

## Enhanced Profiles for Scholars@ECU

The screenshot shows the Faculty180 navigation menu on the left and the profile input form on the right. The navigation menu includes: Home, Your Packets, Faculty180 Activity Reporting, Announcements & Help, Profile, Activities, Evaluations, Forms & Reports, Vitas & Biosketches, Find Colleagues, Account Access, Administration, Faculty180 Reviews, Cases, Templates, Administration, Reports, and Users & Groups. The profile input form has a 'Jump to Section' dropdown menu with the following options: Personal Information, Contact Information, Current Position, Current Title for Public Display, Degrees, Professional Licensures and Certifications, Work Experience, Health Sciences Clinical Work Experience, Expertise and Interests, Biography, and Public Display Master Agreement. Below the 'Public Display Master Agreement' section, there is a 'Select Yes or No for Master Agreement' field with a radio button for 'Yes' selected and a radio button for 'No'. An 'Add' button is located at the bottom of the form.

**Public Display Master Agreement:** Log in to [Faculty180](#) and use the left navigation menu to go into the Profile input. Select the “Public Display Master Agreement” section and click the blue Add button. Review the info, then select Yes for the Master Agreement

The screenshot shows the 'Select Yes or No for Master Agreement\*' field with a radio button for 'Yes' selected and a radio button for 'No'.

Yes to Publicly Displayed,

The screenshot shows the 'Publicly Displayed\*' dropdown menu with a question mark icon and the 'Yes' option selected.

then Save and Go Back.

The screenshot shows the 'Save and Go Back' button.

### Add Information to Be Imported to Your Enhanced [Scholars@ECU](#) Profile

- Entries that add the most impact to your Scholars profile:
  - Add your **photograph** under *Personal Information* (in the Profile menu)
  - Update your **expertise** under the *Biography* section (in the Profile menu)
    - Degrees and professional licensures/certificates are also imported
  - **Grants** from eTRACS will automatically show up once the master agreement is checked yes.
  - Your **publications** and **presentations** will show up if you select “Yes” to the Publicly Displayed classification when adding your *Scholarly Contributions and Creative Activities* under the Activities menu
  - Honors & Awards are imported, as well as Professional Memberships

The screenshot shows the 'Publicly Displayed\*' dropdown menu with a question mark icon and the 'Yes' option selected.

**Note** that there may be delays as ITCS is experiencing delays in updating Scholars profiles; however, once you have selected it in Faculty180, it will appear in the next update.