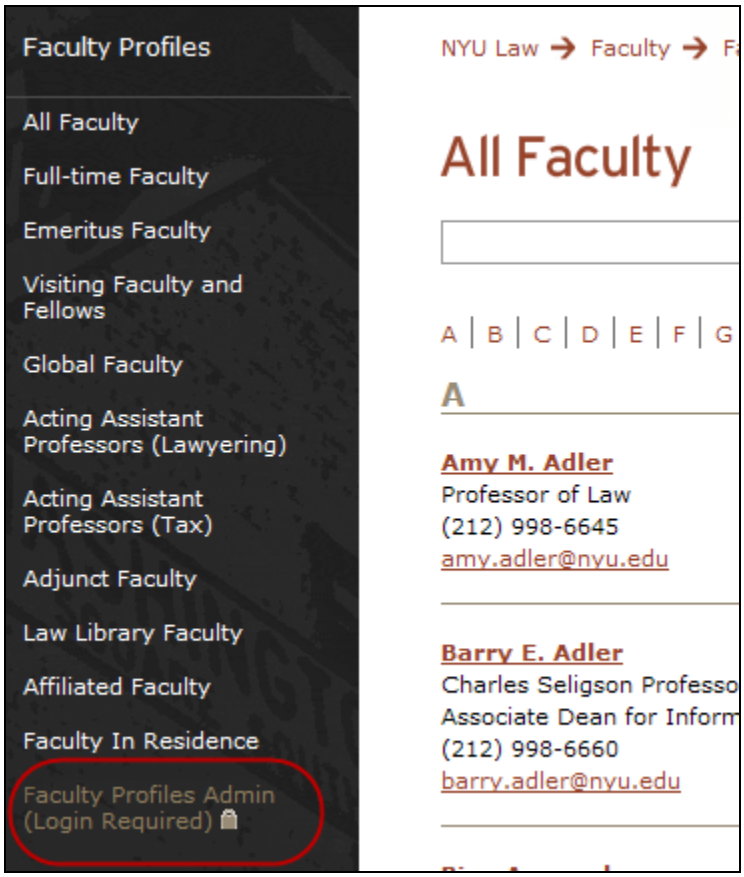
NYU Law –Web Prof: Editing Faculty Profiles

TOPICS:

Managing & Adding New Faculty Profile Information
Keeping your Content Up-to-Date

INSTRUCTIONS FOR VERIFYING AND UPDATING YOUR WEB INFORMATION:

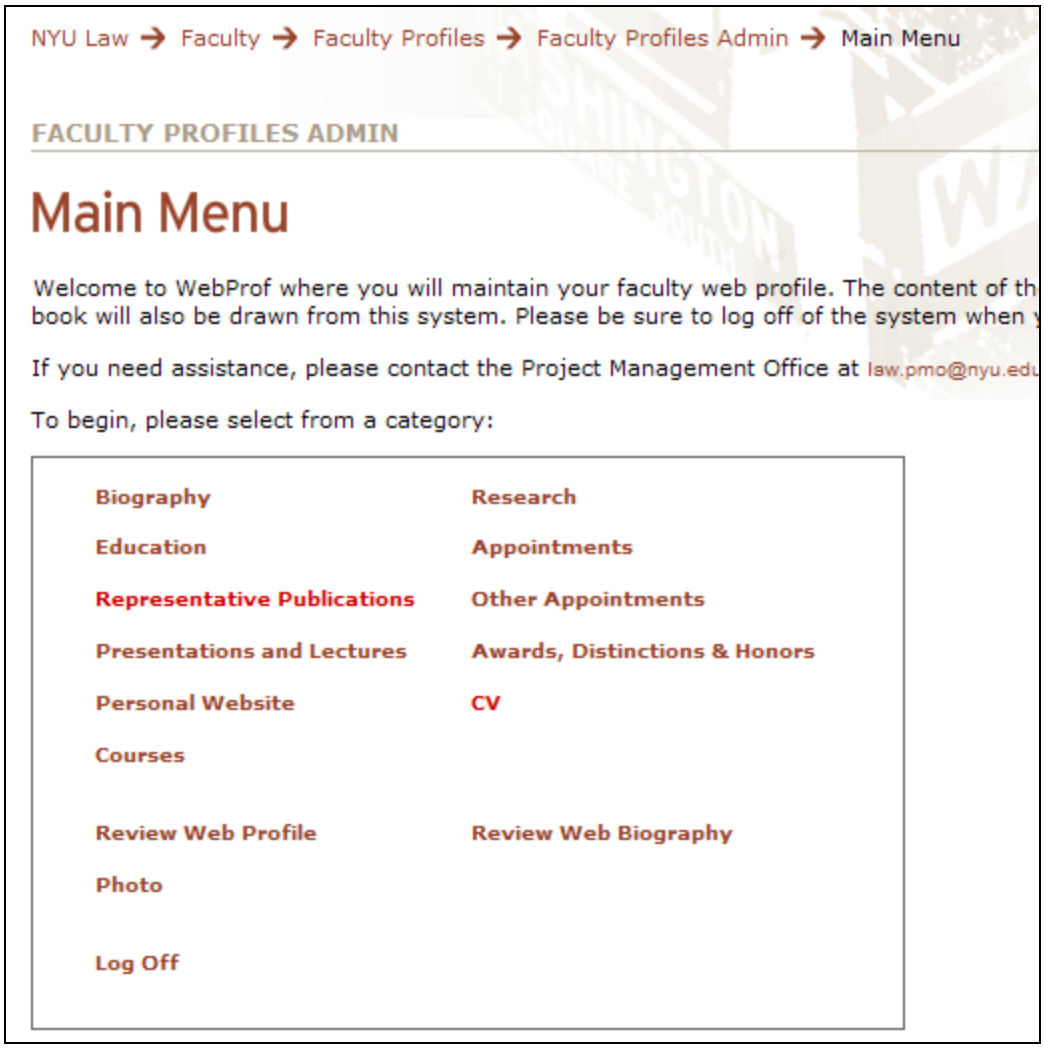
1. To **enter the system**, you (or your assistant) should go to: https://its.law.nyu.edu/faculty/profiles/facultyaccess/ or you can click on the "Faculty Profiles Admin (Login Required) link on the Faculty Profiles landing page in the Law School website.



In case of any difficulties with the system, contact law.pmo@nyu.edu.

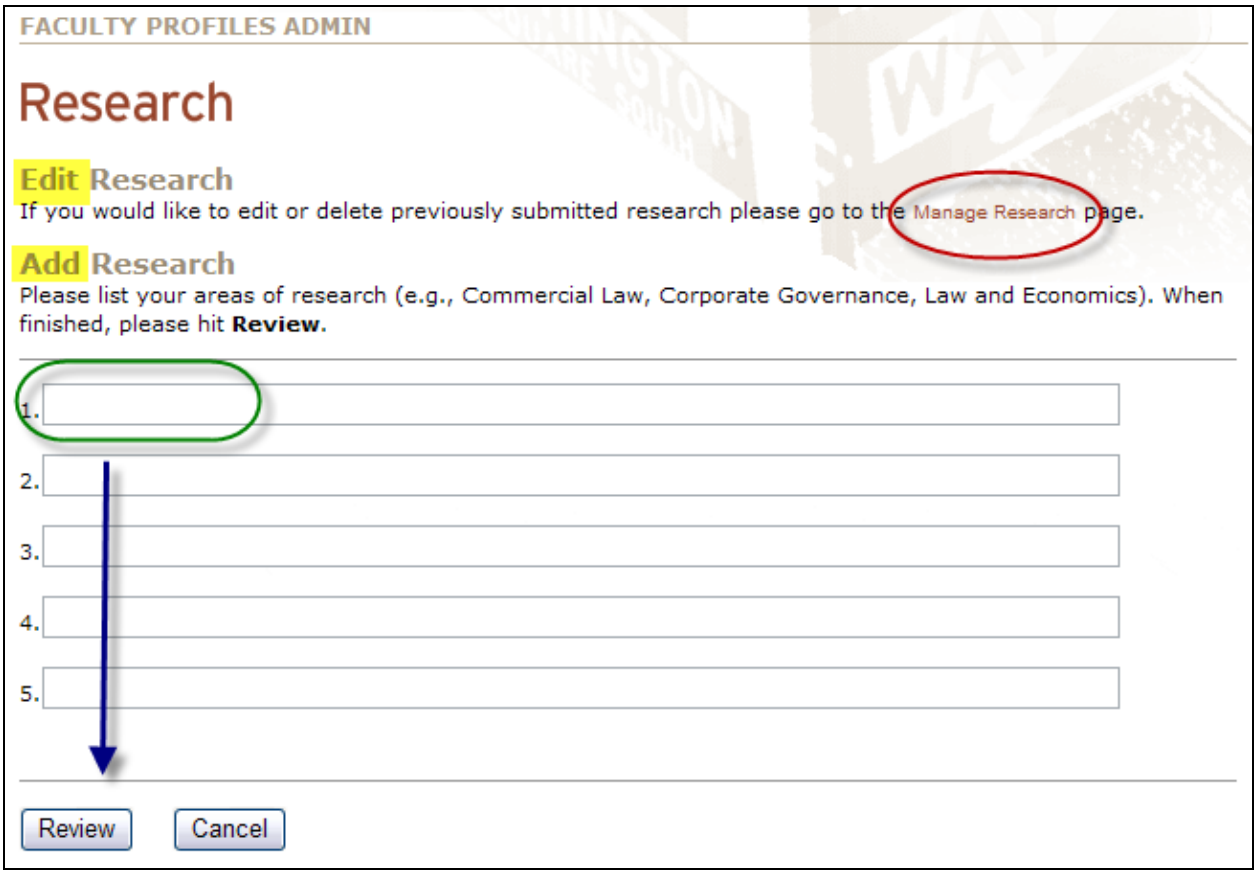
2. **Type in your NetID** (which appears on your NYU ID card) and your password. If you have forgotten your password, follow the instructions to retrieve it by using your NetID. (Your assistant should type in his or her own NetID and password and s/he will have a proxy to use your account.)

3. Once you log on, you will be directed to the **Main Menu**.

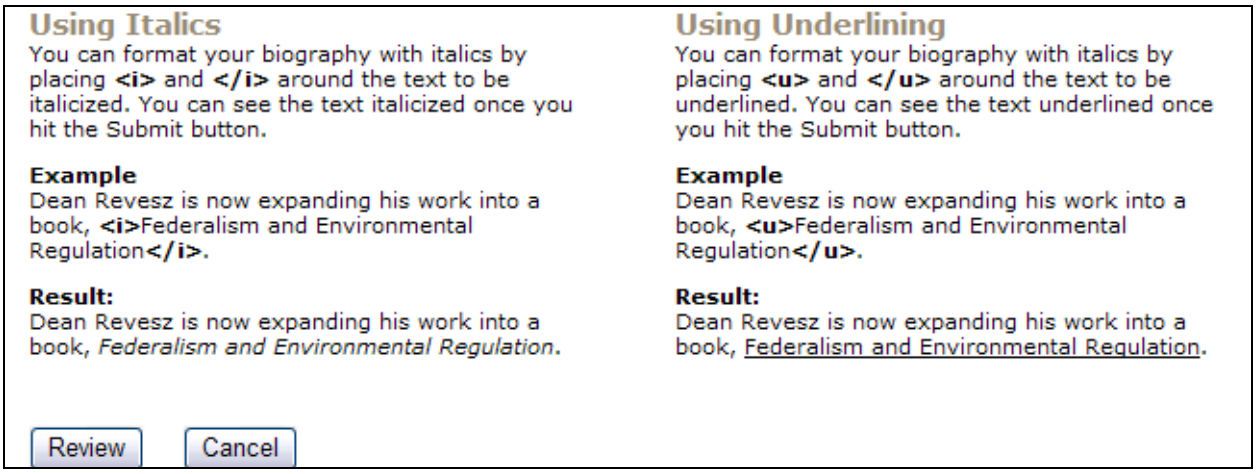


4. You should first **view your existing profile and biography** by clicking the appropriate review button. You can then review the information already in the database.

5. Then **visit each section** and familiarize yourself with the options. The steps are clearly laid out, and should be easy to follow. Each section has an option to manage existing content or add new material.

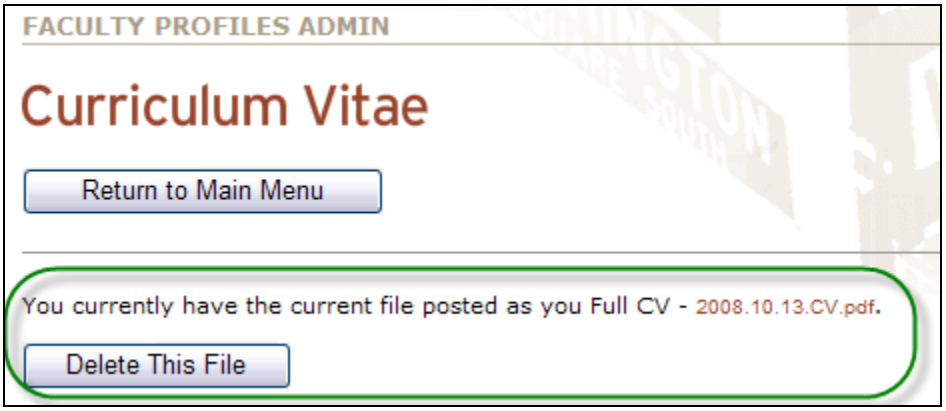


Formatting choices were based on a review of how our peer schools list information, as well as significant testing to see what would work best given our particular needs. Please be careful to follow these rules for consistency's sake.

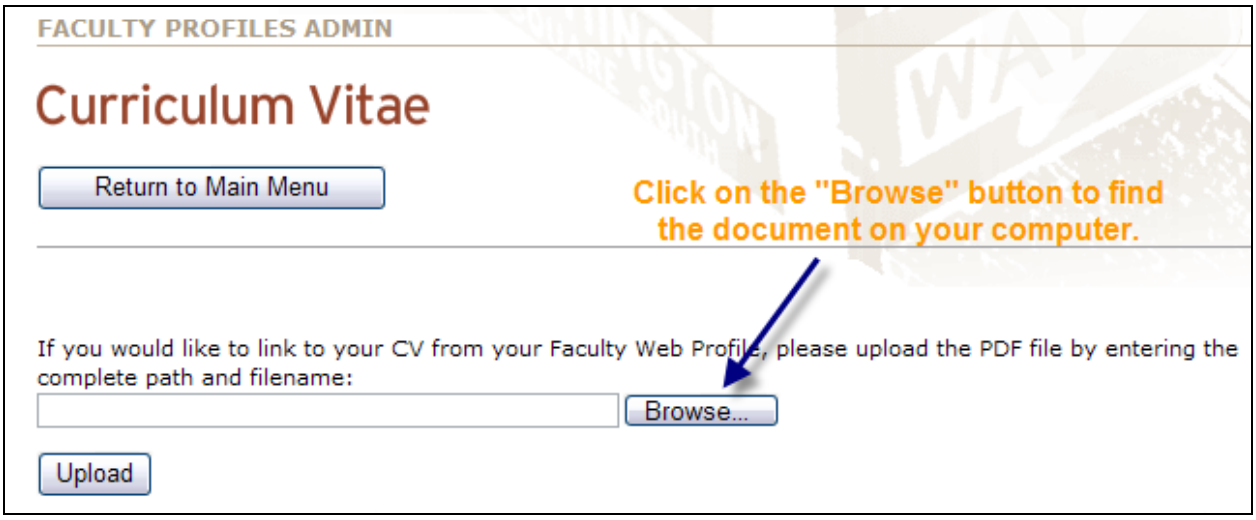


6. **Update your CV** by clicking on the "CV" link on the Main Menu.

You will see the current file associated with the profile. You have the option to delete the file.



When no file is associated with the faculty profile, you will have a prompt to upload your CV.



Tip: if you currently have an out-of-date CV attached to the profile, delete it, then upload the most current version.

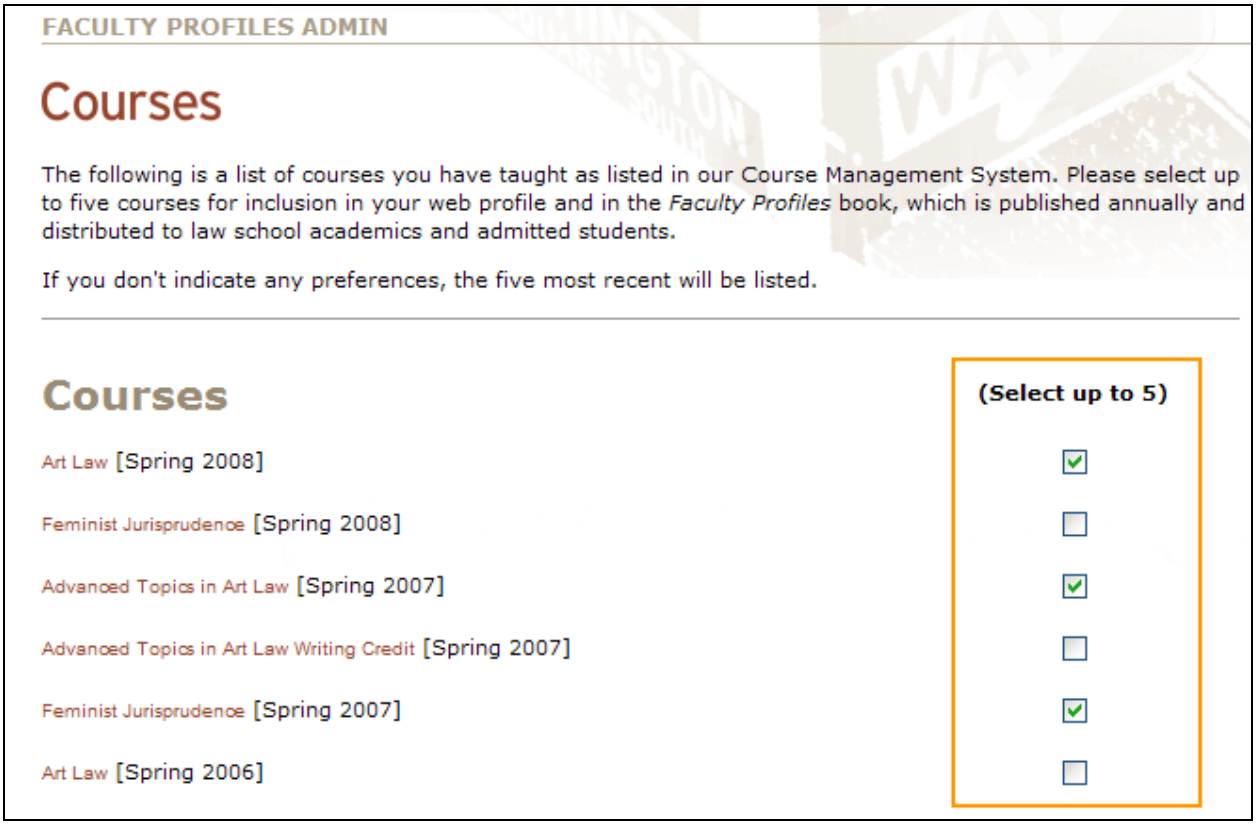
➔ **From Vice Dean Friedman**: "The reason for the request is simple, and important. There is yet another law school ranking service in business. I'm sure some of you are familiar with The Green Bag, a law journal that posts a variety of articles and "eclectica." (If you are not, you can go here, http://www.greenbag.org/about.php for a look.) Last year the Green Bag announced it would begin publishing a "Deadwood Report," the goal of which is to provide accurate, transparent information to prospective law students regarding faculty teaching, scholarship (and eventually service). The Green Bag editors plan to gather this information from law school websites, beginning in a couple of weeks."

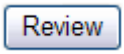
Two main areas to be maintained regularly include (but are not limited to) **Courses** and **Representative Publications**.

Courses

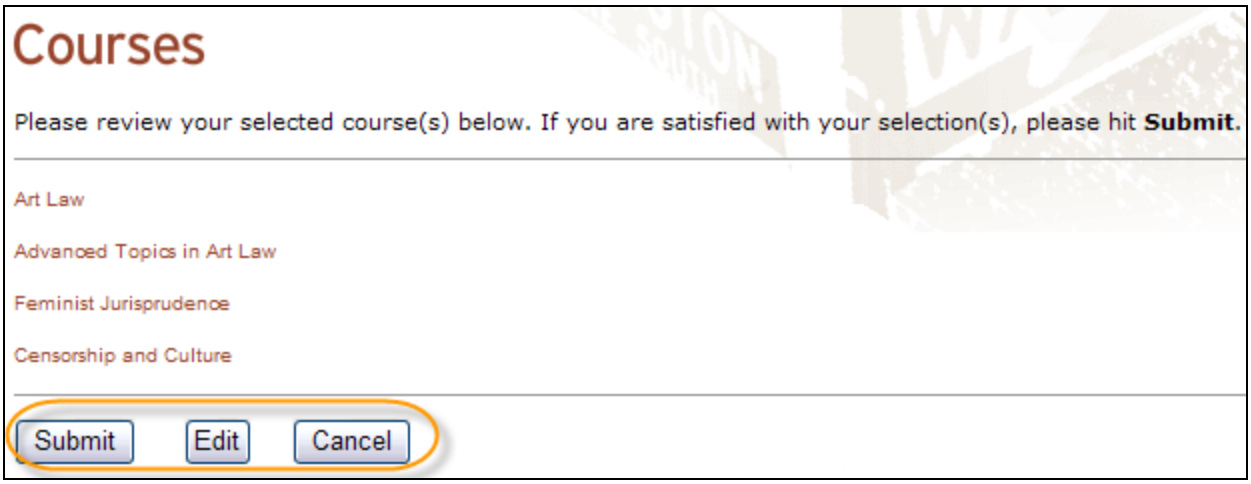
You will need to check the courses you wish to be highlighted on your profile manually. These will not update automatically from year to year.

In order to choose the most current instances of your courses, click on the "Courses" link from the Main Menu. Your courses will be listed with corresponding checkboxes. Select up to 5 courses to be represented on your profile.



Click on the "Review" button on the bottom of the screen. 

You will see a confirmation page with the courses you selected. From there, you will be able to "Submit", "Edit" or "Cancel" your choices.

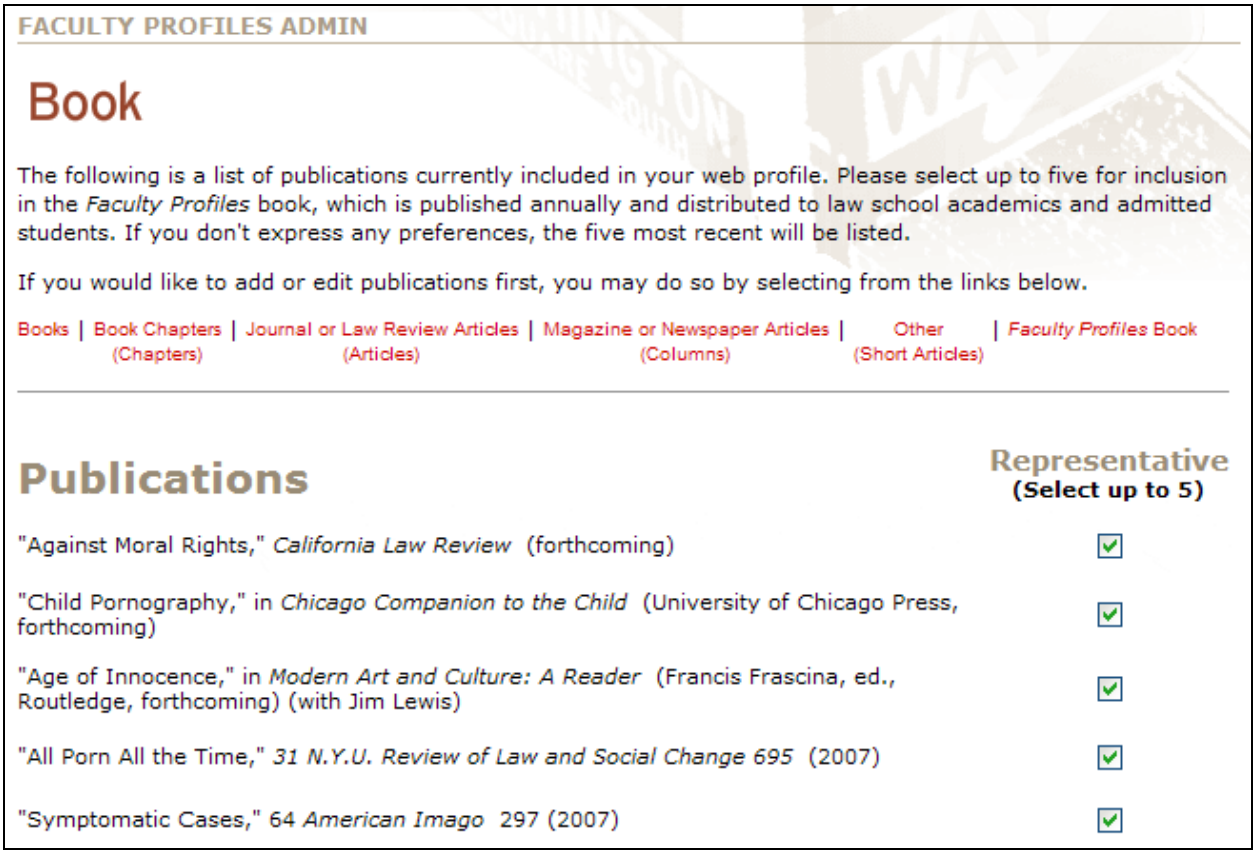


The submitted courses will then show up in your profile.

Similarly, **Representative Publications**, will not automatically update when a new publication is uploaded to the profile.

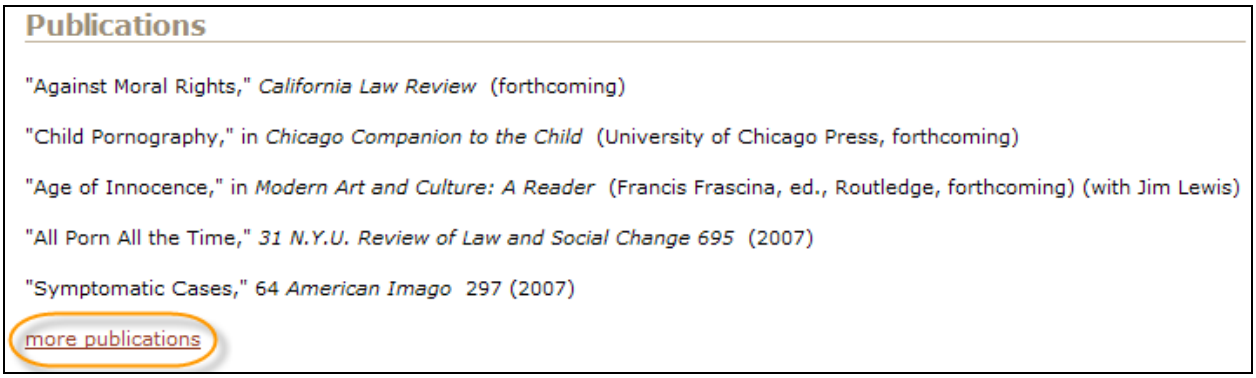
Click on the "Representative Publications" link on the main menu. You will then see the different categories of publications including the "*Faculty Profiles* Book". Click on "*Faculty Profiles* Book"to choose which publications will be highlighted on the main faculty profile.

Here you will be able to target up to 5 representative publications to be highlighted on the main profile page.



Like the instructions explained above for Courses, you would select the “Review” button at the bottom of the page and be presented with your selections. Your options on this page are to either “Submit”, “Edit” or “Cancel” the action.

These representative publications are listed last on the faculty profile main page. At the bottom of this listing is a link to “more publications”. Once you click on that link, you will see the comprehensive list of all publications on file.



Managing and adding publications.

Each category of publication can be accessed from the "Representative Publications" link on the Main Menu. Once you click on a category, a simple web form will render.

Like other sections of the profile, you have the option to "Edit" or "Add". When adding a new entry, the required fields are noted with a red asterisk.

** New changes to the publication web forms are "Publication" and "Start Page" fields no longer being required. Dates can now reflect works in progress and N/A.