

### Logging-on to the System and Creating an Account

From the Faculty Profile System (FPS) home page, <https://faculty.unt.edu/>, log on using your existing University EUID and password. Logging on will automatically establish your account, create your profile and bring you to the profile creation page, “My Profiles”.

On this page you will note that next to your name a red “light” labeled *Inactive* will be displayed. To the right of that label will be a hyperlink, *Edit*, that will take you to your profile’s data entry screen. *Click on Edit*.

*\* Please note this process step does not create a public view of your profile. In order to make your profile viewable to the community you must first “activate” your account through a process to be discussed later.*

*\*\*The FPS architecture has been designed on a structure that requires screen resolutions of 1280x1024 or better. At lower resolutions left-hand page displays may be truncated, particularly “Start Date” and “End Date” Text Boxes. Prior to logging on to the FPS and your profile data entry page verify your PC’s display setting through your desktop’s control panel.*

### Edit Profile Screens

On the *Edit Profile* page you will note a grey menu bar with four embedded links; *Home, Browse, Search and Support*. Activating anyone of these links will take you to the labeled system page. Doing so will also exit you from the profile creation pages and require you to re-login to return to the “My Profiles” page.

Below the menu bar, three profile management tabs will be displayed; *Edit, View and ToolBox*.

The *Edit* tab will always be your default on start up. The Edit page is the primary data entry interface and provides direct access to each of the 26 available profile modules. Many of the profile modules are discipline specific and may not be applicable to your academic and professional situation. That’s OK. The system will allow you to input and publish only those modules you personally choose to display. You also have the ability to populate any particular profile module with data but hide it’s content from public view.

The *View* tab provides a display of your profile as it will be seen by other users of the system. Using the *View* tab allows you to see what the published version of your profile will look like without leaving the profile editing mode and the necessity of a re-login.

Clicking on the *ToolBox* tab provides access to three personal profile management processes; *Profile Settings*, *Profiles to Disciplines* and *Biosketches & Vitas*. The FPS has been conceptualized and designed for future expandability and display detail, however, at present only the *Profile Settings* hyperlink is operational and has been established as the default page within the section.

The *Profile Settings* page supports three processes; first, it supports the profile activation process mentioned earlier; secondly it allow you to control what system modules, populated or empty, are displayed on your published profile; and thirdly to create one or more custom modules.

Return to the *Edit* tab to begin creating your FPS profile. Remember, you will have to return to the *ToolBox* tab to activate your populated FPS modules so that it is viewable to the community.

### Creating Your FPS Profile

All personal profile data entry is accomplished within the *Edit* tab. There are two primary data entry points; *Contact Information* and *system modules*. While populating any of the 26 system modules is optional, *Contact Information* is a required entry. Data entry methodologies vary in number and type between the various modules; however, there are some core process protocols common to each data entry point.

In every case, access to the data entry interface is located on the right-hand side of the page. Except for the *Contact Information* interface, which is a required entry, three processes are presented; *Help*, *Delete* and *Add*. The *Contact Information* interface only offers an *Edit* option with the expectation that the “Text Box” data entry interface is self-explanatory and the required nature of the entry makes the addition of *Help*, *Delete* and *Add* features moot.

Within an individual module’s input page interface, data entry methodologies may differ based upon the type of information to be conveyed. However, each module’s page management process will be identical, based on the *Help*, *Delete*, and *Add* tools.

- **Help** – Clicking on the *Help* hyperlink opens a new browser window and brings to the top of the page a description of the intended propose of module and a link to a “pop-up” of a completed example of a given module’s data entry page.

- **Delete** – Clicking on the *Delete* hyperlink will clear all inputted data within a given module’s data entry fields. A “pop-up” will appear requiring a confirmation to proceed. Data will be irretrievable once confirmed.
- **Add** – Clicking on *Add* will open a particular module’s data entry interface. While the input methodology will differ between modules, each interface will initially display two page management processes; *Save* and *Cancel*. Data entries are not automatically save upon exit. The *Save* hyperlink must be clicked after each data entry session to preserve inputted values to your profile table. The *Cancel* hyperlink allows you to clear inputted data from within the module’s data input interface. These functions are applicable to both the *Contact Information* and system module interfaces. Once data has been inputted into the interface a third page management process will become available, *Hide*. The *Hide* page management process allows the user to enter as many data entries within his or her profile while controlling what is viewable on the published page.

### Data Entry Methodologies

A data entry methodology matrix is provided at Appendix A. The “Faculty Profile System Data Input Methodologies by Program Module” matrix displays program module titles, descriptions of the data input methodologies, and an explanation of the exceptions or special instructions for use of the named data input methodology within a particular module title. This document can also be used as a checklist when troubleshooting data input errors.

- **Text Box** – The *Text Box* is used within all profile modules. Available input capacity is fixed and sized to ensure standardization of all profiles within the FPS. Entries of characters in excess of the defined parameters will be truncated. *Text Boxes* are generally employed within the system to provide a single, specific data item. Details and/or amplifying information should be entered within a *Text Editor* interface when provided.

Duration (YYYY - YYYY or Present)	Company/Organization	Position
<input type="text"/>	<input type="text"/>	<input type="text"/>

*Text Boxes* are used throughout the FPS to gather “date” data and are programmed as a special case data entry items. Dates are always required fields. For those profile modules displaying a span of time, “Start Date” and “End Date” *Text Boxes* are provided in tandem. In cases where the span of time occurs within a single year or less, leave the “Start Date” blank and enter your “year” data in the “End Date” Box. All date entries must include four characters in a YYYY format.

- **Text Editor** – A *Text Editor* input interface offers an almost unlimited character capture capability as well as relatively “rich” data display options such as custom fonts, text line orientation, bulleting and indenting found in most simple word-processing systems. The *Text Editor* also allows for the insertion of hyperlinks, images, and tables. Hyperlinks and tables are inserted at the cursor point through a “pop-up” dialog Box activated when the menu item is clicked.

Images must be first upload to your profile using the *Image* “Browse” explorer feature.

The screenshot shows a web form with the following elements:

- Name:** A text box containing "Your descriptive item title".
- WebSite:** Two text boxes, one for the domain and one for the URL, with "URL" text between them.
- Image:** A text box containing the file path "H:\IR&A\CMS\fountains.png", a "Browse..." button, and a "Remove" checkbox.
- Text Editor:** A rich text editor with a toolbar containing icons for bold, italic, underline, bulleted list, numbered list, indent, outdent, link, unlink, image, table, and spell check. The main area contains the text "Your narrative content here."
- View Source:** A checkbox at the bottom left.

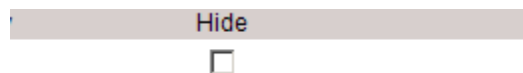
First, provide a brief descriptive title of the page in the “Name” *Text Box*. This is a required step. Next, click on the “Browse” button to open the file system explorer window. Double click on the image file you would like to upload; its address should appear in the “Image” *Text Box*. Once the image address is displayed in the “Image” *Text Box* place your cursor at the desired entry point

and then click on the page management element, *Save*. You will be automatically taken to the *View* tab page where your image should be visible as it will be seen when published.

To remove an image, place a check in the “Remove” *Check Box* and click on the page management element, *Save*. As with image inserting, you will automatically be taken to the *View* tab page where you will be able to see your updated content.

The *Text Editor* is more than a wordprocessor, it is in fact a What You See Is What You Get (WYSIWYG) Hypertext Markup Language (HTML) code generator. For additional capability and display flexibility users familiar with HTML have the option of coding directly to the page by placing a check in the “View Source” *Check Box*. To insert more than one image within a single Text Editor interface will require individual HTML coding through the “View Source” option.

- **Check Box** – This data input method is common throughout the 26 profile module edit interfaces and allows for a simple on/off “switch” for specific page content. There are often multiple *Check Boxes* grouped within a single profile module’s data input interface.



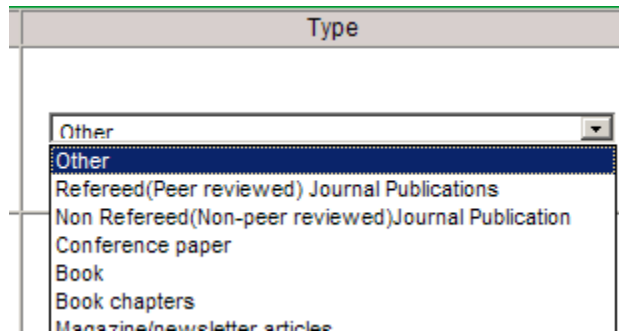
All *Check Boxes* are view by the system independently and are not required entries. For all profile module data input interfaces the default setting for a *Check Box* is blank or “off”.

- **Radio Button** – Like the *Check Box*, *Radio Buttons* serve as a simple on/off switch, however, an empty entry is not accepted.



By design a *Radio Button* is always a required entry, a choice must be made between the given options.

- **Drop Down Menu** – Many profile module data input interfaces employ one or more *Drop Down Menus*. *Drop Down Menus* are also required entries by design. Within the FPS *Drop Down Menus* will usually default to “Other”.



Input of data must be drawn from the available items provided by the menu. User must determine a closest fit from the list, no mechanism for custom input of *Drop Down Menu* variables is available through this data input methodology. The “Other” option can be used and explained through the use of the associated *Text Editor*.

### Trouble Shooting

Along with this desk guide and the Faculty Profile System Data Input Methodologies by Program Module matrix ,FPS administrators have developed a collection of Frequently Asked Questions (FAQ) associated with FPS profile creation. This feature is available as a link on the FPS homepage as well as by request by sending an email to [IRDept@unt.edu](mailto:IRDept@unt.edu). In some instances your questions maybe unique to your particular professional situation or hardware/software configuration. Personalized assistance is available during regular business hours by calling the Office of Institutional Research at 940.565.2085.

Appendix A.

**Faculty Profile System Data Input Methodologies by Program Module**

Program Module	Data Input Interface Type(s)	Data Input Interface Special Characteristics
Contact Information	Text Box , Image Browser	Standalone Image Browser – Ability to insert a single image, usually a photograph of one’s self.
Professional Preparation	Text Box , Check Box	Standard input for methodology for interface type.
Research and Expertise	Text Box, Text Editor w/ Image Browser, Check Box	“Name” is a required field to save and publish the page.
Appointments	Text Box , Check Box	Standard input for methodology for interface type.
Publications	Text Box, Text Editor w/o Image Browser, Check Box, Drop Down, Radio Button	Limited Capability Text Editor – Allows for unrestricted character entries but only limited display features.
Editorships	Text Box , Check Box	Date Spanning Feature – Date, in YYYY format, must be entered in at least the “End Date” Text Box.
Performances	Text Box , Check Box	Standard input for methodology for interface type.
Exhibitions	Text Box , Check Box	Standard input for methodology for interface type.
Major Work in Collections	Text Box , Check Box	Standard input for methodology for interface type.
Lectures/Symposia	Text Box , Check Box	Standard input for methodology for interface type.
Patents	Text Box , Check Box	Standard input for methodology for interface type.
News Articles	Text Box, Text Editor w/ Image Browser, Check Box	“Title” is a required field to save and publish the page.
Presentation and Projects	Text Box, Text Editor w/ Image Browser, Check Box	Date Spanning Feature – Date, in YYYY format, must be entered in at least the “End Date” Text Box.  “Name” is a required field to save and publish the page.
Consulting Activities	Text Box , Check Box	Date Spanning Feature – Date, in YYYY format, must be entered in at least the “End Date” Text Box.
Peer Reviewer Activities	Text Box , Check Box	Standard input for methodology for interface type.
Affiliations	Text Box , Drop Down	Standard input for methodology for interface type.
Teaching	Text Box, Text Editor w/ Image Browser, Check Box	“Name” (course name) is a required field to save and publish the page.
Mentoring/Advising	Text Box , Drop Down	Date Spanning Feature – Date, in YYYY format, must be entered in at least the “End Date” Text Box.
Committees	Text Box , Check Box	Date Spanning Feature – Date, in YYYY format, must be entered in

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Program Module	Data Input Interface Type(s)	Data Input Interface Characteristics
		at least the “End Date” Text Box.
Memberships	Text Box , Check Box	Date Spanning Feature – Date, in YYYY format, must be entered in at least the “End Date” Text Box.
Honors and Recognitions	Text Box , Check Box	Standard input for methodology for interface type.
Field Experience	Text Box , Check Box	Date Spanning Feature – Date, in YYYY format, must be entered in at least the “End Date” Text Box.
Professional Community Engagement	Text Box , Check Box	Standard input for methodology for interface type.
Renowned Teachers	Text Box, Text Editor w/ Image Browser, Check Box	“Name” is a required field to save and publish the page.
Selected Bibliography	Text Box , Check Box	Standard input for methodology for interface type.
Short Biography	Text Box, Text Editor w/ Image Browser, Check Box	“Name” is a required field to save and publish the page.