Expertise Connector

REGISTERING FACULTY AND PROFESSIONAL STAFF PROFILES THROUGH DIGITAL MEASURES
**Introduction**
The Expertise Connector faculty and professional staff profiles provide the means to discover expertise and potential collaborators in research, scholarly, and creative efforts. In order to have a profile in Expertise Connector, users need to enter profile information in Digital Measures. The following sections describe how to create an account in Digital Measures and how to update it.

**How to Create an Account in Digital Measures**
In order to create an account in Digital Measures, send an e-mail to Didier Hernandez (dhbizouarn@utep.edu) with the request, faculty or professional staff name, and UTEP ID number. Once the profile is registered, proceed to update it. The instructions on how to update a profile are in the next section.

**How to Update Profiles through Digital Measures**
In an effort to keep profiles current, Expertise Connector populates profiles from pertinent fields in Digital Measures. Profile updates will appear the weekend after the update. The steps are as follows:

- Log onto your Digital Measures account and click on “Manage Your Activities-Personal and Contact Information.”
- Click on “Personal and Contact Information”
- Fill in mandatory fields marked with a red asterisk (*).
- Fill in optional fields marked with a black asterisk (*).
- Certify or re-certify (in the case of an update) the profile by clicking “yes” on the certification message at the top of the page AND entering the date under “Certification Date Update.”
- Click on the “Save and Return” button. This will take you back to the main menu.
- Click on “Yearly Data”.
- For the latest period item, click on the pencil icon. This will allow you to see the information for the selected year.
- Verify that the fields of College, Department/Center, and Faculty/Staff Rank are correct. If they are not correct, contact your department/college or Didier Hernandez (dhbizouarn@utep.edu) to update this information.
- Click on the “Return (Cancel)” button. This will take you back to the main menu.

If you have any problems or questions, please email ecconect@utep.edu.
Updating fields in Digital Measures

The following images provide the instructions in more detail.

1. Click on "Manage Your Activities"
2. Click on "Personal and Contact Information"
**EXPERTISE CONNECTOR**: Fields marked with a black asterisk (*) below are items that populate your personal profile in UTEP’s Expertise Connector, a public portal. Fields marked with a red asterisk (*) below are required items. Expertise Connector highlights the expertise at UTEP and provides a point from which any user can search for and connect to the people, communities, and centers that are moving research and creative initiatives forward at UTEP. Faculty and professional staff who are engaged in research, scholarly, and/or creative and artistic works are eligible to publish personal profiles. *Publication requires certification of your profile.*

**CERTIFICATION**: By selecting “Yes” on the drop down box, I hereby agree to publish my profile on Expertise Connector and certify that the information provided accurately reflects my expertise and scholarly interests. Changes to your profile will be updated within a week.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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<tbody>
<tr>
<td><strong>Certification Date Updated</strong></td>
<td>January 31, 2014</td>
</tr>
<tr>
<td>Prefix</td>
<td>Dr.</td>
</tr>
<tr>
<td>First Name</td>
<td>Arshad</td>
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<tr>
<td>Preferred First Name</td>
<td></td>
</tr>
<tr>
<td>Middle Name</td>
<td>M.</td>
</tr>
<tr>
<td>Last Name</td>
<td>Khan</td>
</tr>
<tr>
<td>Suffix</td>
<td></td>
</tr>
<tr>
<td>Alternative Name You Publish Under (e.g., an anglicized name), if any</td>
<td></td>
</tr>
<tr>
<td>Name of Endowed Position (if any)</td>
<td></td>
</tr>
<tr>
<td>E-Mail Address</td>
<td><a href="mailto:ankhan2@utep.edu">ankhan2@utep.edu</a></td>
</tr>
<tr>
<td>Building Where Your Office is Located</td>
<td>Bioscience Building</td>
</tr>
<tr>
<td>Office Room Number</td>
<td>2.171</td>
</tr>
<tr>
<td>Office Phone</td>
<td>915 - 747 - 8436</td>
</tr>
<tr>
<td>Fax</td>
<td></td>
</tr>
</tbody>
</table>
Limit your expertise statement to no more than 300 words and write it in the third person.

Statement of Research Expertise and/or Creative Activities
(A statement of expertise conveys any one of (or all) of the following: your area of research, your experience, and what you are passionate about.)

Expertise Key Words (please separate with a comma) (limit: six words/phrases) (Keywords are words/phrases that you identify with as a Professional. They are words/phrases that people will use to find you so it is recommended that you stay away from using terminology that is very specific or verbiage that is so broad that it doesn’t provide good insight on what you do.)

Limit the number of keywords to 6 key words/phrases separated by commas.
Picture size should be approximately 290 x 360 pixels. Picture should be taken from at least 3 ft. so it will display properly on the website and reports.

For personal vita, either provide a PDF file containing your vita or the link to your vita on the Web.
7. Click the "Save and Return" button
Click on “Yearly Data”.

Click on the pencil icon for the latest period item.

Activities Database Main Menu

As an administrator, you should understand that all information in this system is confidential. By using this system, you agree to the terms and conditions as defined in this security statement.

Faculty Profile and Digital Measures Reference Guide

This document will assist faculty desiring to update their ‘faculty profiles’ found on UTEP’s homepage (utep.edu) under ‘Facts About’ and ‘Faculty Profiles’. These faculty profiles are pulled directly from Digital Measures and the reference document will guide faculty as to where in Digital Measures their profile information can be found and updated directly by the faculty themselves.

General Information

- Personal and Contact Information
- Administrative Data - Permanent Data
- Merit Evaluation Ratings and Comments
- Academic, Government, Military and Professional Positions
- Administrative Assignments
- Awards and Honors
- Consulting
10. Verify that the fields of **College**, **Department/Center**, and **Faculty/Staff Rank** are correct. If they are not correct, contact your department/college or Didier Hernandez (dhbizouarn@utep.edu) to update this information.

11. Click the "Return (Cancel)" button.
Guidelines
Because profiles are used to create reports that are shared with other academic institutions, industry, funders, and the community, it’s essential that all profiles follow these guidelines.

- The expertise statement should be written in third person using complete sentences. It should be succinct (no more than 200 words) yet inform the reader of one’s expertise and interests.
- Key words should be limited to six words or phrases separated by commas.
- The recommendations for optimal picture display are as follows:
  - The size should be approximately 200 x 234 pixels, or a similar ratio.
  - Picture should be taken from at least 3 ft. so it will display properly on the website and reports.

Below is an example of a picture that follows the recommendations. Note that it will display properly in Expertise Connector in the “Spotlight” view that Expertise Connector provides.

Below is an example of a picture that does not follow the recommendations. Since the face covers most of the picture area, it will be cut in the “Spotlight” view that Expertise Connector provides.

An example profile that follows the recommendations can be found on this link: http://expertise.utep.edu/profiles/lourdes.