




UBProfile Cheat Sheet

Logging in:

Link: <https://smbweb.med.buffalo.edu/ubprofile/index.php>

This link can also be found on the bottom of any JSMBS webpage, bottom right corner, listed under site tools “**Update your faculty profile**”

- Use your ubit and email password to log in
- Please contact the Office of Medical Computing (716-829-2106 omc-req@buffalo.edu) if you do not remember your ubit / password
- Requests can be made to allow for admins to have privileges to work on behalf of faculty. Faculty should email the Office of Medical Computing at omc-req@buffalo.edu to make this request and should list the staff members name and UB email address. Anyone w/ admin privileges will log in with their own ubit and password to gain access to profiles that they have rights to. The email must be sent from a faculty members UB email account. A signed document may also be submitted to request access.
- **ADMINS**: once logged in, click on the  in the upper left corner, click on  directly under  and a box will populate with a list of those you have admin rights to. Select the faculty you would like to work on behalf of.
- You will see a link to a support site at the bottom of the log in page. “Need help? Click [here](#) to view the UB Profile support site.”






Lay out:

- First 3 tabs across the top are templates for you to build/ edit an output report (web profile, annual faculty review (AFR) & CV)
 - You will **NOT** see any faculty data in the outline form of the template
- Fourth tab is data fields by category.
 - All data entry points across the entire system can be found here broken down into 9 categories.
 - At the top of the page, you’ll see a key that shows where this data will appear (dept. web profile, UBMD web profile, CV, AFR)

Many data points appear across various reports. Data only needs to be entered once. For example, if entering an honor or award though the web profile tab, that honor/award will appear on your CV as well as the AFR for the appropriate reporting year.

- Last tab is to run reports
 - Web profile: JSMBS faculty profile
 - AFR: Select the year and click view. This can then be exported to save as a word document.
 - CV: UB format for appointments, promotion and tenure
 - Time & effort: runs the annual report when requested by the dean’s office

Add/ edit / delete data:

- ALL data was migrated over from the previous system, eCV.
- Anywhere you see a grey  button, you can drill down and add, edit, or delete data
 - You will see instructions at the top of every entry screen and **green** help text throughout the system
 - Ex. click on the Faculty review tab, scroll down to ***Awards, Honors, and Other Recognition***, A. Awards and Honors. Select . You should see a “list view” of any previous awards / honors listed here. Click on a listed award to see the “detail view” of that specific entry. You can edit and  or  to get out of that screen.  at the bottom of a list view will take you to a new entry screen to add a record. Most pages are set up just like this.
 - **NOTE** always use the back button located at the top left of list and detail view pages to return to the previous page. Do not use the back arrow.