

### 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
- Requests can be made to allow for admins to have privileges to work on behalf of faculty. Faculty can reach out to Ray Dannenhoffer ([rpd@buffalo.edu](mailto:rpd@buffalo.edu)) to make this request and should list the staffs name & 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 (ex. I have rights to all faculty in my division)
- **ADMINS**: once logged in, click on the ☰ in the upper left corner, click on **Select** 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 through 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 **edit** 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 **edit**. 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 **save changes** or **Cancel Changes** to get out of that screen. **ADD RECORD** 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.