



# Registration Instructions for External Collaborators

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THE UNIVERSITY OF TEXAS AT EL PASO



## EXTERNAL COLLABORATOR REGISTRATION GUIDELINE

The purpose of this tutorial is to provide guidance on how to register an external collaborator in the Expertise Connector website.

An external collaborator is a person outside the university who has a collaborative relationship with either a community or a UTEP researcher. Therefore, an external collaborator may have a registered profile in Expertise Connector, and this profile can be connected to a community and/or to a UTEP research profile in Expertise Connector. Two entities can register several external collaborators at once, by providing a bulk data file. These are the entities:

- a. Community advocates have the capability to register external collaborators to their community.
- b. UTEP registered research profiles in Expertise Connector have the capability to register several external collaborators that will be connected to their research profile.

The process to register multiple external collaborators is the following:

1. Fill out the CSV file sent to you. Each row of the spreadsheet will represent one collaborator. Below you will find the description key for each column.
2. Send an email to [econnect@utep.edu](mailto:econnect@utep.edu) with the CSV file and picture(s).
3. You will receive a confirmation via email once the collaborators are created in Expertise Connector.

**Note:** For any questions or comments, send an email to [econnect@utep.edu](mailto:econnect@utep.edu).

### CSV FILE COLUMNS DESCRIPTION

**\*Last Name:** Last name of the external collaborator.

**\*First Name:** First name of the external collaborator.

**\*Institution or organization name:** Institution or organization of the external collaborator.

**Phone Number:** Phone number of external collaborator.

**Email:** Email address of the external collaborator.

**Website Title:** It is the placeholder name to the hyperlink of the external collaborator's website, i.e., *New York University, LinkedIn Profile*.

**Website URL:** Link to the website of the external collaborator, i.e., <https://www.nyu.edu/>.

**Address:** Physical location of the external collaborator. This may be the address of the collaborator's institution/organization.

**Brief Bio:** A brief bio that conveys any one (or all) of the following about the external collaborator, area of research/passion, and experience. Bio should not be more than 200 words and should be written in third person.

**UTEP Collaborator Email:** If the external collaborator has a collaboration with a UTEP faculty member, provide the UTEP Email of the UTEP faculty member.

**Community:** If the external collaborator is a member of a community of practice registered on UTEP Expertise Connector, provide the name or link of the community.

**Type of Collaboration:** Specify all the types of collaboration that presently reflects the collaborative relationship with your external collaborator:

- Conference Participant
- Co-author
- NSF Collaborator
- Research
- Other (specify)

**Picture Name:** If the external collaborator has a headshot published online, specify the URL where the picture file is hosted online on this column. If the picture is not online, we can accept a picture via email to [econnect@utep.edu](mailto:econnect@utep.edu).

**\* Required field**