - Authentication is established by the Domain Authentication system
- Once completed, be sure to click on the **[ADD]** button at the bottom left side of the screen.

Faculty User [Show Help](#)

First Last Middle Name: First Last MI

Username: username

Internal Password:

Email Address: username@uthscsa.edu

ID Number: 012345

Appointment Type:

Academic Rank:

Administrative Title:

Year of Initial Appointment:

Tenure Status: (none)

Year Tenure Awarded: 0

FTE: 0.01

URL to Photograph:

Make User Inactive: ☐ Note: Select this option to mark this user as "inactive". This person will not be deleted from the database, but may be excluded from certain reports.

☐ Send login information to user

[Back to List](#) [Add](#) [Reset](#)

[Add](#) [Reset](#)

5. Located in the menu under Manage, click on the Go to Faculty level link. (This area is where users update Faculty CV's).

G School of Medicine
C Medicine

Manage Maintenance Setup

Graduate School of Biomedical Sciences

Go to Faculty Level (Cell&Str)

Support

WELCOME

6. Select the faculty member from the dropdown list, the faculty member you added will now display. Select their name from the list.

Select: Agyin, Joseph [Admin. Level]

- Agyin, Joseph
- Austad, Steven
- Bai, Yidong
- Baines, Anita
- Bandyopadhyay, Abhik
- Barea-Rodriguez, Edwin
- Bartanuszova, Maria
- Bhaskaran, Shylesh
- Bhattacharya, Arunabh
- Bishop, Alexander
- Bowie, Elizabeth
- CSBFaculty, Test**
- Cameron, Ivan
- Carlberg, Kristen
- Chen, Di

7. The next page you will view is the Biographical Information Data page (Or select from the Edit CV Data menu and choose **Biographical Data**).

Select: CSBFaculty, Test [Admin. Level]

Edit CV Data Annual Plans CV R


- Biographical Data**
- Committees
- Degrees/Education
- Employment History
- Expertise
- Grant Reviews
- Honors & Awards
- Lic./Certifications
- Patents
- Presentations
- Prof. Development
- Prof. Organizations
- Projects
- Publications
- Research Grants
- Service Activities
- Teaching Activities

Biographical Information: Test CSBFaculty

Section Status: Needs Review [Complete] [N/A]

What to do in this section

1. Review all pre-loaded data. Change any incorrect data.
2. Make sure to enter data into all fields marked with a red asterisk to be accurate.
3. When the data in this section is both current and complete, click the Preview icon.

Tip
Click the Preview icon  located in the top right corner of the section.

Notes

8. Enter remaining HR Data (Personal Information) into Biographical Data Entry screen
9. Click the **[SAVE]** at the bottom of the screen to save.

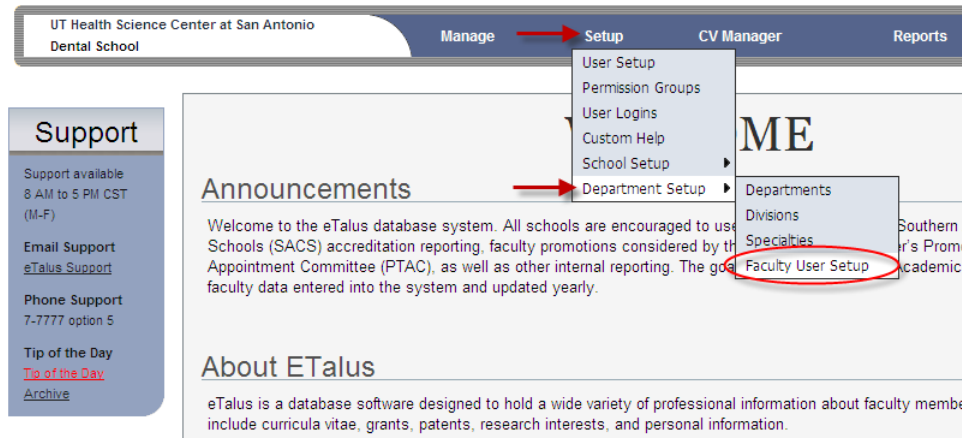
Save **Reset**

Transferring a Faculty eCV profile to another department within the same School

To transfer a Faculty eCV profile to another department within the same school, you will complete the following steps:

Begin by signing onto the University Level of eTalus using your HSC Domain user ID and Password.

1. At the School Level select **Setup** → **Department Setup** → click **Faculty Users Setup**



2. Select the school and department the faculty **currently** has access to from the drop down list.

School:

Department:

3. The User List will appear, click on the **username of the faculty** you want to transfer.
4. From the school drop down list, select the school (if applicable) you want to transfer the faculty **into**.
5. From the department drop down list, select the department you want to transfer the faculty **into**.
6. Click the **[SAVE]** button at the bottom of the screen.
7. Notify the receiving school and department administrator by university email, of the transfer of faculty to their school and/or department.

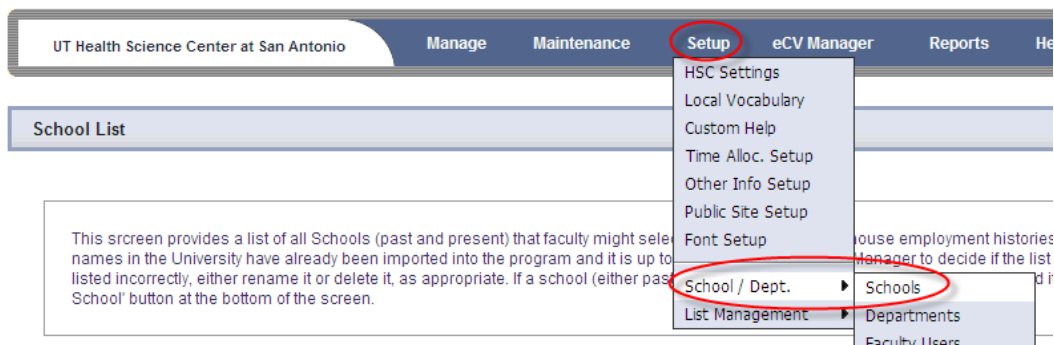
Maintaining Mail Contacts for School and Department

The mail contact for each department is responsible for providing support/assistance for the eTalus users in that department. The support person is contacted via their institutional email address. The Help Section in each module provides the eTalus user with email support links for the current department. This document outlines guidance for identifying a person as a mail contact and what information should be entered into eTalus to establish that person as a mail contact.

Establishing a Mail Contact for the School

Determine who the person, within your School, will be the primary contact person responsible for supporting and following up on questions posed by eTalus users within your entire school.

1. Sign-on to the University Module of eTalus using your HSC Domain user ID and password.
2. Select **Setup** from the menu and choose **School/Dept** then **Schools**.



3. You will be redirected to the School List, click the school for updating.

UT Health Science Center at San Antonio

Manage Maintenance Setup eCV Manager Reports Help [Log Out](#) [Home](#)

School List [\[Add New School\]](#) [\[Show Help\]](#)

| School | Short Name | Abbrev. | Contact Name | Contact Address |
|--|------------|---------|--------------|-------------------|
| Dental School | DEN | DS | Lydia Leos | leosl@uthscsa.edu |
| Graduate School of Biomedical Sciences | GRA | GS | | |
| School of Health Professions | AHS | AH | | |

4. Enter the email contact name and address into eTalus. Click the **Save** button to update changes.

School: Dental School [\[Show Help\]](#)

Full School Name: Dental School

Short School Name: DEN

Abbreviation for School Name: DS

Email Contact Name: First Last Name

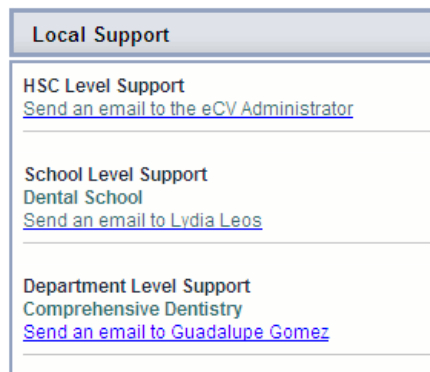
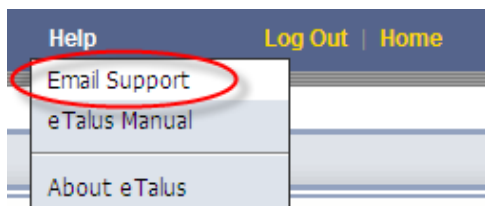
Email Contact Address: username@uthscsa.edu

Notes: This user will be the contact for the Dental School.

[\[Back to List\]](#) [Delete](#) [Save](#) [Reset](#)

5. Notify the selected individual that their email address will be visible in eTalus, and should expect calls and/or emails requesting support.

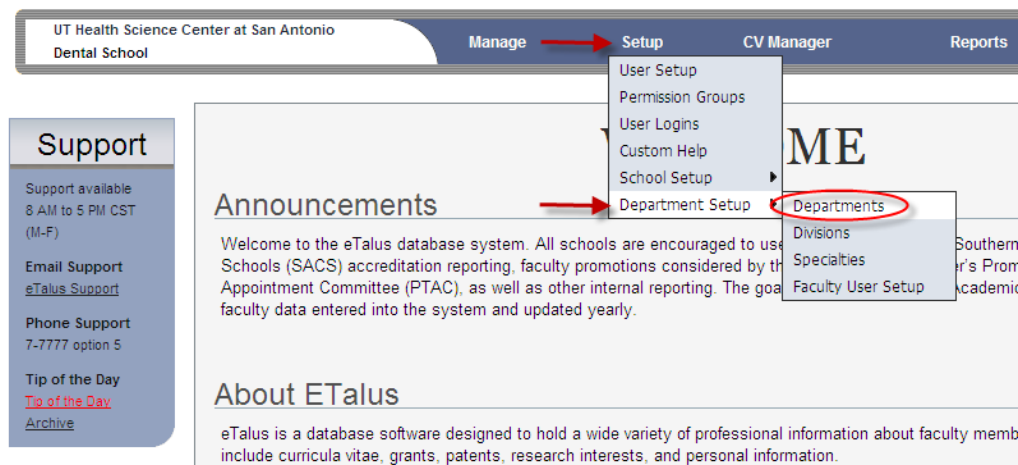
The Email Support page will now display a list of available eTalus local support.



Establishing a Mail Contact for the Department

Determine who the person, within your Department, will be the primary contact person responsible for supporting and following up on questions posed by eTalus users within your respective area (see [ecvG04 eCV Dept Admin Responsibilities.doc](#) for details about Department Administrator Responsibilities).

1. Sign-on to the Department Module of eTalus using your HSC Domain user ID and Password.
2. Select **Setup** from the menu and choose **School/Dept** then **Departments**.



3. Select the Department to update.

UT Health Science Center at San Antonio Manage Maintenance Setup eCV Manager Reports Help Log Out | Home

Department List [Add New Department]

School: Dental School

| Department Name | Short Name | Contact Name | Contact Address | Begin Date | End Date |
|---------------------------|------------|--------------|-----------------|------------|----------|
| Community Dentistry | CommDent | | | 01/01/1968 | // |
| Dental Diagnostic Science | D8 Diag | | | 01/01/1968 | // |
| Endodontics | Endodontc | | | 01/01/1968 | // |

4. Enter the email contact name and address into eTalus. Click on the **Save** button to update changes.

Department: Community Dentistry

School: Dental School

Department: Community Dentistry

Short Name: CommDent Maximum of 8 characters.

Address: 7703 Floyd Curl Drive
San Antonio, Texas 78229
Mail Code: 7917

Location: UTHSCSA - Main Campus

Begin Date: 01/01/1968 Format is mm/dd/yyyy.

End Date: / / Format is mm/dd/yyyy.

Email Contact Name:

Email Contact Address:

Notes:

[Return to List](#) [Delete](#) [Save](#) [Reset](#)

5. Notify the selected individual that their email address will be visible in eTalus and should expect calls and/or emails requesting support.

The Email Support page will now display a list of available eTalus local support.

Help Log Out | Home

Email Support

eTalus Manual

About eTalus

Local Support

HSC Level Support
[Send an email to the eCV Administrator](#)

School Level Support
Dental School
[Send an email to Lydia Leos](#)

Department Level Support
Comprehensive Dentistry
[Send an email to Guadalupe Gomez](#)

How to add a Course in eTalus

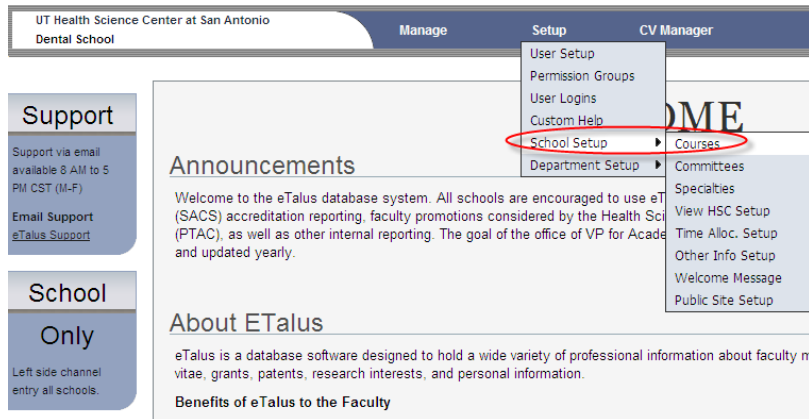
If a course is not found under any Faculty eCV, a Faculty Administrator or Faculty member, can request a course be added to the drop down list by selecting the “Request New List” item.

The Faculty Administrator will fill in the required fields and submit the request, where it will be in queue with other request. An eTalus University Administrator will review and respond accordingly to all requests.

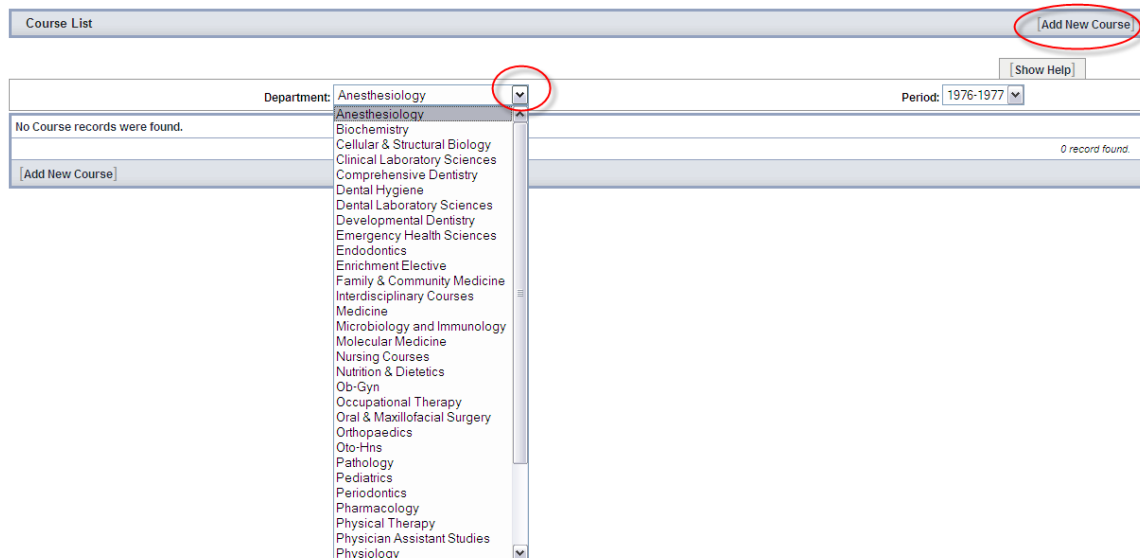
The image shows two screenshots from the eTalus system. The top screenshot is a form titled "Teaching Activity: New Teaching Activity". It contains a red callout box with the text: "If a course is not found under any Faculty eCV, a Faculty Administrator or Faculty member can request a course be added to the drop down list by selecting the [Request new list item]". Below the callout, there are three dropdown menus: "School: Dental School", "Department: Comprehensive Dentistry", and "Course: COMD5010 Clin Judgement & Evaluation". A red arrow points from the callout box to a button labeled "[Request new list item]". The bottom screenshot is a "List Item Request" dialog box. It has a title bar "List Item Request: Ahmad Abdelkarim - Windows Internet Explorer". The URL bar shows "http://ecv2.uthscsa.edu/ets/et.asp?rxappid=ECV&rxmid=RequestListItem.loadetail&listdesc=Course&fid=". The dialog box contains a "List Description: Course" label, an "Item you wish to add:" text box, and a "Comments:" text area. At the bottom are "Submit Request" and "Cancel" buttons. The status bar at the bottom of the dialog box shows "Done" and "Internet" with a 100% zoom level.

After obtaining request from authorized source (School Administrator)

1. Sign-on to the University Module of eTalus using your HSC Domain user ID and Password
2. In the School Level, Select **Setup** within the menu, then **School Setup**, then **Courses**



- From the Course List you can select **Add New Course** to any department by selecting the drop down menu first, then click on [Add New Course]



Fill in the required information, and then click the **Add** button to add the Course Information to the Department.

Note: The minimum required information to add a course is the Course Number, Course Name, and Department.

How to run Reports

eTalus allows both School and Department Administrators to run several reports. There are different reporting options which include: Faculty Listing, Sections Completed, Focused Reports, Focused Graphs, Custom Reports, and Annual Reports. See below for more detail information on each type of report.

- **Faculty Listing** – This option provides the list of Faculty that is in eTalus for that school or department.
- **Sections Completed** – This option correlates with the Section Reset option found under CV Manager. This report helps the School or Department admin determine if the faculty or faculty admin, have verified the data within a particular section is up-to-date.
- **Focused Reports** – This option provides limited amount of data to several sections, which can then be exported into excel. Below are items, which are available within Focused Reports:
 - Certification Counts
 - Certification List
 - Degree by Tenure Year
 - Faculty Committees
 - Faculty Counts
 - Faculty Search
 - Grant Review List
 - Honors and Awards List
 - Patent Counts
 - Patent List
 - Publication Counts
 - Publication list
 - Research Grant Cost Summary
 - Research Grant Counts
 - Research Grant List
 - Service Activity
- **Focused Graphs** – This option provides limited amount of data to several sections and sublevel sorting but with a visual graph chart. Other options include data table, stack bars when possible, show data as a percentage, and export the report. Below are items, which are available within Focused Graphs:

Reporting Sections:

1. Biographical
2. Presentation
3. Publications
4. Research
5. Service
6. Patents
7. Grant Review
8. Projects
9. Expertise
10. Prof. Development
Honors and Awards
11. License
12. Portfolio

Sublevel Sorting options:

1. Department
2. Age
3. Ethnicity
4. Faculty Rank
5. Tenure Status
6. Years of Service
7. Citizenship
8. Gender
9. Current Status
10. City of Residence

- **Custom Reports** – This option provides more detailed information and allows you to run a report for each Faculty Member’s Section Status within a specific School or Department, depending on your access. Custom Reports do not have an export feature, but does contain a Print Feature within the report view. There are several views with three options: Open Existing Report, Create New Report, or Run Template.
 1. Open Existing Report –This folder would save customized reports that have been created when you Create New Report and save. This would occur for customized options or selected data the administrator requests.
 2. Create New Report – This option allows you to create a customized report with selected data and sorting options which could then be saved under the Open Existing Report for future use.
 3. Run Template – This option is an already pre-defined template with specific and selected data that will be retrieved. This option still allows you to view the report details and add/remove or customize the report for saving or printing.
- **Annual Reports** -

eTalus Department Administrator

Steps provided within the eTalus Department Administrator sections can also be initiated and completed by the eTalus School Administrator.

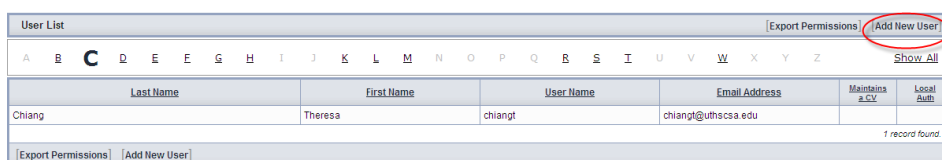
Adding a New eTalus Department / Faculty Administrator

The following steps will guide you when adding a new Administrator user to eTalus at the department level. A new user might be added to assist with the updating and maintaining of Faculty CVs.

1. Click on Maintenance → User Setup



2. On the top-right, click on [Add New User]



Add all the required information in each field. The User Name needs to match exactly to the Domain User ID. Do not attempt to alter the Internal Password and Local Authentication fields. This information is automatically pulled from the Domain Account.

Note: Password resets are no longer maintained by either the School or Department Administrator. Password resets can be done by the user contacting the IMSCCS Service Desk at 567-7777 option 1.

3. **Last name** – Enter user's Last Name
4. **First name** – Enter user's First Name
5. **User name** – Assigned Domain username
6. **Internal Password** – Leave as is, Password is retrieved from the Domain Authentication.
7. **Email Address** – enter user's email address
8. **Primary School/Department** – This is the department the user will have access to. If a user will need access to multiple departments, please contact your School Administrator for assistance. This happens if the user will be updating Faculty Profile's that are cross-appointed over multiple departments/schools.
9. **Local Authentication** – Leave as is, Password retrieved from the Domain Authentication.

User Type :

- **Faculty Account Only** – This option should **never** should be selected (This option creates a Faculty CV Profile)
- **Administrative Account** – This option should be selected which activates the permission lists to select faculty.
 - ☐ This user maintains a CV – This option should not be selected (this option will create a Faculty CV account)
 - ☐ This user can access all faculty cv's from this department – This option will provide them accessibility to all Faculty CV's within the department.

Set Permissions Below:

- If '**Department**' is selected, the user will have Department Administrator Access. [Create new users/faculty users, update user access].
- If '**Faculty Admin**' is selected, the user will have the access to update/maintain Faculty Profiles that are listed within the **Set access to individual faculty below**.

Set access to individual faculty below – Select the Faculty check box to which Faculty Administrator will have access.

User: New User

Last Name:

First Name:

User Name:

Internal Password: [?](#)

Email Address:

Primary School/Department: Dental School [Comprehensive Dentistry] ▼

Local Authentication: ☐ Only use internal authentication for this person. [?](#)

User Type:

☐ Faculty account only [?](#)

☒ Administrative account [?](#)

☐ This user maintains a CV.

☐ This user can access all faculty c/s from this department.

Set permissions below:

Comprehensive Dentistry Faculty Admin ▼

Set access to individual faculty below:

| | | | | |
|--|---|---|---|---|
| <input type="checkbox"/> Abdelkarim, Ahmad | <input type="checkbox"/> Aguilera, Alfonso | <input type="checkbox"/> Alexander, Peggy | <input type="checkbox"/> Amaechi, Bennett | [Check All] [UnCheck All] |
| <input type="checkbox"/> Aranda, Rafael | <input type="checkbox"/> Archila, Luis | <input type="checkbox"/> Aubertin, Mary | <input type="checkbox"/> Austin, Joshua | <input type="checkbox"/> Ancheril, Sam |
| <input type="checkbox"/> Baber, Gregory | <input type="checkbox"/> Baccaglini, Lorena | <input type="checkbox"/> Baez, Martha | <input type="checkbox"/> Baez, Ramon | <input type="checkbox"/> Azevedo, Bruno |
| <input type="checkbox"/> Barghi, Nasser | <input type="checkbox"/> Bartoloni, Joseph | <input type="checkbox"/> Beal, Jeff | <input type="checkbox"/> Bejar, Natalya | <input type="checkbox"/> Balderas, Vidal |
| <input type="checkbox"/> Berrong, Joseph | <input type="checkbox"/> Berry, Thomas | <input type="checkbox"/> Bidra, Avinash | <input type="checkbox"/> Bigby, John | <input type="checkbox"/> Bell, Brian |
| | | | | <input type="checkbox"/> Bishop, Bradley |

Adding a New Faculty Member to eTalus

IMPORTANT NOTE: Due to cross appointments, a faculty member may already exist within another department and/or school in eTalus. Please verify with the Faculty Member if they previously had a profile.

If the Faculty Member did in fact maintain a CV while in another department and/or school, please contact the School Administrator. The School Administrator should update the Faculty Member's profile with the correct department if needed.

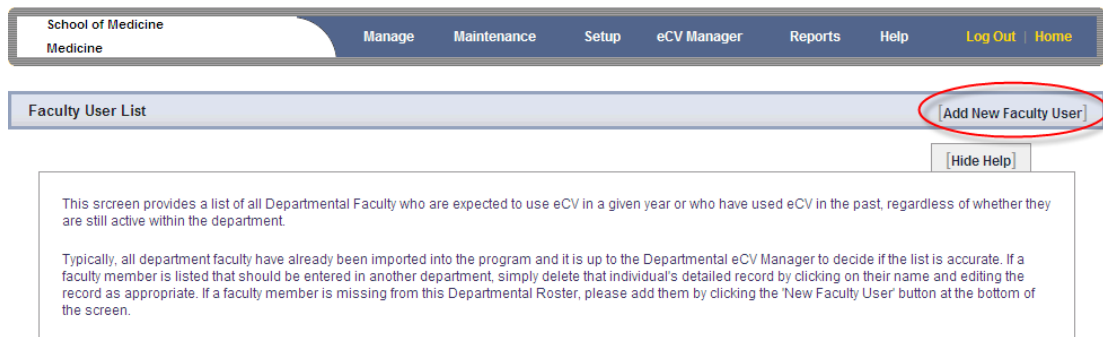
When adding a New Faculty, the User Id must match the Domain User Id. If one already exists, you will receive an error message prompt. If an existing CV exists with the incorrect User ID, eTalus will allow the Department Administrator to add new Faculty CV.

From within the School of Medicine – Medicine Department, the faculty will be added by completing the following steps.

1. Obtain Faculty HR information required on the eTalus Faculty User Setup Screen before adding.
2. Select **Department Setup** from the menu and choose **Faculty User Setup**.



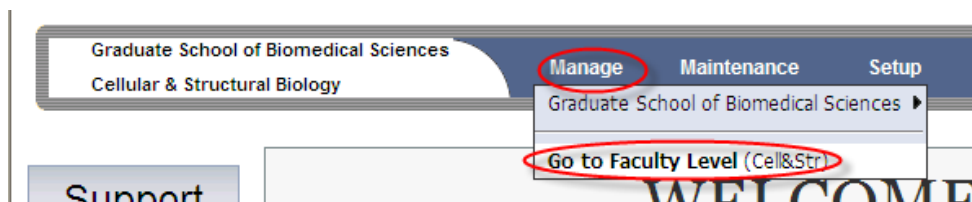
3. The Faculty User List will appear, Click on the **New Faculty User** hyperlink located at the Top Right or Lower left of the screen.



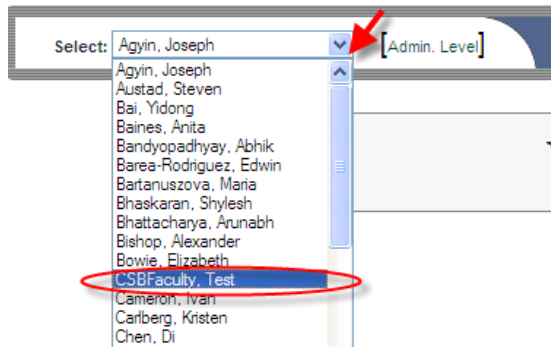
4. Enter the faculty data into eTalus. The **user ID** must match the faculty member's UTHSCSA **Domain User ID** name. If unsure, the name must match the entry in the PeopleSoft HCM system. Do not attempt to setup the password. It is now authenticated by the system. The ID Number must be 9 characters in length (exmp. 049674 will need to be 000049674). When all information is entered, click on the **[ADD]** button at the bottom of the screen



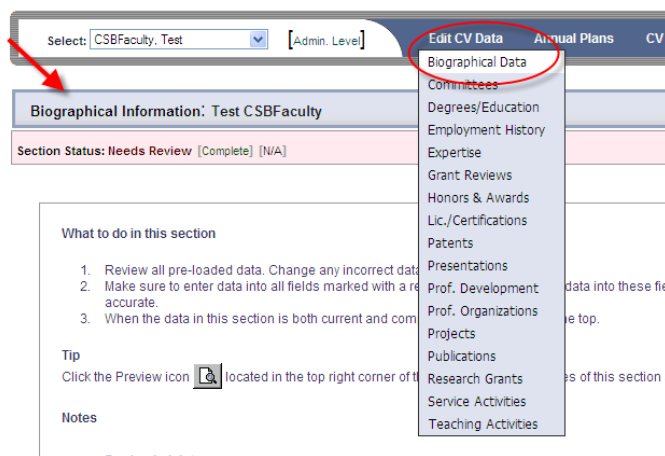
5. Click on the **Go to Faculty Level** link under the Manage menu.



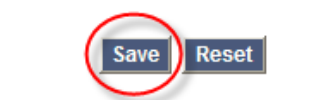
6. Select the new faculty member you just added from the **Select Faculty** drop-down list.



7. You will be in the Biographical Information Data form (if not, Select from the Edit CV Data menu and choose **Biographical Data** to pull up the Biographical Data Entry screen).



8. Key the remaining HR Data into Biographical Data Entry screen
9. Click on the **[SAVE]** button at the bottom of the screen to save the record.



Adding a Photo to a Faculty Profile

Only the designated Department or School level eTalus Administrator can enter a faculty member's photograph. The administrator must be provided the URL of the saved location of the photograph and the URL must be a valid link to allow the picture to populate.

If you do not know who your department eTalus administrator is, click on the Help → Email Support within eTalus to determine who your departmental support person is.

Select: Badgett, Robert [Admin. Level] Edit CV Data Annual Plans CV Manager Maintenance **Help** Log Out Home

Local Support

What to do in this section

- This screen provides you the capability to email questions to eCV support personnel within your department and school.
- Please direct all questions to the eCV Department support person first.
- If you encounter a technical problem with the application (e.g. an error screen), you may send an email directly to the HSC Support Person

HSC Level Support
[Send an email to the eCV Administrator](#)

School Level Support
 School of Medicine
[Send an email to Bridget Hendrix](#)

Department Level Support
 Medicine
[Send an email to Pamela Feagin](#)

- At the Department Level, click on Setup → Faculty User Setup, to view a listing of Faculty's within your department. Click the User Name to sort the listing alphabetically.

School of Medicine
 Medicine Manage Maintenance **Setup** eCV Manager Reports Help

Faculty User List

This screen provides a list of all Departmental Faculty who are expected to use eCV. If you have used eCV in the past, regardless if you are still active within the department.

Typically, all department faculty have already been imported into the program and it is up to the Departmental eCV Manager to decide if the listed faculty member is listed that should be entered in another department, simply delete that individual's detailed record by clicking on their name record as appropriate. If a faculty member is missing from this Departmental Roster, please add them by clicking the 'New Faculty User' button on the screen.

| User Name | Name | Email Address |
|--------------|------------------------|--|
| AKinyemi | AKinyemi, Emmanuel | |
| AMMANAMANCHI | Ammanamanchi, Sudhakar | ammanamanchi@uthscsa.edu |
| AbantoPR | Abanto, Pedro | docabanto@yahoo.com |

2. Search and select the Faculty Member. Within the profile, enter the URL web address in the Field URL to Photograph.

| | | | |
|------------------------------|---|---------|----|
| First Last Middle Name: | Robert | Badgett | G. |
| Username: | Badgett | | |
| Password: | •••••••• | | |
| Email Address: | BADGETT@UTHSCSA.EDU | | |
| ID Number: | 0020982 | | |
| Appointment Type: | Faculty | | |
| Academic Rank: | Clinical Professor | | |
| Administrative Title: | | | |
| Year of Initial Appointment: | 1991 | | |
| Tenure Status: | Non Tenure Not On Track | | |
| Year Tenure Awarded: | 0 | | |
| FTE: | 0.01 | | |
| URL to Photograph: | http://medicine.uthscsa.edu/include/images/FacultyPh | | |

For Dr. Badgett the URL is:

<http://medicine.uthscsa.edu/include/images/FacultyPhotos/BadgettRo.jpg>

Note: The URL must be a valid web address that is stored on a web server open to the public internet. Your department TSR should be able to assist you to store the photo file.

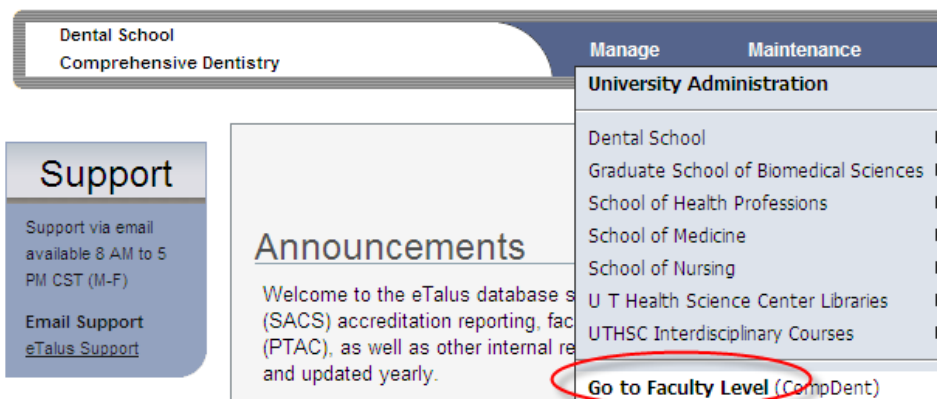
3. Then click on **Save** button. You will now see a thumbnail of the photo in the Faculty User List.

| | | | |
|------------------|-----------------|--|---|
| Arya | Arya, Rector | arya@uthscsa.edu | |
| Asma_Lat | Lat, Asma | | |
| Attridge_Russell | Attridge, R | | |
| Aung | Aung, KoK | | |
| Austadg | Austad, Gr | | |
| Avery | Avery, Elea | | |
| Ayala | Ayala, Migu | | |
| Ayus | Ayus, Juan | | |
| Babu | Babu, Raj | | |
| Badgett | Badgett, Robert | badgett@uthscsa.edu |  |
| Baerga | Baerga, Shakira | cabrerasm@uthscsa.edu | |

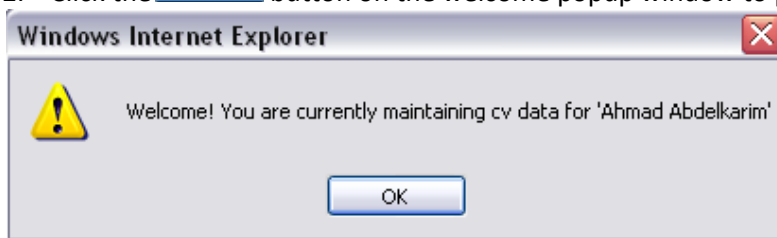
Updating Faculty CV

To update a Faculty member's CV, follow the below steps.

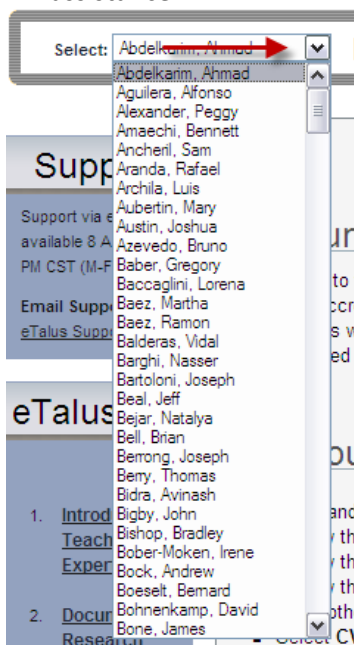
1. From within the department level, click on Manage, then "Go To Faculty Level"



2. Click the button on the welcome popup window to proceed.



3. Click on the drop down menu to view the list of Faculty CV's you are able to view/update. Select the Faculty you need to update. If a Faculty Member is not listed within the drop down box, please contact your Department or School Administrator for assistance.



- After selecting the Faculty User, click on the Edit CV Data within the menu for available areas to update. Select the desired area needing editing. For this example, Publications is selected.



Use Medline to search the database for possible publications. Using Medline prevents duplicate records from being added to your profile and to other co-authors that participated on the publications.

Publication List for Ahmad Abdelkarim

Medline Import | Search/Add New


Section Status: Not Applicable [Complete] [Needs Review] Status Last Updated: 04/17/2007 Data Last Updated: 01/11/2011

What to do in this section

1. If you do not have any publications, click Not Applicable.
2. If you do have publications to enter, click Search/Add New.
To edit any previously entered publications, click on the title of that entry.
When the data in this section is both current and complete, click Complete.
To suppress your publications from being displayed publicly in applications like [Faculty Profiles](#) mark them as sensitive by clicking the link below. Publications marked as sensitive will not be displayed on your profile or the profiles of co-authors. Make sure the publications you wish to suppress are displayed below before clicking the link.
[Edit publication sensitivity \(JavaScript must be enabled\)](#)

Helpful Tips

Tips

- Substantial Number of Publications to Enter**
Use Medline Import if you have a substantial number of publications to enter. Medline Import will add those publications that are catalogued in the Medline database. [Click here](#) to view a tutorial on using Medline Import.
- Show All**
Select Show All (a choice from the Period list) to view a complete listing of all publications entered.
- Preview this section**
Click the Preview icon  located in the top right corner of this page to view this section as it will be displayed in the printed CV.
- Sorting the entries**
Click on a column heading (e.g., Title, Pub Date, etc.) to sort the entries by that heading. Click one time to sort in low-to-high order; click twice to sort in high-to-low order.

Notes

Enter your publications, both in print or on electronic media. Examples of print publication include abstracts, book chapters, books/monographs, journal articles, editorials, and review articles. Examples of electronic media include CD-ROMs created for a textbook, software, or online courses. If an abstract is listed in a proceeding and was assigned an abstract volume, include it in this section. Presentation of materials (e.g., abstracts) which have not been published should be entered in the Presentation section.

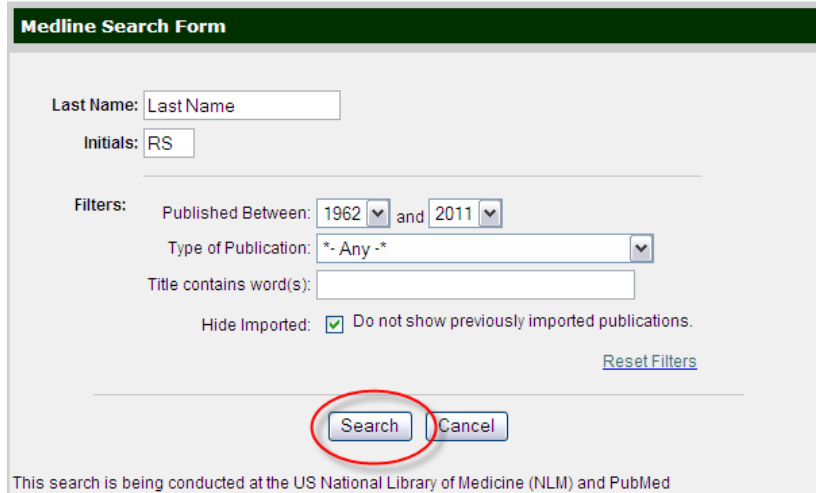
Period: 2006-2007 Local Type: Abstract

| Title | Pub Date | Local Type | Medline Type | Journal Name | Audit Trail |
|--|----------|------------|--------------|---------------------------|-------------|
| Analysis of 160 cases of Temporomandibular Joints Imaged by CBCT | 11/2006 | Abstract | Abstract | 57th Annual AAOMR meeting | |

1 record found.

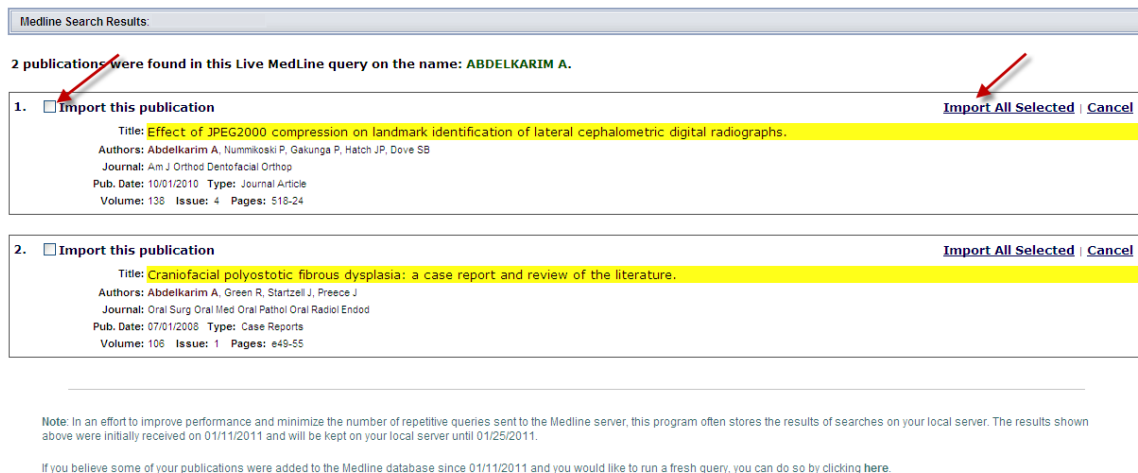
Medline Import | Search/Add New

5. To narrow the search criteria, click on Medline.



The screenshot shows the 'Medline Search Form' with various input fields. The 'Search' button is circled in red. The form includes fields for 'Last Name', 'Initials', 'Filters' (Published Between, Type of Publication, Title contains word(s)), and a 'Hide Imported' checkbox. A 'Reset Filters' link is also present.

6. Check the box of the publications you would like to import into your Faculty's profile, then select "Import All Selected". This action will add all selected Publications to the Faculty's profile.



The screenshot shows the 'Medline Search Results' page. It lists two publications found in a Live MedLine query on the name 'ABDELKARIM A.'. Each publication entry has a checkbox for 'Import this publication' and an 'Import All Selected' button. The first publication is 'Effect of JPEG2000 compression on landmark identification of lateral cephalometric digital radiographs.' and the second is 'Craniofacial polyostotic fibrous dysplasia: a case report and review of the literature.'.

CV Manager – Reset Section Status

This eTalus tool is available for Administrators to help manage the information that is contained in the Faculty Member's CV. This allows the Administrator to reset sections/categories that need review. An Administrator can view whether the Faculty Members are reviewing the information within their CV and ensure information within a Faculty's profile is correct and up-to-date.



The screenshot shows the navigation bar of the eTalus system. The 'CV Manager' tab is highlighted, and the 'Reset Section Status' link is circled in red.

1. To reset the sections/categories, check the box to the matching section and click on update.

How to Run Reports in eTalus

There are several reports that are available to Department Administrators. Below is a brief description of information provided on each report. Depending on the access an Administrator has, will depend on the report access.

- University Access – Can select list of faculty by school and department within the University
- School Access – Can select list of faculty by department within the school level
- Department Access – Can only see Faculty within their Department
- Faculty Admin Access – No access to Reports

Faculty Listing Report – This will provide a listing of all the Faculty Members within eTalus.

Sections Completed – This provides a report on the percentages of “Section Status” for faculty members who have reviewed their CV and check complete, still needs review, or N/A.

Focused Reports – Detailed report on Faculty Status: Certified, Education Qualified, Eligibility, N/A, Unknown, or Show all listing. This report could be refined by using the Report, Period, Type, Source, or Agency.

Focused Graphs – Bar Graph that focuses on the Faculty Personal information (ex. Faculty Rank, Age, Years of Service, Gender, etc.)

Custom Reports – High detailed report that could be customized and saved for future running.

Annual Reports –

Faculty Listing Report

Below is a snapshot of a list of Faculty members within the department. This area could be a quick tool to view a list of Faculty's before trying to create a new faculty profile. Instead of going to the Faculty level and manually selecting each Faculty member one at a time, this Faculty Listing Report could also be a quick way to print Faculty CV's in the Institutional View, School View, Default View, Annual Report, or Annual Plan.

Dental School
Comprehensive Dentistry

[Manage](#)
[Maintenance](#)
[Setup](#)
[CV Manager](#)
[Reports](#)
[Help](#)
[Log Out](#) | [Home](#)

Faculty User List

[Hide Help](#)

This screen provides a list of those individuals who have been given access to a specific Department's records within eCV. Typically this will start with the Dean's Office entering one individual (perhaps the Department's Administrative Assistant) who would be the first to log in to the department's records. This individual would then be in a position to provide access to other members of the Department's support staff who need access to the program. An interested Department Chair could also be given access. To edit a specific User's record, click on the User's name. To enter a new User click on the 'New Department User' link.

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | Show All |
|-------------------|-------------|------------|----------|------------|-------------|----------------------|---------------|-------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----------|
| Name | User Name | Send Email | Has Pic. | Inst. View | School View | Faculty Default View | Annual Report | Annual Plan | | | | | | | | | | | | | | | | | | |
| Abdelkarim, Ahmad | abdelkarima | | | | | | | | | | | | | | | | | | | | | | | | | |
| AeFaculty1, Test | efaculty1 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Aguilera, Alfonso | aguileraa3 | | | | | | | | | | | | | | | | | | | | | | | | | |

Sections Completed

This tool could be used to reset particular sections within a Faculty's CV. This can also assist to manage the accuracy of the data entered in each Faculty CV by allowing the Faculty or Faculty Administrator, to report information is reviewed and they have completed the section. The Department Administrator can also click on the "All Section" icon which will provide detail information on the "Status Last Updated" and "Data Last Updated" columns.

Section Status

Dental School
Comprehensive Dentistry

Section: Show All

| Name | All Sect. | # Complete | # Needs Review | # N/A | Pct. Complete |
|-------------------|-----------|------------|----------------|-------|---------------|
| AeFaculty1, Test | | 0 | 17 | 0 | 0.0 |
| Aguilera, Alfonso | | 9 | 8 | 0 | 52.9 |
| Alexander, Peggy | | 15 | 2 | 0 | 88.2 |
| Amaechi, Bennett | | 15 | 0 | 2 | 100 |
| Ancheril, Sam | | 3 | 0 | 14 | 100 |


Section Status

Dental School
Comprehensive Dentistry
[Test AeFaculty1](#)

| Section | # Complete | # Needs Review | # N/A | Pct. Complete | Status Last Updated | Data Last Updated |
|--------------------|------------|----------------|-------|---------------|------------------------|------------------------|
| Biographical Data | 0 | 1 | 0 | 0.0 | 02/07/2011 09:48:28 AM | 02/25/2011 08:01:53 AM |
| Committees | 0 | 1 | 0 | 0.0 | 02/07/2011 09:48:28 AM | |
| Degrees/Education | 0 | 1 | 0 | 0.0 | 02/07/2011 09:48:28 AM | 02/11/2011 12:33:56 PM |
| Employment History | 0 | 1 | 0 | 0.0 | 02/07/2011 09:48:28 AM | |
| Expertise | 0 | 1 | 0 | 0.0 | 02/07/2011 09:48:28 AM | |
| Grant Reviews | 0 | 1 | 0 | 0.0 | 02/07/2011 09:48:28 AM | |

Focused Reports

Focus reports are available to provide information on Faculty Certification list, Honors and Awards, Patents, Publications, Research Grants, and Service Activity. The report can be filtered by using the Period, Type, Source, or entering a Search Agency.

Certification Counts


Report: Certification Counts

Period: Show All

Type: Show All

Status: Show All

Source: Show All

Search Agency:

Refresh Report Results

81 records found.

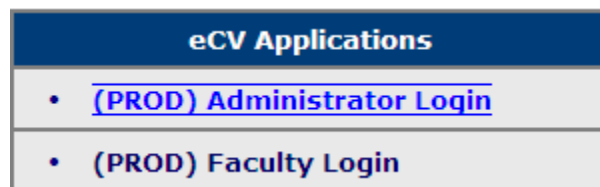
| School | Department | Type | Status | Source | Cert. Count |
|---|---|---|---|-----------------------------|-------------|
| Hide Column Hide Summary | Hide Column Show Summary | Hide Column Show Summary | Hide Column Show Summary | Hide Column | |
| Dental School | Comprehensive Dentistry | | | | 2 |
| Dental School | Comprehensive Dentistry | | Certified | | 1 |
| Dental School | Comprehensive Dentistry | | Educ Qualified | State Government | 1 |
| Dental School | Comprehensive Dentistry | | Unknown | | 4 |
| Dental School | Comprehensive Dentistry | | Unknown | Not Specified | 1 |

Focused Graphs

Focus Graphs provide a bar graph or pie chart to summarize personal status on Faculty information within their department. Information includes: Age, Faculty Rank, Ethnicity, Tenure Status, Years of Service, Gender, etc.

eTalus Faculty Administrator

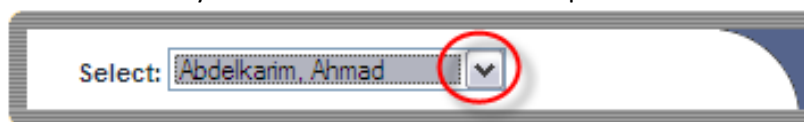
An eTalus Faculty Administrator is the individual who can maintain a Faculty member's eCV within eTalus. This individual will have access at minimum, to a single Faculty member's eCV within eTalus. When Logging onto eTalus, use the (PROD) Administrator Login. Steps provided within the eTalus Faculty Administrator sections can also be initiated and completed by the School and Department Administrator.



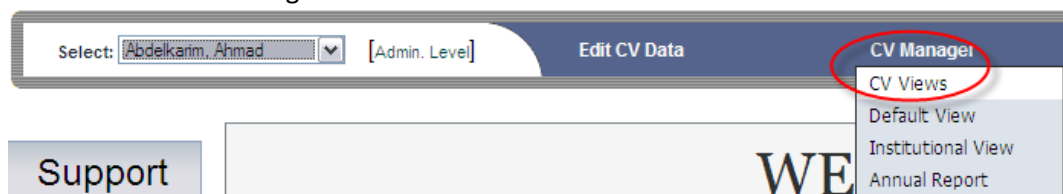
How to Export a Faculty CV

eTalus allows you to generate standard and customized CV's. Your CV can be previewed online, printed, or saved to a file. The saved file can be edited/modified in a Word Processing application (e.g. Microsoft Word). Any modifications made to the saved file are NOT updated in eTalus. Additionally, when the information is updated in eTalus, the saved file does NOT get updated.

1. Sign-on to the Faculty Module of eTalus using your HSC Domain user ID and Password.
2. Select the Faculty member's name from the drop down menu at the top left.



3. Select CV Manager → CV Views



4. To view the Standard UTHSCSA CV, click on the View CV  Icon.

A screenshot of a web application interface showing a table titled "CV View List". The table has columns: Description, Set Default CV View, Configure, Num. Sections, Make Copy, View CV, and Configure Styles. The "View CV" column contains icons for each row. The "UTHSCSA Standard CV" row is highlighted with a red circle around its "View CV" icon.

| Description | Set Default CV View | Configure | Num. Sections | Make Copy | View CV | Configure Styles |
|-------------------------------|---------------------|-----------|---------------|-----------|----------------------|------------------|
| Dental School Default CV | N/A | N/A | 0 | | No Sections Selected | N/A |
| Educator Portfolio | N/A | N/A | 17 | | | N/A |
| Educator Portfolio (10 years) | N/A | N/A | 17 | | | N/A |
| Educator Portfolio (5 years) | N/A | N/A | 17 | | | N/A |
| NIH Biosketch | N/A | N/A | 7 | | | N/A |
| Profile for Website | N/A | N/A | 23 | | | N/A |
| SACS Accreditation - Degrees | N/A | N/A | 4 | | | N/A |
| SACS Accreditation - Other | N/A | N/A | 5 | | | N/A |
| UTHSCSA Standard CV | N/A | N/A | 26 | | | N/A |

9 records found.

- Below is an example of a HTML format of a CV

CURRICULUM VITAE
Dr. Pepper

GENERAL INFORMATION

PERSONAL DATA: Date of Preparation: 01/20/2011

Address: 7703 Floyd Curl Drive
San Antonio, TX 78229-3900

Phone Number: (210)567-3441

Fax Number:

Email Address: hallmarks@uthscsa.edu

EDUCATION:

| <u>Year</u> | <u>Degree</u> | <u>Discipline</u> | <u>Institution/Location</u> |
|-------------|---------------|-------------------|--|
| 1975 | MS | Master of Science | University of Texas Health Science Center, Houston, TX |
| 1965 | DMD | Dentistry | University of Alabama, School of Dentistry, Birmingham, AL |

TRAINING:

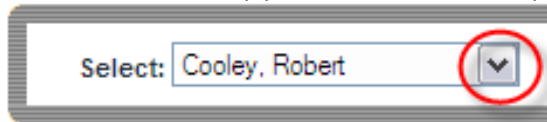
Residency

| <u>Year</u> | <u>Discipline</u> | <u>Institution/Location</u> |
|-------------|-----------------------------|--|
| 1974-1975 | General Dentistry Residency | Wilford Hall USAF Medical Center, Lackland AFB, TX |

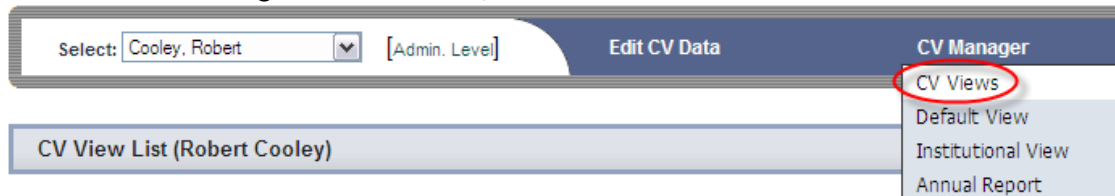
How to Print a Faculty CV


If you would like to print a Faculty CV, sign-on to the Faculty Module of eTalus using your HSC Domain user ID and Password.

- Select the Faculty you want from the drop down menu at the top left.



- Click on CV Manager from the menu, then CV Views.



- Click on the View CV  icon within the UTHSCSA Standard CV. This will open a new window to Preview the CV.

CURRICULUM VITAE Dr. Pepper

GENERAL INFORMATION

PERSONAL DATA:

Date of Preparation: 01/20/2011

Address: 7703 Floyd Curl Drive
San Antonio, TX 78229-3900
Phone Number: (210)567-3441
Fax Number:
Email Address: hallmarks@uthscsa.edu

EDUCATION:

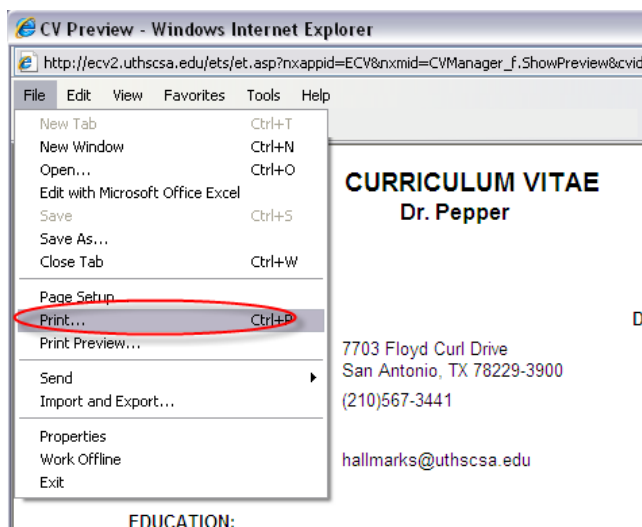
| <u>Year</u> | <u>Degree</u> | <u>Discipline</u> | <u>Institution/Location</u> |
|-------------|---------------|-------------------|---|
| 1975 | MS | Master of Science | University of Texas Health Science Center, Houston, TX |
| 1965 | DMD | Dentistry | University of Alabama, School of Dentistry, Birmingham, AL |

TRAINING:

Residency

| <u>Year</u> | <u>Discipline</u> | <u>Institution/Location</u> |
|-------------|-----------------------------|---|
| 1974-1975 | General Dentistry Residency | Wilford Hall USAF Medical Center, Lackland AFB, TX |

- After viewing the Faculty Profile in CV View and opening the profile in an HTML format, from the web browser click File and select Print.

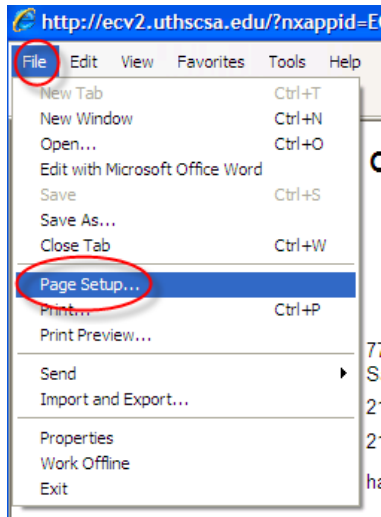


- Select the local/network printer from the "Select Printer" option, and then click print.
Note: Printing in HTML format, IE will display the web address within the footer.
(ex. <http://ecv2.uthscsa.edu/ets/et.asp?nxappid...>)
- Click print after selecting all your preferences.

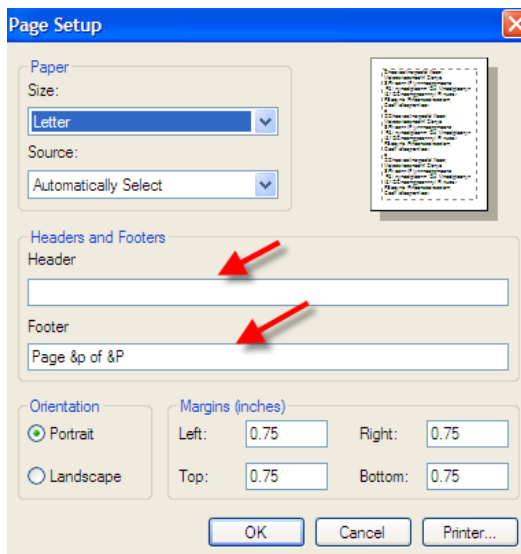
Change Print Options in Internet Explorer

If you would like to change the print options before you attempt to print the Faculty CV, follow the steps below.

1. After opening your CV in an HTML format while in the Faculty CV View, select File from the menu then select Page Setup.



2. In the Header and Footer boxes, specify the information to be printed by using variables. Variables can be combined with text (ex. Page&p of &P).
 - Suggested changes: Blank out the Header Text box and populate the Footer text box with the following: &b Page &p of &P &b. This will center the Page number in the footer of your CV.

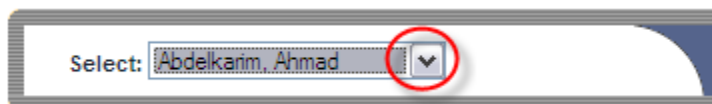


| Other Possible Options | Type this Code |
|---|----------------|
| Window title | &w |
| Page address (URL) | &u |
| Date in short format (as specified by Regional Settings in Control Panel) | &d |
| Date in long format (as specified by Regional Settings in Control Panel) | &D |
| Time in the format specified by Regional Settings in Control Panel | &t |
| Time in 24-hour format | &T |
| Current page number | &p |
| Total number of pages | &P |
| Right-aligned text (following &b) | &b |
| Centered text (between &b&b) | &b&b |
| A single ampersand (&) | && |

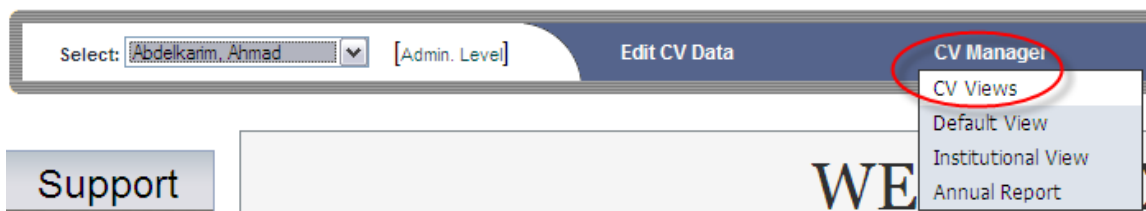
How to Save a Faculty CV

Saving a Faculty File provides the option of formatting and the ability to edit/modify it in a Word Processing application (e.g. Microsoft Word). Any modifications made to the saved file are NOT updated in eTalus. Additionally, when the information is updated in eTalus, the saved file does NOT get updated.


















1. Sign-on to the Faculty Module of eTalus using your HSC Domain user ID and Password.
2. Select the Faculty you want from the drop down menu at the top left.



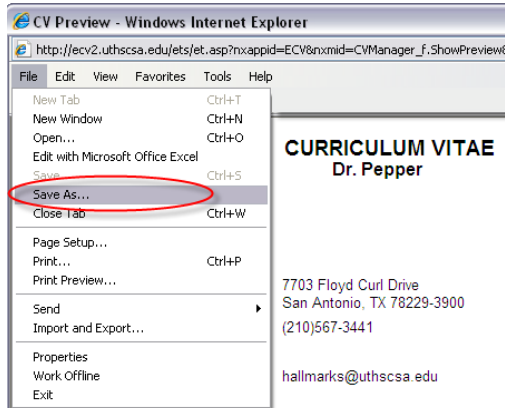
3. After selecting the Faculty name, select CV Manager → CV Views within the menu.



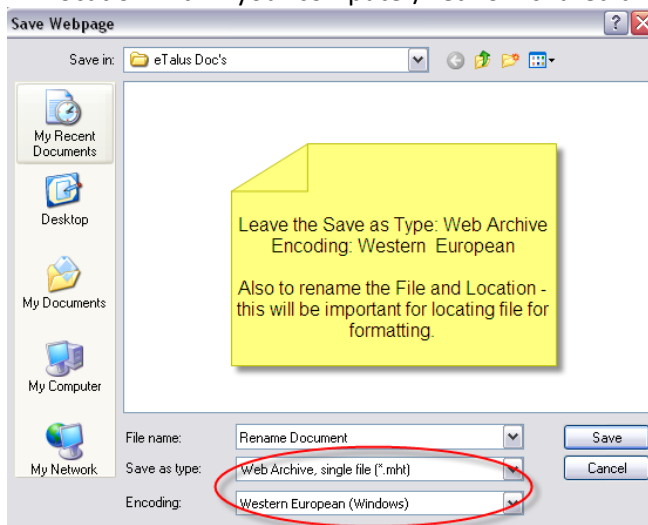
4. To view the Standard UTHSCSA CV, click on the View CV  Icon

| CV View List [Add New] | | | | | | |
|-------------------------------------|---------------------|-----------|---------------|---|---|------------------|
| [Show Help] | | | | | | |
| Description | Set Default CV View | Configure | Num. Sections | Make Copy | View CV | Configure Styles |
| Dental School Default CV | N/A | N/A | 0 |  | No Sections Selected | N/A |
| Educator Portfolio | N/A | N/A | 17 |  |  | N/A |
| Educator Portfolio (10 years) | N/A | N/A | 17 |  |  | N/A |
| Educator Portfolio (5 years) | N/A | N/A | 17 |  |  | N/A |
| NIH Biosketch | N/A | N/A | 7 |  |  | N/A |
| Profile for Website | N/A | N/A | 23 |  |  | N/A |
| SACS Accreditation - Degrees | N/A | N/A | 4 |  |  | N/A |
| SACS Accreditation - Other | N/A | N/A | 5 |  |  | N/A |
| UTHSCSA Standard CV | N/A | N/A | 26 |  |  | N/A |
| | | | | | | 9 records found. |
| [Add New] | | | | | | |

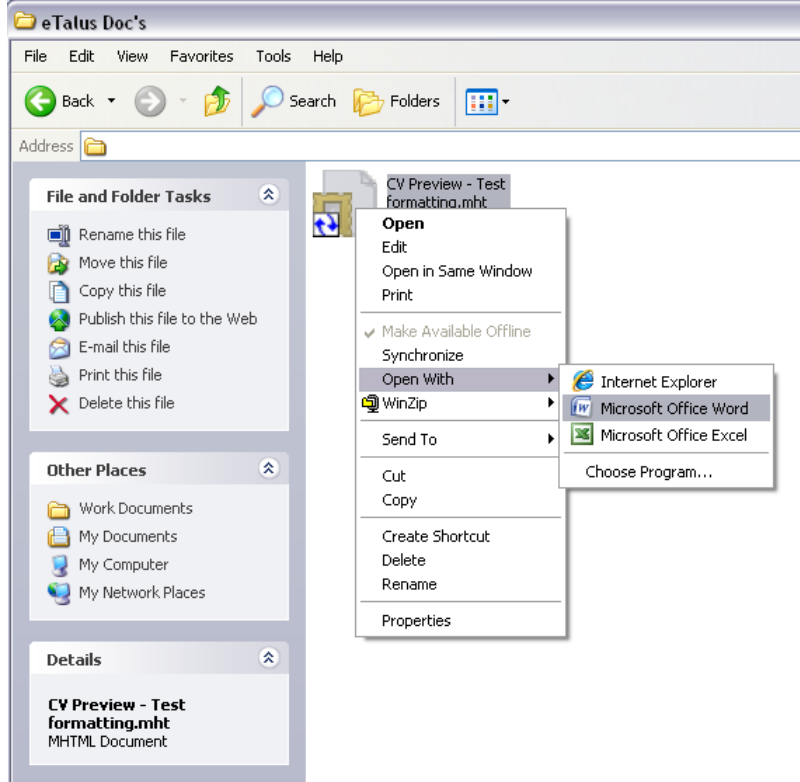
5. After viewing the Faculty Profile in CV View and opening the profile in an HTML format, click the File from the web browser and select Save As...



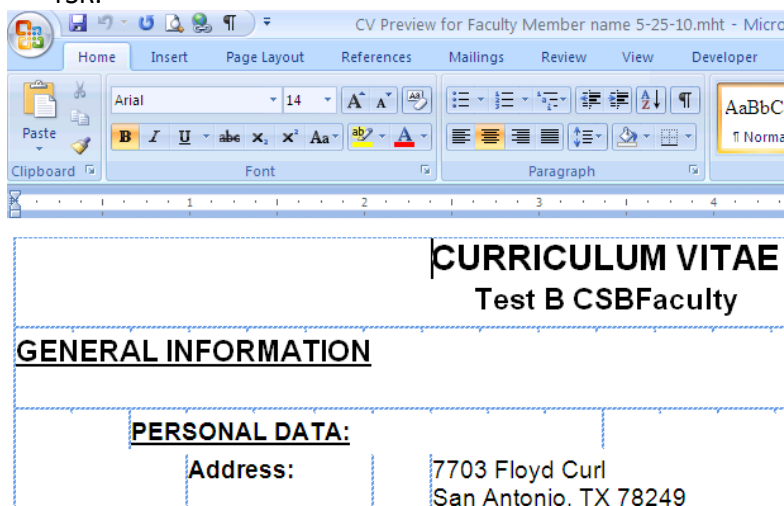
6. Save your document as a Web Archive, single file type. Rename your file and save to a location within your computer/network shared drive.



7. Locate your saved file. Right-Click on the document and select “Open With” and open with “Microsoft Office Word.”



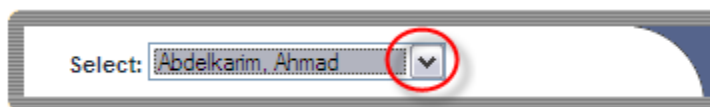
8. Opening the file in Microsoft Word may show the table gridlines in light blue. These gridlines are helpful if you need to modify this document as they show you the table and assist with formatting changes. To remove them, find the View Gridlines option (In Word 2007 → Go to Table Tools → Layout Tab → View Gridlines). For further assistance, contact either your School/Department Administrator or the Department TSR.



How to Copy a Standard CV or Biosketch

Within eTalus, there is a default UTHSCSA Standard CV and NIH Biosketch template. These default templates cannot be modified. You can create your own customized version by first saving a copy of the default template. The copies you make are only available for the faculty member selected.

1. Sign-on to the Faculty Module of eTalus.
2. Select the Faculty from the Drop down menu at the top left.



3. Select CV Manager from the menu and then select CV Views. A list of standard and customized views will be displayed (CV Views List).
4. Create your own customized CV by selecting the “Make Copy” icon by the CV you want to customize. A new copy with the description “Copy of (plus the name of the CV selected)” will be added to the Faculty’s CV View List.
5. Review the customizable options and steps to begin configuring your CV.

| Description | Set Default CV View | Set Default Public View | Configure | Num. Sections | Make Copy | View CV | Configure Styles |
|---|---------------------|-------------------------|-----------|---------------|-----------|----------------------|------------------|
| Copy of NIH Biosketch | | | | 6 | | | |
| Educator Portfolio | N/A | N/A | N/A | 17 | | | N/A |
| Educator Portfolio (10 years) | N/A | N/A | N/A | 17 | | | N/A |
| Educator Portfolio (5 years) | N/A | N/A | N/A | 17 | | | N/A |
| Graduate School of Biomedical Sciences Default CV | N/A | N/A | N/A | 0 | | No Sections Selected | N/A |
| NIH Biosketch | N/A | N/A | N/A | 6 | | | N/A |
| Profile for Website | N/A | N/A | N/A | 23 | | | N/A |

How to Customize a Copied CV or Biosketch

If you would like to customize a copied CV or Biosketch template, follow the steps below.

Naming the CV:

1. From the CV View List, click the CV Description of the CV you want to customize.
2. Enter the name of your CV in CV Description. This name appears in the CV Views List when you select **CV Manager** from the menu and then choose **CV Views**.



CV Description:

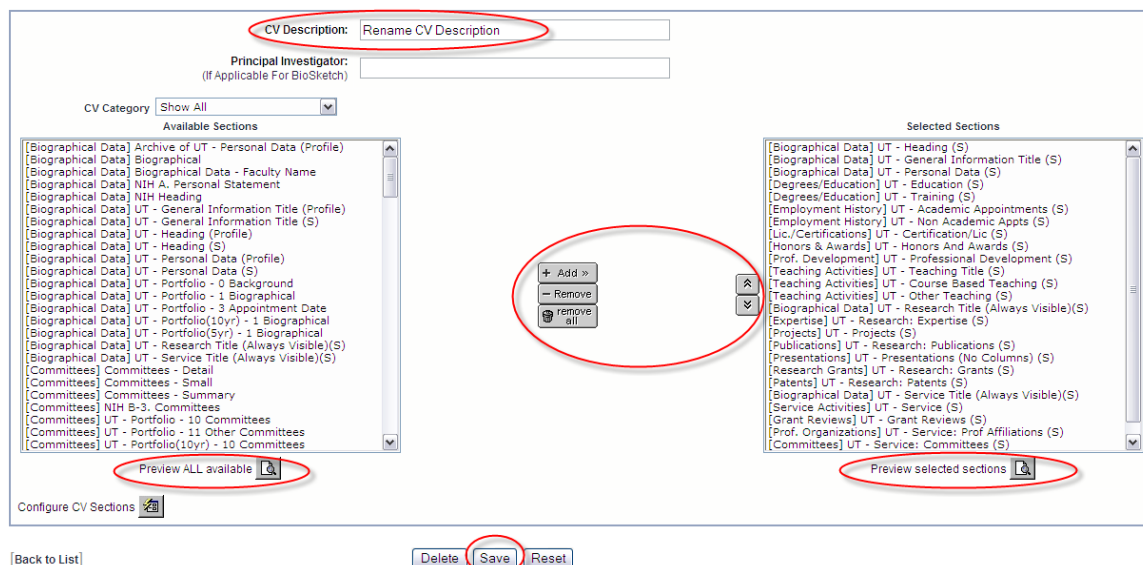
Principal Investigator:

(If Applicable For BioSketch)

3. Click the  button at the bottom of the screen to save your changes.

Selecting CV Sections (Adding, Deleting and Changing the Order of Sections):

1. From the CV View List, click the CV Description.
2. The scroll box on the left displays all available sections. Click on the  icon below the scroll box to preview all the sections and determine which sections you want to appear in your CV. This process may take some time to generate the output.
3. The scroll box on the right displays the sections that will appear in this customized version of your CV. Click on the  icon to preview all sections currently in your CV.



CV Description:

Principal Investigator:

(If Applicable For BioSketch)


CV Category:

Available Sections

- [Biographical Data] Archive of UT - Personal Data (Profile)
- [Biographical Data] Biographical
- [Biographical Data] Biographical Data - Faculty Name
- [Biographical Data] NIH A. Personal Statement
- [Biographical Data] NIH Heading
- [Biographical Data] UT - General Information Title (Profile)
- [Biographical Data] UT - General Information Title (S)
- [Biographical Data] UT - Heading (Profile)
- [Biographical Data] UT - Heading (S)
- [Biographical Data] UT - Personal Data (Profile)
- [Biographical Data] UT - Personal Data (S)
- [Biographical Data] UT - Portfolio - 0 Background
- [Biographical Data] UT - Portfolio - 1 Biographical
- [Biographical Data] UT - Portfolio - 3 Appointment Date
- [Biographical Data] UT - Portfolio(10yr) - 1 Biographical
- [Biographical Data] UT - Portfolio(Syr) - 1 Biographical
- [Biographical Data] UT - Research Title (Always Visible)(S)
- [Biographical Data] UT - Service Title (Always Visible)(S)
- [Committees] Committees - Detail
- [Committees] Committees - Small
- [Committees] Committees - Summary
- [Committees] NIH B-3, Committees
- [Committees] UT - Portfolio - 10 Committees
- [Committees] UT - Portfolio - 11 Other Committees
- [Committees] UT - Portfolio(10yr) - 10 Committees

Selected Sections

- [Biographical Data] UT - Heading (S)
- [Biographical Data] UT - General Information Title (S)
- [Biographical Data] UT - Personal Data (S)
- [Degrees/Education] UT - Education (S)
- [Degrees/Education] UT - Training (S)
- [Employment History] UT - Academic Appointments (S)
- [Employment History] UT - Non Academic Appts (S)
- [Lic./Certifications] UT - Certification/Lic (S)
- [Honors & Awards] UT - Honors And Awards (S)
- [Prof. Development] UT - Professional Development (S)
- [Teaching Activities] UT - Teaching Title (S)
- [Teaching Activities] UT - Course Based Teaching (S)
- [Teaching Activities] UT - Other Teaching (S)
- [Biographical Data] UT - Research Title (Always Visible)(S)
- [Expertise] UT - Research: Expertise (S)
- [Projects] UT - Projects (S)
- [Publications] UT - Research: Publications (S)
- [Presentations] UT - Presentations (No Columns) (S)
- [Research Grants] UT - Research: Grants (S)
- [Patents] UT - Research: Patents (S)
- [Biographical Data] UT - Service Title (Always Visible)(S)
- [Service Activities] UT - Service (S)
- [Grant Reviews] UT - Grant Reviews (S)
- [Prof. Organizations] UT - Service: Prof Affiliations (S)
- [Committees] UT - Service: Committees (S)

Configure CV Sections 

[Back to List]

Adding a Section:

1. Click the section on the left to highlight the section you want to add to your CV.
2. Click the **Add** button.
3. Click the **Save** button at the bottom of the screen to save your changes.
4. Please utilize the templates with UT in the name to conform to UTHSCSA standards.

Deleting a Section:

1. Click the section on the right to highlight the section you want to delete from your CV.
2. Click the **Remove** button.
3. Click the **Save** button at the bottom of the screen to save your changes.

Removing ALL Sections:




1. Click on the **Remove All** button to **remove all** the sections from your CV.
2. Click the **Save** button at the bottom of the screen to save your changes.

Changing the Order of Sections:

1. Click the section in the right scroll box that you want to move.
2. Click on the 'Move selected section up in the list' icon to move the section up, click on the 'Move selected section down in the list' icon to move the section down. These icons are located in the center of the form between the 2 scroll boxes.
3. Click the **Save** button at the bottom of the screen to save your changes.

Configuring CV Sections:

1. Click the **Configure** icon, from the CV Views List, to configure each section of your CV.
2. Select the section you want to configure from the dropdown list box at the top.
3. You can preview the section selected by clicking the **Preview this Section** icon to verify you have selected the correct section. Some sections have multiple records, some contain only the titles and others have titles and data
4. You can preview the entire CV by clicking the **Preview the entire CV** icon.

| Description | Set Default CV View | Set Default Public View | Configure | Se |
|---|---|---|---|----|
| Educator Portfolio | N/A | N/A | N/A | |
| Educator Portfolio (10 years) | N/A | N/A | N/A | |
| Educator Portfolio (5 years) | N/A | N/A | N/A | |
| Graduate School of Biomedical Sciences Default CV | N/A | N/A | N/A | |
| My Copy of NIH Biosketch |  |  |  | |
| NIH Biosketch | N/A | N/A | N/A | |

Custom Title:

1. Enter a value to override the default title for this section. Leave blank to use the default title.
2. Click the **Save** button at the bottom of the screen to save your changes.

Sub-Title:

Not all sections will have the option to select a sub-title, the default is NONE.

1. Select a field from the drop-down list to set a break in the section by that field. For example, in the Publications section you could select 'Publication Journal Name' to view all publications by the Publication Journal Name. The publications would be sorted by Publication Journal Name with a break occurring when the Journal Name changes.
2. Click the **Save** button at the bottom of the screen to save your changes.

Biographical Data Section:

The Biographical Data section differs from all other sections in that you can remove individual fields from the output of your CV.

1. Preview the section to see available fields in the section by clicking the **Preview this Section** icon.
2. If there are fields you do not want displayed on the output of your CV, check the appropriate box in the Filter Items area. All fields for the Biographical Data section are shown regardless if the fields are available in the template. If none are checked, all items defined in the template will display.
3. Click the **Save** button at the bottom of the screen to save your changes.

All Other Sections:

1. You have the option to select specific records to be displayed in your CV. All records are listed in the Filter Items area. To select a specific record click the box next to the record. If none are checked, all records will be in the CV.
2. Click the **Save** button at the bottom of the screen to save your changes.

NIH Requirements:

Once in the configuration panel, the faculty member can select the section to customize to reduce the number of publications. Choose the **Publications Section** from the drop down list. This will bring up a list of all publications included in the CV. The user can then select which items she/he would like to see displayed in this version of the CV (Copy of the NIH Biosketch)


CV View: My Copy of NIH Biosketch


CV Description: My Copy of NIH Biosketch


Section: [Biographical Data] NIH Heading

Custom Title: [Biographical Data] NIH Education

Sub Title: [Publications] NIH - B. Selected peer-reviewed publications

Select CV sections: 

Preview this section: 

Preview the entire cv: 

Filter Items:

All items that are not checked will be displayed.

CV Description:

Section:

Custom Title:

Sub Title:

Select CV sections: Preview this section: Preview the entire cv:

Filter Items:
Select the items you want to be displayed on this CV.

- ☐ Dentists' Familiarity and Compliance with the Clinical Practice Guidelines, JADA, 02/01/2006
- ☒ Knowing how to help tobacco users. Dentists' familiarity and compliance with the clinical practice guideline., JADA, 02/01/2006
- ☐ Implementation of the 5 A's of Cessation Counseling in Different Dental Specialties, Society for Research on Nicotine and Tobacco - 2005 Proceedings and On-site Program, POS2-108, 03/01/2005
- ☐ Determinants of Time Dentists Spend for Tobacco Use Cessation Counseling, Society for Research on Nicotine and Tobacco - 2005 Proceedings and On-Site Program, POS2-107, 03/01/2005
- ☒ Smoking Cessation Counseling: Comparison Between General Dentists and Dental Students, Journal of Dental Research, 03/01/2005
- ☐ Tobacco Cessation Counseling among Dentists and Dental Students: How often the 5 A's and 5 R's of the Clinical Practice Guideline are Implemented in Texas?, Journal of Dental Education, 01/01/2005
- ☐ Dentists' views and practices of tobacco control: Evidence from Texas, Texas Teen Tobacco Summit & Comprehensive Tobacco Prevention Conference, Conference Program, 07/01/2004
- ☒ Phillips' Science of Dental Materials, 11th ed.; Anusavice, Kenneth J. (editor), Journal of Dental Education, 04/01/2004
- ☐ Materials Science of Dental Ceramics, 2nd ed.; Anusavice, Kenneth J. (editor), Journal of Dental Education, 04/01/2004

- Once the appropriate publications have been selected, scroll to the end of the page and select **Save**

☐ The General History of Dentistry, Section, 01/01/2006

☐ Dental Hygiene Dental Assisting Skills (DAU 124/324) (Manual), Medical College of Georgia

☐ Castability of Silver Based Crown and Bridge Alloys, Journal of Dental Research, 01/01/198

☐ Dental Equipment Selection. Edited by James Clark, Hagerstown: Harper & Row, Clark's Cl

[Back to List]

- After clicking on Save you may click on **Preview this section**. This preview will show only that section of the publication so the user can determine if the correct Publications were selected.

CV Description:

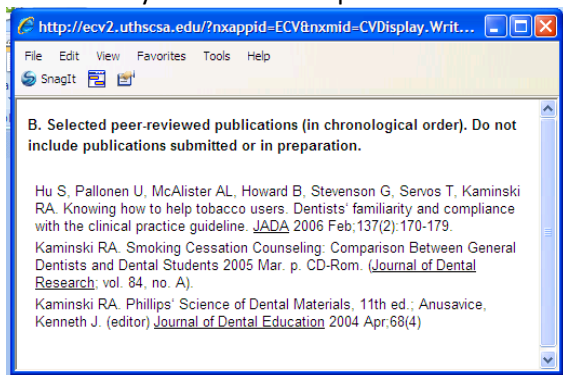
Section:

Custom Title:

Sub Title:

Select CV sections: Preview the entire cv:

- You may also choose to preview the entire Bio Sketch.



Each section in the Biosketch can be filtered in a similar manner to ensure the document meets the **FOUR PAGE** requirement.

Principal Investigator/Program Director (Last, first, middle): Kaminski, Robert A.

BIOGRAPHICAL SKETCH
Provide the following information for the key personnel in the order listed for Form Page 2.
Follow this format for each person. **DO NOT EXCEED FOUR PAGES.**

| | | | |
|---|---------------------------------|----------------|---------------------------------------|
| NAME | POSITION TITLE | | |
| Robert A. Kaminski | Asst VP Academic Administration | | |
| EDUCATION/TRAINING (Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.) | | | |
| INSTITUTION AND LOCATION | DEGREE | YEAR(s) | FIELD OF STUDY |
| University of Georgia - Athens, GA. | EdD | 1987 | Curriculum, Instruction & Supervision |
| Syracuse University - Syracuse, NY. | MS | 1980 | Educational Administration |
| Medical College of Virginia / Virginia Commonwealth University - Richmond, VA. | DDS | 1976 | Dentistry |
| Adelphi University - Garden City, NY. | BA | 1972 | Biology |

NOTE: The Biographical Sketch may not exceed four pages. Items A and B (together) may not exceed two of the four-page limit. Follow the formats and instructions on the attached sample.

A. Positions and Honors. List in chronological order previous positions, concluding with your present position. List any honors.

We are aware of three problems with the Biosketch format. Changes were made to the format by the NIH after this CV view was created by the vendor. Users can **SAVE** the NIH Biosketch as a Microsoft Word document and make the corrections to the document before submission. List below are the three (3) changes:

1. Add the ERA COMMAN USER NAME to the NAME box

| | |
|------------------------------|--|
| NAME | POSITION TITLE Professor of Microbiology |
| Carlucci, Joseph Louis | |
| eRA COMMONS USER NAME | |
| Carlucci | |

2. Sort the publications in the correct order. They must be in chronological order
3. The addition of a "Personal Statement" as item A.

This is a known issue and is being addressed. Until corrections are made, these three steps must be taken to correctly format the NIH Biosketch according to NIH standards.

<http://grants.nih.gov/grants/funding/phs398/biosketchsample.doc>

Program Director/Principal Investigator (Last, First, Middle):

| BIOGRAPHICAL SKETCH | | | |
|---|---------------------------|----------------|----------------|
| Provide the following information for the Senior/key personnel and other significant contributors in the order listed on Form Page 2. Follow this format for each person. DO NOT EXCEED FOUR PAGES. | | | |
| NAME | | POSITION TITLE | |
| eRA COMMONS USER NAME (credential, e.g., agency login) | | | |
| EDUCATION/TRAINING (Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable.) | | | |
| INSTITUTION AND LOCATION | DEGREE (if applicable) | MM/YY | FIELD OF STUDY |
| | | | |
| | | | |
| | | | |
| | | | |

NOTE: The Biographical Sketch may not exceed four pages. Follow the formats and instructions below.

A. Personal Statement

Briefly describe why your experience and qualifications make you particularly well-suited for your role (e.g., PD/PI, mentor, participating faculty) in the project that is the subject of the application.

B. Positions and Honors

List in chronological order previous positions, concluding with the present position. List any honors. Include present membership on any Federal Government public advisory committee.

Faculty Maintenance

At the Faculty Level, Faculty and Faculty Administrator users have the ability to check the "Section Status." Section Status provides review status for every section within a Faculty CV. Faculty also has the capability to either "Deny Access to Department Level" from accessing their CV or the option to "Send Email upon Departmental Log In." The automatic email is sent to the faculty anytime a department level user logs into the faculty's account. Update Notification is a feature to display all instances where another individual has modified a Publication record or a Research Grant record.

Faculty - Section Status

The Section Status screen, the "Section Status" entries at the top of every data entry screen and the color-coded triangles in front of each section heading in the "Edit" menu, are three options which provide a means of keeping track of your data entry/update progress. If your "Section Status" entries are kept up to date, there will be no need to come to this screen. However, if you would like to check off (or reset) several sections at once, you may do so here.

On or about June 30th of each year it is assumed that all eTalus records will be completed. This is the time when annual reports are prepared by department Chairs and Deans for year-end review and year-ahead planning. At some point during the next academic year (e.g. April 15), the Dean's Office may reset all sections to "Incomplete" to encourage faculty or departmental staff do a quick review and make sure all entries are current.

Section Status

Show Help

| Section | Complete Set All | Needs Review Set All | Not Applicable Set All |
|---------------------|-------------------------------------|---|---|
| Biographical Data | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Committees | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Degrees/Education | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Employment History | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Expertise | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Grant Reviews | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Honors & Awards | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Lic./Certifications | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Patents | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Presentations | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Prof. Development | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Prof. Organizations | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Projects | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Publications | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Research Grants | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Service Activities | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Teaching Activities | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Time Allocation | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |

Save Reset

Faculty - Settings

This screen provides a faculty member with the ability to prevent departmental staff access to their eTalus data entry screens. Alternatively, a faculty member can allow such access but then request that an email message be forwarded when a staff member has updated his /her eTalus record.

Faculty Settings: abdelkarima

Show Help

Program Access:

☐ Deny Access to Department Level
Select this option if you wish to deny department level users the ability to log in to your account.

☐ Send Email Upon Departmental Log In
Select this option if you wish to receive an email any time a department level user logs into your account.

Save Reset

Faculty - Update Notifications.

This screen lists all instances when another individual has modified a Publication record or a Research Grant record. All authors or PIs are informed (with a warning notice displayed at login) when any such edits have occurred. If the edit is warranted, you can click the "Reviewed" check box to the left of the entry and it will disappear when you click the "Save" button at the bottom of the screen. If you are not in agreement with the edit, you should not review the entry until you have resolved any concerns you may have with the individual who edited that record. Once resolved, you can then mark the relevant Update Notification(s) as reviewed.

Update Notification

Hide Help

This screen lists all instances where another individual has modified a Publication record or a Research Grant record. All authors or PIs are informed (with a warning notice displayed at login) when any such edits have occurred. This screen contains a record of all such edits. If the edit is warranted you can click on the 'Reviewed' check-box to the left of the entry and it will disappear when you click the 'Save' button at the bottom of the screen. On the other hand, if you are not comfortable with the edit you should not review the entry until you have resolved any concerns you may have with the individual who edited the record in question. Once resolved, you can then mark the relevant Update Notification(s) as reviewed.

☐ Show All

| Reviewed | Section | Edited By | Description |
|--------------------------|--------------|---|---|
| <input type="checkbox"/> | Publications | preece 07/28/2008 09:05:57 AM | Publication Title: Craniofacial polyostotic fibrous dysplasia: a case report and review of the literature |
| <input type="checkbox"/> | Publications | langotais 04/25/2008 04:28:54 PM | Publication Title: Analysis of 160 cases of Temporomandibular Joints Imaged by CBCT |

What data is shown in Faculty Profiles

The data that displays in Faculty Profiles currently comes from the eTalus application. Within the eTalus system, you have the capability to edit and proof the data. Data from the following Faculty CV categories are included in the faculty profile.

- **Biographical Data**
- **Employment History**
- **Degrees/Education**
- **Expertise**
- **Teaching Activities**
- **Publications**
- **Research Grants**

Note: Data Changes made in eTalus will be reflected in Faculty Profiles the following day. To allow a Faculty Member to be listed within the Faculty Profiles website, the following must be entered correctly:

- Username – must match the information as listed within the Human Capital Management System (HCM).
- ID Number – must be 9 numeric characters (add preceding zeros to make the nine digits)
- FTE – the Faculty Member must be at 1.00 (100%) FTE
- If the Faculty Member is less than 100%, please send an email to eTalus@uthscsa.edu requesting the individual be added to the Faculty Profiles website.

Below is an example of a Faculty Profile. The numbers correlate to what category section the information is retrieved from within eTalus. The spreadsheet that follows contains more detailed information.

Kaminski, Robert Alan ¹

Dental School
Comprehensive Dentistry
(210) 567-7777 Option 5
etalus@uthscsa.edu



² Dr. Kaminski is currently the Assistant Vice President for Academic Administration at the Health Science Center(HSC). His responsibilities include institutional reporting to the University of Texas System, the Texas Higher Education Coordinating Board(THECB), and the Southern Association of Colleges(SACS) and Schools which is the regional accrediting agency for the HSC. Dr. Kaminski also oversees data collection for the institutional strategic plan, and is the eCV administrator.
Dr. Kaminski currently holds an appointment as Associate Clinical Professor in the Department of General Dentistry. He teaches one clinic period per week to third and fourth year dental students. His area of interests include academic reporting and evaluation, curriculum management, infection control and instructional design.

| ³ Appointments | ⁴ Education | ⁵ Expertise | ⁶ Publications | ⁷ Grants | ⁸ Teaching Activities |
|---------------------------|------------------------------|--|---------------------------|---------------------|----------------------------------|
| 8/2006 - Present | Clinical Associate Professor | UT Health Science Center at San Antonio, San Antonio, TX | | | |
| 1/2006 - Present | Assistant Vice President | UT Health Science Center at San Antonio, San Antonio, TX | | | |

1. **Biographical Data** is the section this information is retrieved.
2. **Self Description Field under Biographical Data** is the section this information is retrieved.
3. **Employment History** is the section this information is retrieved [will only display open end dates].
4. **Degree/Education** is the section this information is retrieved.
5. **Expertise** is the section this information is retrieved.
6. **Publication** is the section this information is retrieved [Faculty Profiles will only display the past 5 years]. There is an option to allow the publication to show in profile. There is another option to opt-out or suppress the information from displaying in faculty profiles. See the "Show in Profile" or "Edit Sensitivity" to section for more information.
7. **Research Grants** is the section this information is retrieved [Faculty Profiles will only display the past 2 years]. There is an option to allow the publication to show in profile. There is another option to opt-out or suppress the information from displaying in faculty profiles. See the "Show in Profile" or "Edit Sensitivity" to section for more information.
8. **Teaching Activities** is the section this information is retrieved.

| CV Data Entry Category | Field | Notes |
|------------------------|---|---|
| User Profiles | Photo | Department Administrators can add the URL to the photo field within Faculty User Setup |
| Biographical Data | <u>Personal Information</u> Last Name, First, Middle <u>Office Address</u> Self Description, Office Phone, Email address | Serves as a summary of current Interest. |
| Employment History | Begin Date, Position, Institution | Only displays CURRENT positions with a blank end date. |
| Degrees/Education | Year, Degree, Discipline, Institution | Shows year granted if populated, if not , shows end year |
| Expertise | Expertise Title, Detail | |
| Teaching Activities | Begin Date, Description, Institution, Number of Students, Detail Role | Includes all teaching entries with a blank ending date. For non-group type teaching, only show the Category, Beginning and End Date, Institution to prevent showing the students name. <u>Role</u> If Co-Course Director or Course Director |
| Publications* | Author List, Publication Title, Journal Name <u>If Book</u> Book Title Publisher Book Author Publication Date First Page Last Page Publisher Location | Includes entries with a publication date that occurred within the last 5 years. Pending publication (local type="Papers Submitted") are excluded. |
| Research Grants* | Source, Funding Agency, Name of Grant, Status, Begin Date, End Date, Role, Grant Detail | Includes all grants with an end date within the last 2 years and a status of Active or Complete |

***Faculty can opt out a publication and grant if they feel it is sensitive and do not want it displayed**

How to edit sensitivity to publications or grants

To suppress your publications or grants from displaying publicly in Faculty Profiles, Faculty and Faculty Administrators have the option to mark them as sensitive. Publications marked as sensitive will not display on your profile. However, it will continue to display on the profiles of co-authors. The publications you wish to suppress should be displayed below in the Publication List before clicking the Edit Publication Sensitivity Link.

Section Status: Not Applicable [Complete] [Needs Review]

Status Last Updated: 04/17/2007


[Hide Help]

What to do in this section

1. If you do not have any publications, click Not Applicable.
2. If you do have publications to enter, click Search/Add New.
3. To edit any previously entered publications, click on the title of that entry.
4. When the data in this section is both current and complete, click Complete.
5. To suppress your publications from being displayed publicly in applications like [Faculty Profiles](#) mark them as sensitive by clicking the link below. Publications marked as sensitive will not be displayed on your profile or the profiles of co-authors. Make sure the publications you wish to suppress are displayed below before clicking the link.

[Edit publication sensitivity \(JavaScript must be enabled\)](#)

Tips

- **Substantial Number of Publications to Enter**
Use Medline Import if you have a substantial number of publications to enter. Medline Import will add those publications that are catalogued in the Medline database. [Click here](#) to view a tutorial on using Medline Import.
- **Show All**
Select Show All (a choice from the Period list) to view a complete listing of all publications entered.
- **Preview this section**
Click the Preview icon  located in the top right corner of this page to view this section as it will be displayed in the printed CV.
- **Sorting the entries**
Click on a column heading (e.g., Title, Pub Date, etc.) to sort the entries by that heading. Click one time to sort in low-to-high order; click twice to sort in high-to-low order.

Notes

Enter your publications, both in print or on electronic media. Examples of print publication include abstracts, book chapters, books/monographs, journal articles, editorials, and review articles. Examples of electronic media include CD-ROMs created for a textbook, software, or online courses. If an abstract is listed in a proceeding and was assigned an abstract volume, include it in this section. Presentation of materials (e.g., abstracts) which have not been published should be entered in the Presentation section.

After clicking on the “Edit Publication sensitivity” link, the following window will appear.

eCV Sensitivity Extension

Publications

| Publication Name | Date | Sensitive |
|---|---------|--------------------------|
| Craniofacial polyostotic fibrous dysplasia: a case report and review of the literature | 07/2008 | <input type="checkbox"/> |
| Effect of JPEG2000 compression on landmark identification of lateral cephalometric digital radiographs. | 10/2010 | <input type="checkbox"/> |

Sensitivity changes will be effective immediately. However, it may take up to 24hrs for Faculty Profiles to recognize new pubs.

[View Your Faculty Profile](#)

1. Check the box next to the Publication you do not want to be publicized in Faculty Profiles.
2. The changes will update after a 24hr process.

