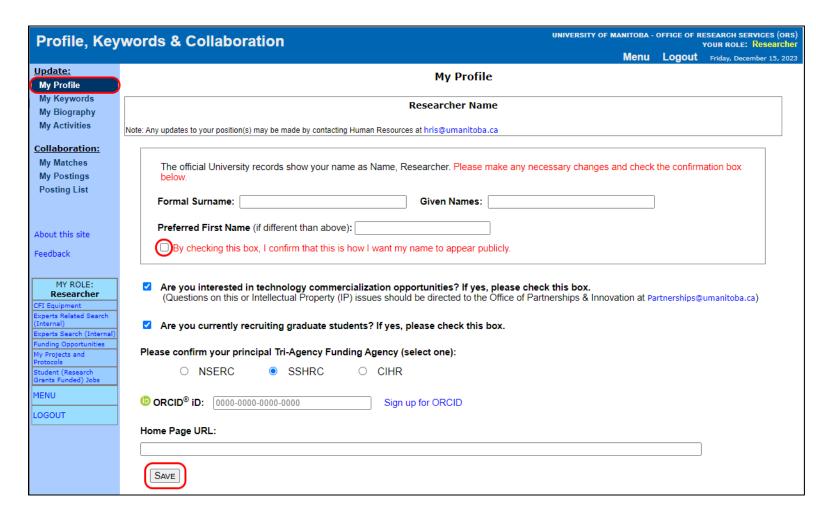
## **Profile, Keywords & Collaboration**

This site lets you edit your information that appears on the Research Experts Search. The public version of the Search (found at the bottom right of the UM homepage) will display only information that you have designated as accessible to the public. The internal version of the Search, available to all UM researchers through My Research Tools, will display all the information you have entered.

## My Profile

This page will appear automatically on your initial visit to this application. Change your name to how you would like it to appear publicly and check the box to show that you have confirmed it. Fill in all other profile information. Be sure to click on "Save" at the bottom.



### My Keywords

#### **Keywords**

To enter keywords, click on "Add new" under the Keywords heading. A new window will open.

In the new window:

- **Step 1** Select the discipline
- a) Choose the keyword from the existing list (you may only select one at a time)

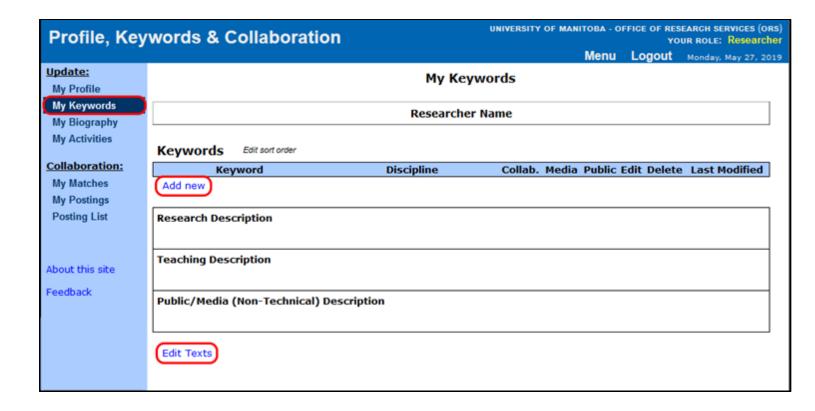
or

- b) Search keywords or create a new keyword:
  - Click on Search/Add New
  - Search for the keyword
  - Click on the desired keyword or on "Add ... as a new keyword"
- **Step 3** Choose the appropriate keyword options
- Step 4 Save

Repeat this step for each keyword you would like to add.

### **Descriptions**

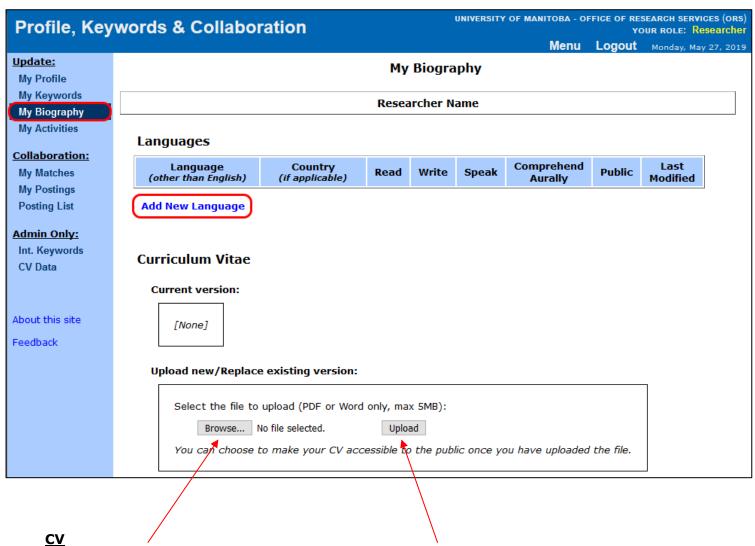
To enter or edit descriptions, click on "Edit Texts". Make sure to click "Save Changes" at the bottom of the page.



# My Biography

### **Languages**

To add languages, click on "Add New Language". A new window will open.



Click on "Browse" to select your CV file and then click "Upload".

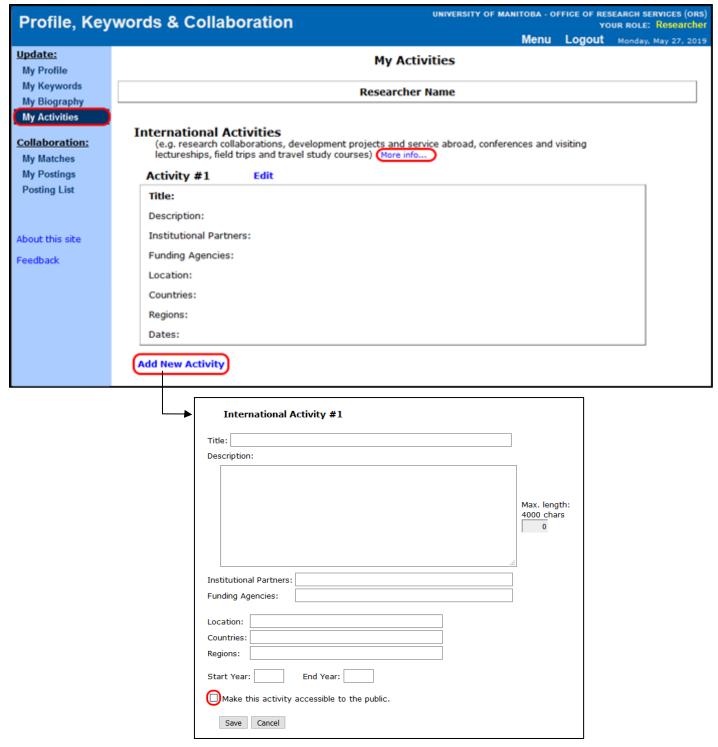
Once your CV is uploaded, you will have the option to make it accessible to the public.



## My Activities

This section allows you to enter International Activities. Click on "Add New Activity". A new window will open where you can enter your information as well as choose whether to make data accessible to the public.

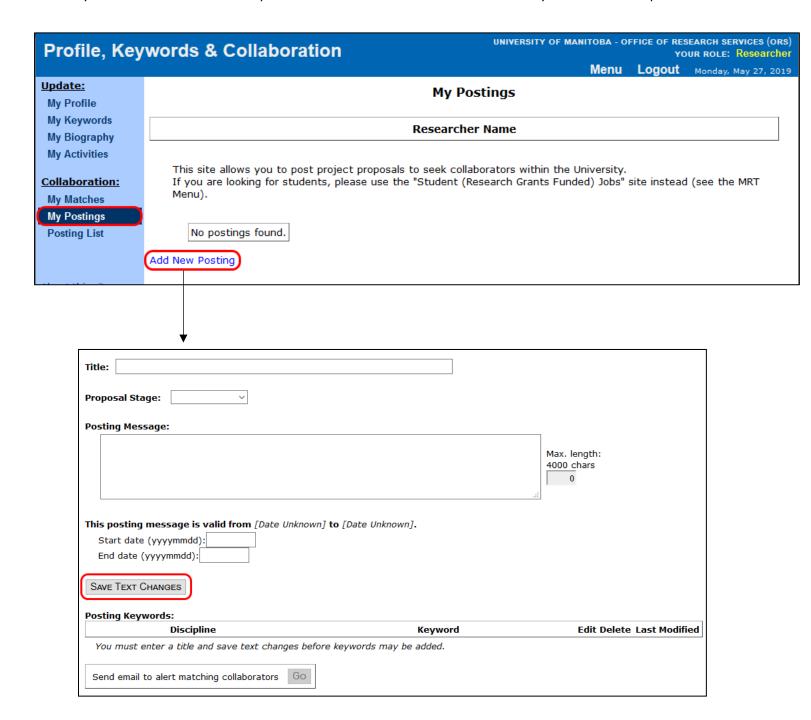
This information is collected by the International Centre (click on "More info" for details). Any activities that are made accessible to the public will also appear on the UM homepage's Research Experts search.



## My Postings

Postings entered here are intended for collaboration with other UM faculty and will not appear on the public Research Experts Search. To enter postings seeking students, go to the Student Jobs site on the My Research Tools menu.

Clicking on "Add New Postings" will load the page below. First enter a title, stage, message, and project dates, and then click "Save Text Changes". You will then be able to add any relevant keywords and send email to potential collaborators who have those keywords on their profiles.



#### **Other Functions**

