

# UB Profile Instructions

## Web Profile Instructions

Once logged into UB Profile, select **Web Profile** to access the data entry menu page.

The screenshot shows the 'Web Profile' page for Rebecca Firth. At the top, the name 'Rebecca Firth' and '(Rebecca Firth)' are displayed next to the UB logo. Below this is a navigation bar with tabs: 'Web Profile' (selected), 'Faculty Review Form', 'Curriculum Vitae', 'By Category', and 'Reports'. The main content area is divided into several sections:

- Profile Information:** Fields for 'FirstName A.', 'LastName', and 'Suffix'.
- Current Position:** Fields for 'School Name' and 'Department Name'.
- Specialty/Research Focus:** Two categories: 'Specialties - Basic Sciences' and 'Specialties - Clinical', each with an 'EDIT' button.
- Contact Information:** Fields for 'Street Address', 'City, State Zip', 'Phone', 'Fax', and 'Email Address', each with an 'EDIT' button.
- Navigation Tabs:** 'Overview', 'Research', 'Publications', and 'Activities'.
- Professional Summary:** An 'EDIT' button for the 'Professional Summary'.
- Education and Training:** 'EDIT' buttons for 'Academic Degrees' and 'Other Training'.
- Employment:** 'EDIT' buttons for 'Academic Appointments', 'Administrative Appointments', and 'Non-Academic Appointments'.
- Awards and Honors:** An 'EDIT' button for 'Awards and Honors'.

The Web Profile tab is designed to help build faculty members' online profile which can be used for recruiting, collaborating and media releases. Use the instructions found at the top of each page as well as the **green help text** found under some of the data entry fields for assistance.

Please note - data entered into fields will be shared across additional menu pages, as appropriate.

When completed, click on the Reports tab to view your Web Profile.