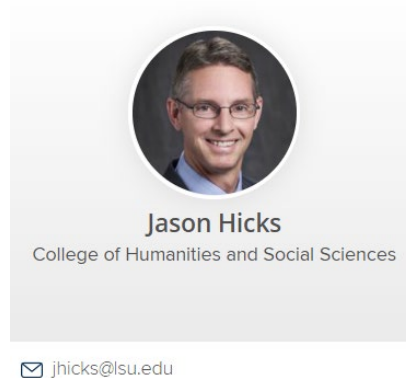


OVERVIEW

An LSU Elements profile is made up of six major sections – Header, About, Publications, Grants, Professional Activities, and Teaching Activities. Data automatically feeds into some of these sections from various sources. In addition, faculty members can add/edit items manually. In this guide, you can find information on how to edit information in the Header and About sections.

EDITING THE HEADER SECTION

- While logged into Elements, click EDIT MY PROFILE.



EDIT MY PROFILE



- The top header displays your name, college, title, and email address. These fields of information are imported from Workday. If you find any of these fields need to be updated, contact your department’s HR administrator.

A screenshot of the 'Edit Profile' interface. On the left is a photo of Jason Hicks with a 'Manage photo' button. The main content area is titled 'Jason Hicks' and includes the following information:

- Primary group:** College of Humanities and Social Sciences
- Position:** Associate Dean
- Institutional email:** jhicks@lsu.edu (with a help icon). Privacy level: public (selected). Change to: Internal (radio button), Match profile level (radio button).
- Additional email addresses:** You haven't listed any email addresses. + Add an email address
- Phone numbers:** You haven't listed any phone numbers. + Add a phone number

- The profile privacy level defaults to **Public** so that your information will populate your Discovery module profile. Making your profile private will hide your information on Discovery. For more information on profile visibility see the [Managing Profile Visibility](#) guide.

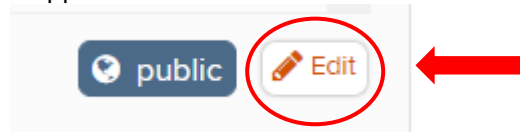
- You can add an additional email address by clicking **Add an email address**.

- You can add an additional phone number by clicking **Add a phone number**.

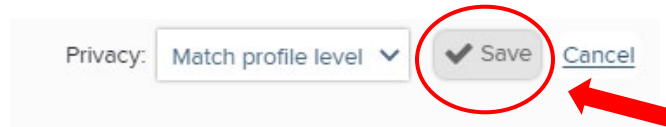
EDITING THE ABOUT SECTION

- The About tab of your profile includes the following: Overview, Research interests, Teaching summary, Labels, Experience, Education, Language competencies, Addresses and Media. Information pre-populated in these areas was imported from Digital Measures and is editable.

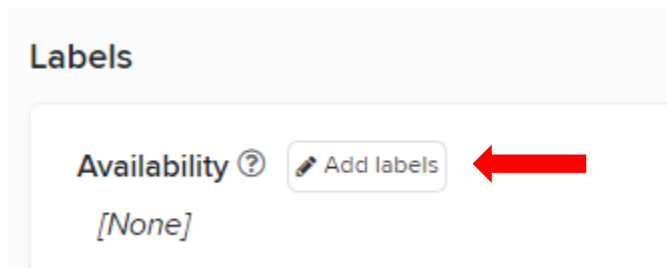
- To edit, click the **Edit** button next to the applicable section.



- Once you have made your edits, click **Save**.



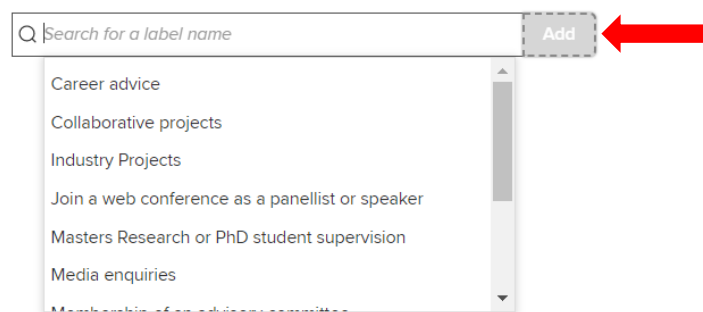
- Add **Availability** to describe what kind of opportunities you are interested in being contacted about.
 - Click **Add labels**.



- Choose from the list of available availability labels and click **Add**.

Availability labels

There is a restricted vocabulary for this ontology; search the controlled vocabulary to add the required label.



- Click **SAVE CHANGES**.

Availability labels

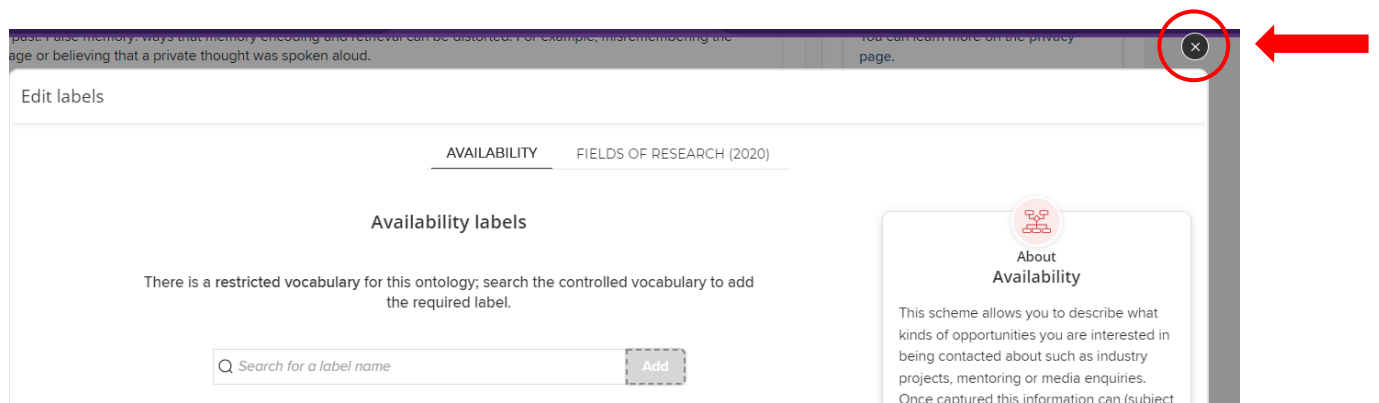
There is a restricted vocabulary for this ontology; search the controlled vocabulary to add the required label.

Q Search for a label name Add

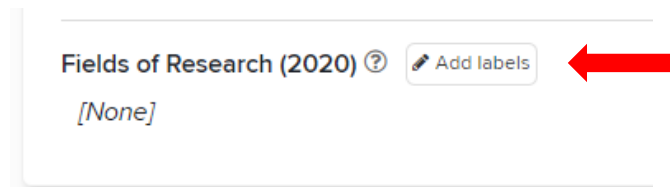
Masters Research or PhD student supervision X Membership of an advisory committee X Technical support X

CANCEL **SAVE CHANGES**

- o Click the X in the upper right corner of the Availability labels screen to return to your profile.



- Add **Fields of Research** to allow your research activity to be categorized according to common knowledge domains and/or methodologies.
 - o Click the **Add labels** button next to Fields of Research (2020).



- o Type key words related to your field of research in the Fields of Research (2020) labels text box.

Fields of Research (2020) labels

There is a restricted vocabulary for this ontology; search the controlled vocabulary to add the required label.

Q psychology Add

- 520304 Health psychology
- 520399 Clinical and health psychology not elsewhere classified
- 5204 Cognitive and computational psychology
- 520499 Cognitive and computational psychology not elsewhere classified
- 5205 Social and personality psychology
- 520501 Community psychology

- Click the **Add** button. (Repeat for each research label.)

Fields of Research (2020) labels

There is a restricted vocabulary for this ontology; search the controlled vocabulary to add the required label.

Q 5204 Cognitive and computational psychology X Add

- Once you have added the appropriate fields of research labels, click **SAVE CHANGES**.

AVAILABILITY FIELDS OF RESEARCH (2020)

Fields of Research (2020) labels

There is a restricted vocabulary for this ontology; search the controlled vocabulary to add the required label.

Q Search for a label name Add

5204 Cognitive and computational psychology X 520404 Memory and attention X

CANCEL SAVE CHANGES