Directions for updating your Faculty Profile Page on the FSPH website -
Updated Aug. 6, 2014

To access and update your profile please follow these instructions:

1) Go to ph.ucla.edu/user
2) Login with your email address and password. If you’ve forgotten your password you can request a new one here - http://ph.ucla.edu/user/password.
3) Go to the top navigation menu and click on the ‘Faculty’ button in the blue bar. This will take you to the faculty database landing page.
4) Enter your last name in the search field under the ‘FSPH Faculty’ header and press ‘Go’. Once your name and photo displays, click on your name to go to your full profile.

---please continue---
5) Just below your name, you’ll see some or all of the following tabs:
   o ‘view published’ (this is the version the public sees)
   o ‘view draft’ (you’ll only see this tab if you’ve made edits before but haven’t published/saved them yet)
   o ‘edit draft’ (you’ll only see this tab if you’ve made edits before but haven’t published/saved them yet—this tab will lead you to the back end where you can edit the page)
   o ‘new draft’ (click here to make new edits to your profile). Once you select ‘new’ or ‘edit draft’, please make any necessary updates.
   o ‘moderate’ (this tab will lead you to a page where you can publish your profile with new edits by choosing ‘Published’ from the dropdown and hitting ‘Apply.’)

6) Choose ‘Edit draft’ and begin editing your page.
7) When your edits are complete, scroll to the bottom of the page—under ‘Moderation State’ and select ‘Published’.
   **Important Note:** Before editing your page, please look at the highlighted instructions on the next page for directions on how to properly copy and paste from another website or from Microsoft Word into your faculty profile webpage. It is important to follow those steps to avoid any complex formatting issues that may occur from basic copy-pasting.
8) Finish by clicking ‘Save’
9) Once you’ve saved your updates, please notify the appropriate person in your department (listed below) so they can migrate the latest version of your profile to the department website’s faculty listing. They can also provide assistance in updating your profile if necessary
   o Health Policy and Management - Anna Park (apark@ph.ucla.edu);
   o Environmental Health Sciences - Nancy Gonzalez (ngonzalez@ph.ucla.edu);
   o Community Health Sciences - Jennifer O’Brien (jobrien@ph.ucla.edu);
   o Epidemiology – Joy Miller (jdmiller@ph.ucla.edu);
   o Biostatistics – Clifford Kravit (ckravit@mednet.ucla.edu)
ADDITIONAL NOTES TO KEEP IN MIND

- When updating your profile, please be sure to select your areas of expertise in the ‘Expertise’ drop down menu. This information allows users to find your profile when searching for faculty who have a specific interest area. It will also be used by the School’s Associate Dean for Research to send tailored grant opportunities to FSPH faculty with specific expertise. If a term is not listed, please contact us and we will add it to the list.
- Please note that we’ve added a new field where you can indicate your availability to serve as a faculty advisor or in a graduate degree committee (Doctoral advisory, MS Thesis Committee Member, etc.).
- The dimensions of your photo should be 250x250, otherwise the photo may not crop correctly.
- We recommend that you avoid copy/paste as this can introduce extraneous code that might be visible on the published version. If you need to paste text from another source, please remove all formatting first.

If pasting from a Word document:

1) Open the document in Word,
2) Do a “select all” (ctrl+A)
3) “Copy” (ctrl+C)
6) On your profile page, click the icon that indicates “Paste from Word” (see screenshot below)
7) Paste the text (ctrl+V) into the Paste from Word pop up
8) Click “Insert”

If pasting from another website:

1) Highlight the text
2) Copy the text (ctrl+c)
3) Open Microsoft Word on your PC
4) Paste the text (ctrl+v)
5) Copy the text from Word
6) On your profile page, click the icon that indicates “Paste from Word” (see screenshot below)
7) Paste the text into the Paste from Word pop up
8) Click “Insert”

Areas of Interest

- Maternal and Child Health
- Public Health Advocacy
- Physician Education in Public Health
- Public Health Administration

Paste from Word icon

Please go into more detail on expertise's and specific interests of the faculty member.