

FACULTY PROFILE SYSTEM

Quick Start

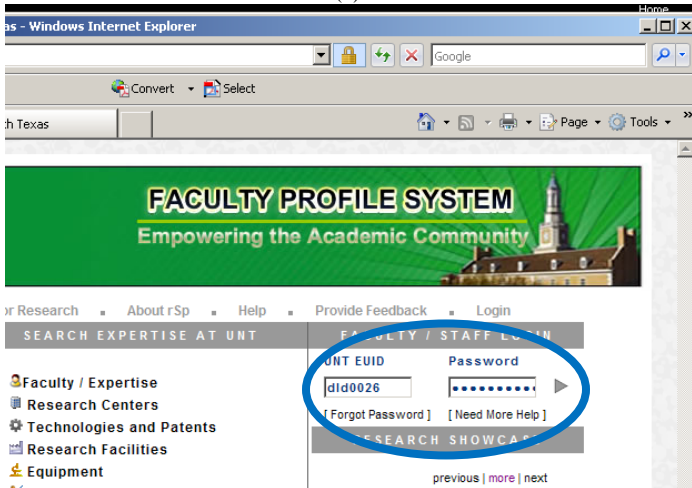
Welcome to the University of North Texas Faculty Profile System

These Quick Start instructions are meant to introduce you to the system and assist you in establishing your initial profile account. Detailed profile component page descriptions and instructions are available on-site through the “Help” button on the system homepage.

To establish your account type or paste the URL address into your browser:

<https://faculty.unt.edu/>

(1)

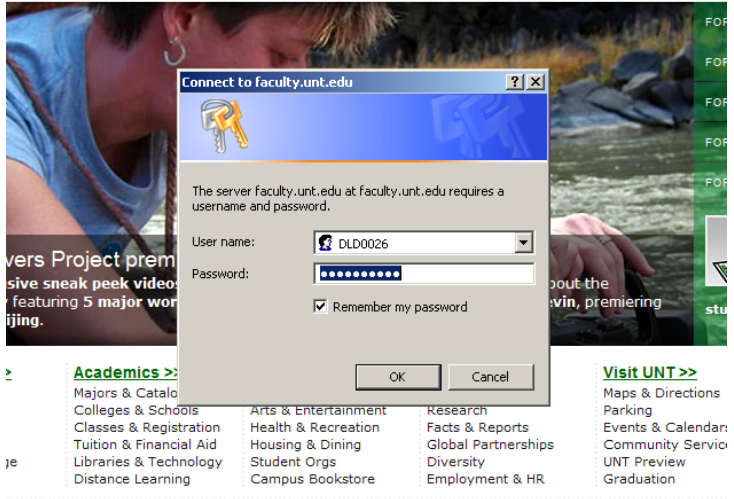


The Faculty Profile System allows for multiple profiles; Faculty, Research Center, Technology, Facility, Equipment and Lab/Group. Currently only the Faculty profile is available to users. The system’s other, organizational, profiles will follow soon.

New users will click on the “Create Faculty Profile” link on the Profile List page. Returning users who have saved there “Contact” webform will see their available profiles listed under the tab, “My Profiles” (right).

The “Blue Sheet” tab is still in development, members will be updated when this option comes on line.

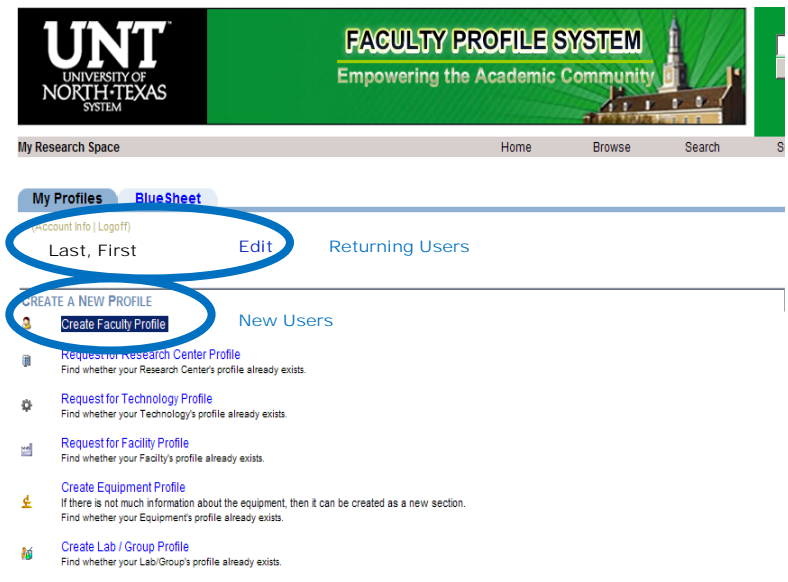
3



The Faculty Profile System resides on a secure server and requires you to log-on to the website host through a pop-up window (above), use your University EUID and password to log-on to the secure server. You may have to adjust you browser’s pop-up protection system to allow the pop-up to appear.

Once on the site, both new and returning users, must log-on to the Faculty Profile System site, again, using your EUID user name and password (left).

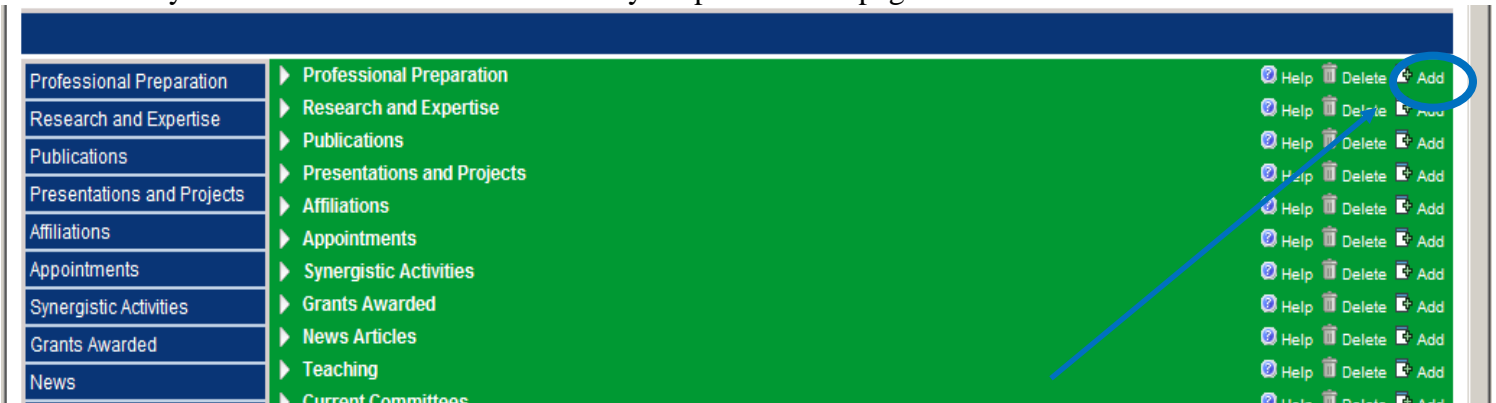
(2)



Clicking on the “Create New Profile” link will open a standard webform requesting Name, Organization, and Contact information.

(4)

Once completed and saved, your account will be established and the “Profile Edit” page will open (below). The Profile Edit page identifies and provides access to all 27 Faculty Profile System built-in components. The system also allows you to create additional, custom profile categories. Only those component pages with save data are considered active and will be the only component(s) visible to viewers of your profile page. You can choose to add data and activate any or all of the available profile system components. You do not have to fully complete your profile in a single session; just remember to save your work as you go. Once a profile component contains any saved data it will be immediately viewable to all other members on your profile homepage.



To open and begin entering data into any profile component simply click on the “Add” link. A new edit page for that specific profile component will open and you can begin populating the data fields. The first profile component on the Edit Page menu is “Professional Preparation” and will serve as our first example of the system’s components and data entry methods.

(5)

Three methods are used to populate the data fields of the system’s components; fixed webforms, integral text editors and mixed, webform-text editor.

Each data entry method is cut & paste capable.

The “Professional Preparation” system component utilizes a familiar webform data entry method. As with all component edit pages, data entries must always be saved after each entry-edit session in order to be retained.

Degree	Major	Institution	Year	Hide
BA	Psychology	University of North Texas		<input type="checkbox"/>
MS	ation & Cognitive Systems			<input type="checkbox"/>
				<input type="checkbox"/>

(6)

(View of “Professional Preparation” component edit page, webform, at initial data entry)

Professional Preparation

Degree	Major	Institution
BA	Psychology	University of North Texas
MS	Computer Education & Cognitive Systems	University of North Texas

Research and Expertise

Publications

Presentations and Projects

Affiliations

Appointments

Synergistic Activities

Grants Awarded

News Articles

Teaching

Current Committees

Mentoring/Advising

Memberships/Editorships

Field Experience

Honors and Recognitions

Community Engagement

Exhibitions

As each profile system component page is activated and populated with data it will become visible on your “Edit Profile” page.

Active Pages

Inactive Pages

(7)

(Below: Detail view of previously saved, active “Professional Preparation” component edit page)

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Professional Preparation

Degree	Major	Institution	Year
BA	Psychology	University of North Texas	
MS	Computer Education & Cognitive Systems	University of North Texas	

Research and Expertise

Publications

Presentations and Projects

Affiliations

To modify any existing profile component page simply click on the “Edit Button”

(8)

The integral text editor is the second method of entering data into your faculty profile. There are no line restrictions and you can create as many documents as you choose by clicking “Add” on your selected component on the “Edit Profile” page.

You can enter and edit data directly through the text editor or “cut & paste” from an existing document such as a vita or bibliography.

You can include images to your page using the built-in file browser.

View Toolbox

Higher Education

du 940 565-2085

Professional Preparation

Research and Expertise

Name

WebSite

Image

View Source

Publications

Presentations and Projects

Affiliations

Appointments

Synergistic Activities

Grants Awarded

News Articles

(9)

You will find some profile component data entry pages incorporate mixed data entry methods. The “Publications” profile page is an example. This data entry page employs a text editor, fixed-data drop down menus and in-line text boxes.

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Click on the “Toolbox” tab of the “Edit Profile” page and you have the option of creating your own, custom component section. You can create as many custom components as you choose.

The custom component edit page employs a text editor data entry method for maximum flexibility.

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View Profile Home Browse

Edit View Toolbox

Contact Information

Your Name
Specialist-Counseling and Higher Education

dave @downing@unt.edu 940 565-2085

Professional Preparation	Professional Preparation	
	Degree	Major
Research and Expertise	BA	Psychology
Presentations and Projects	MS	Computer Education & Cognitive Systems
Teaching	Research and Expertise	
My Custom Section	Higher Education	
	Adult learning theory and lifelong learning	
	Presentations and Projects	
	Presentations/Projects per page <input type="text" value="5"/> <input type="button" value="Go"/>	
	Start Date	End Date Presentation/Project
	05/15/2008	05/21/2008 AGSHE From reactionary to responsive: Applying the internal environmental sc planning
	03/21/2008	03/21/2007 Educational Research Expo Typology System for Lifelong Learning Programming
	Teaching	
	Introduction to the PC	
	Introduction to the Windows XP Operating System	
	Introduction to Photoshop 7	
	Advanced Photoshop	
	My Custom Section	
	Custom Profile Data	
	A demonstration of the Custom Data componenet feature.	

The image to the left provides an example of a what the viewer sees they click on your profile homepage.

Viewers will only see those faculty profile components you have chosen to activate by inputting and saving data. You have the option of adding or deleting components as you like.

The blue menu list on the left side of the page provides your viewers direct on-page hyperling to your profile's component sections as your profile grows.

As your own profile grows so will the features and capabilities of the Faculty Profile System.

We encourage you to give the system a try and provide us your comments and recommendations.

If you encounter any log-on or technical difficulties please contact us at;

<https://faculty.unt.edu/feedback.php>