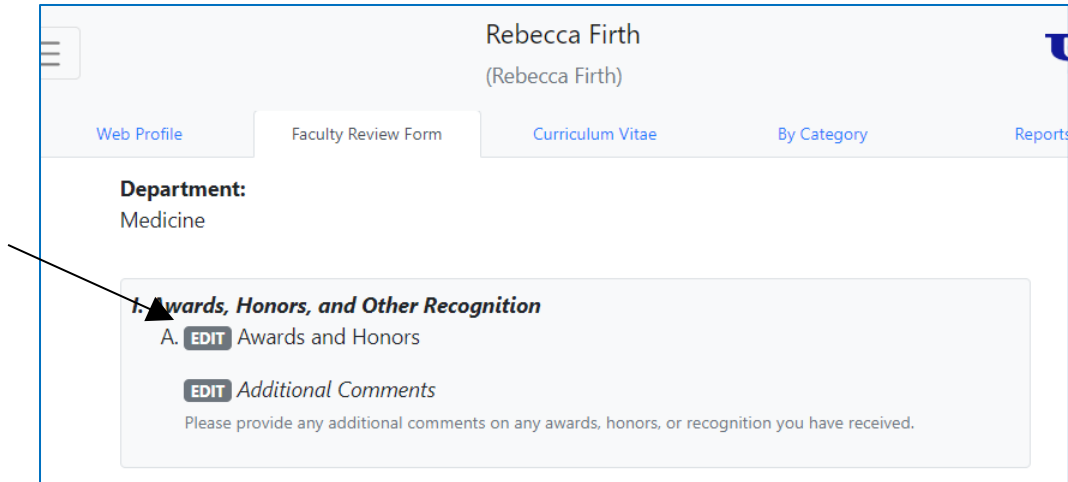


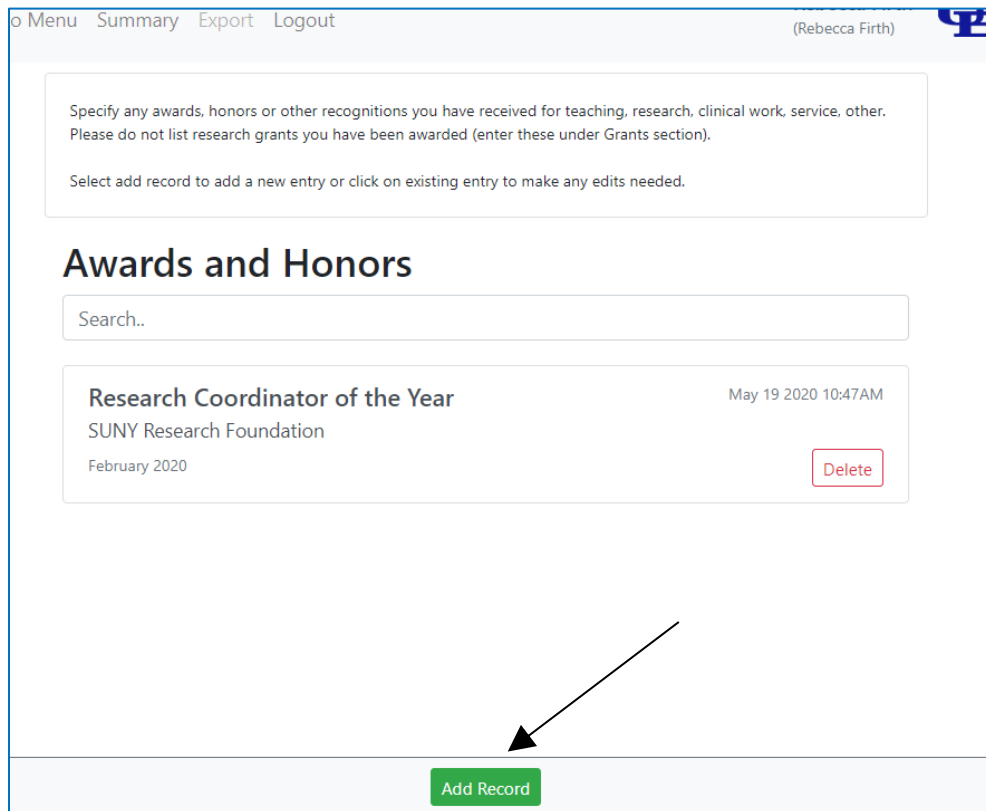
## UB Profile Instructions

### To enter new data:

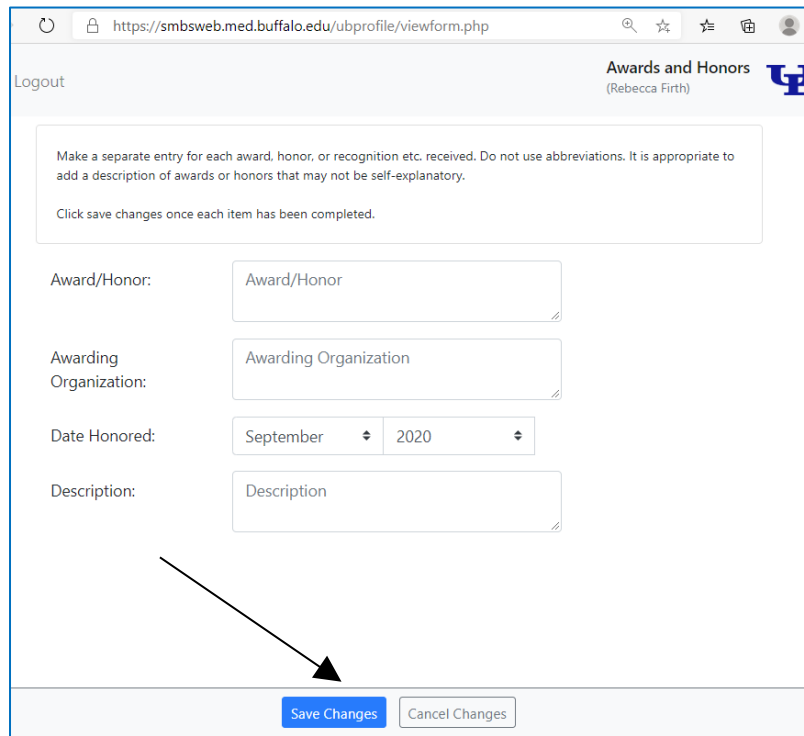
1. Click on the **EDIT** button found in the applicable section.



2. Select **Add Record** button found at the bottom of the list view page.



3. Complete each field on the screen and **Save Change** in order to save your entry.



https://smbweb.med.buffalo.edu/ubprofile/viewform.php

Logout Awards and Honors (Rebecca Firth)

Make a separate entry for each award, honor, or recognition etc. received. Do not use abbreviations. It is appropriate to add a description of awards or honors that may not be self-explanatory.

Click save changes once each item has been completed.

Award/Honor:

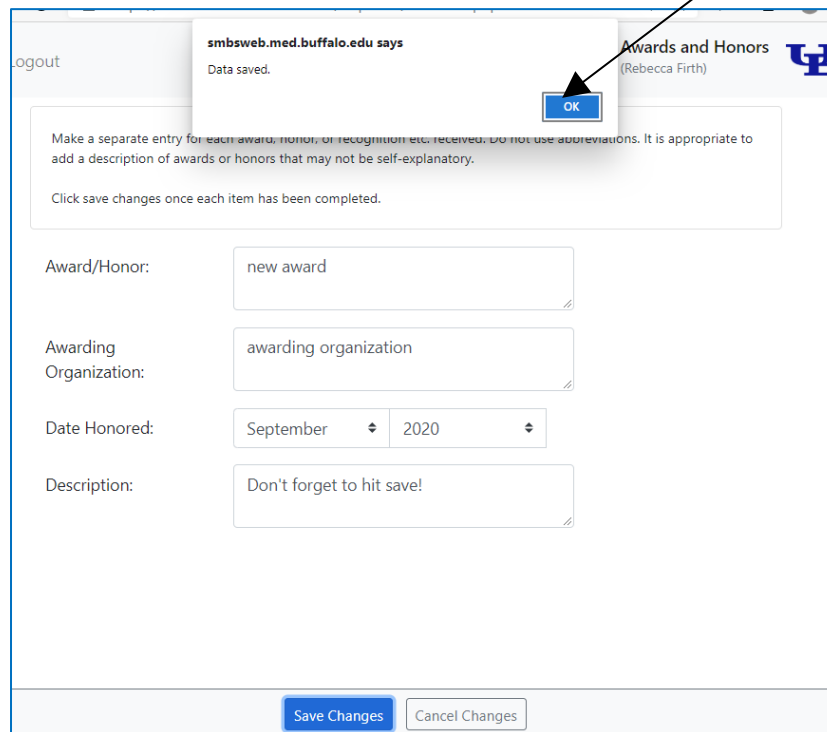
Awarding Organization:

Date Honored:

Description:

**Save Changes** Cancel Changes

4. Confirm saving by indicating **OK**



Logout smbweb.med.buffalo.edu says Data saved. Awards and Honors (Rebecca Firth)

Make a separate entry for each award, honor, or recognition etc. received. Do not use abbreviations. It is appropriate to add a description of awards or honors that may not be self-explanatory.

Click save changes once each item has been completed.

Award/Honor:

Awarding Organization:

Date Honored:

Description:

**OK**

**Save Changes** Cancel Changes