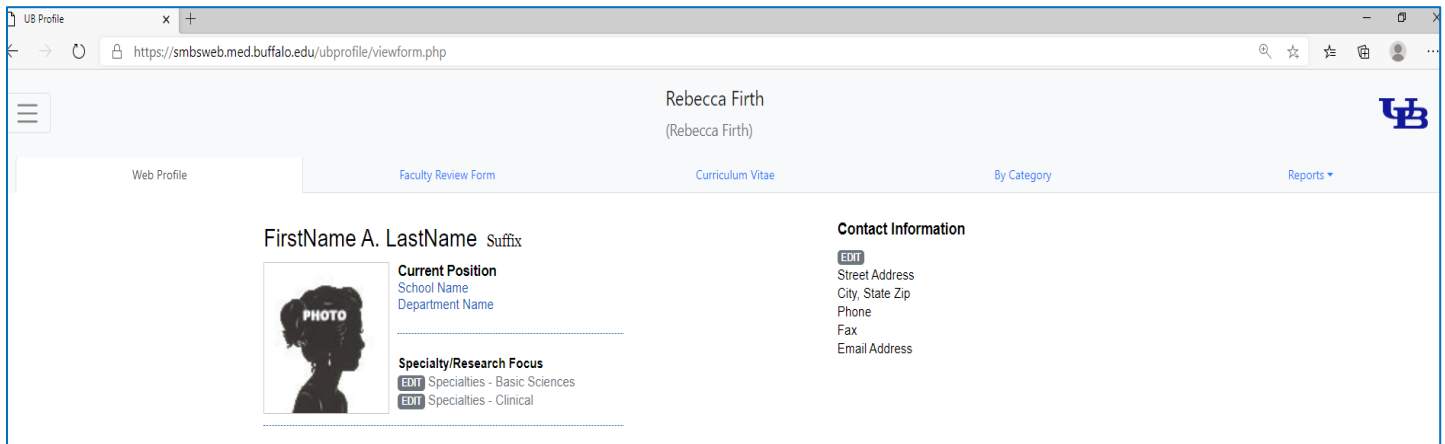


## UB Profile Instructions

### Navigating ub Profile:

Once logged in, you will see 5 tabs across the top of the page. See description below on each tabs function.



- Web Profile
  - The menu page found in this tab is used to build faculty members' online profile which can be used for recruiting, collaborating and media releases.
  - Data collected is also used to build UBMD web profiles.
- Faculty Review Form
  - This menu page electronically captures data to be used to complete annual faculty reviews using the Jacobs School template.
- Curriculum Vitae
  - This menu screen is used to create a UB formatted CV which can be used for tenure and promotion.
- By Category
  - This screen includes a collection of all of the various data entry screens appearing in the tabs described above.
- Reports
  - By selecting the Reports tab, faculty will be able to run and print a completed annual review form, a UB formatted CV and connect to their complete web profile.