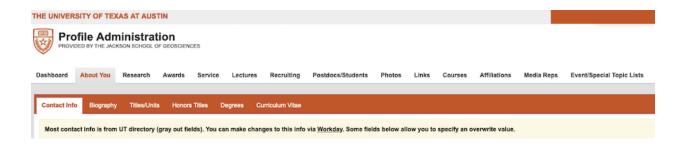**How to Edit Your JSG Profile**

This is a detailed description of how to update your JSG profile for all faulty, research staff, post docs and graduate students. Depending on your position, you may or may not need all of the menu items listed below.

1. Go to https://apps.jsg.utexas.edu/profiles/ and sign in with your EID

2. Make certain that you are editing your page (check upper left — your name and EID)

3. Notice the headers in the image below to add content needed (details follow this image using the menu to structure information)

A. **About You**

   Contact info: Any area greyed out is content that comes from Workday. This cannot be edited by you — it needs to go through HR. There is a long standing issue with adding office locations to the website for the Jackson School. If you want to edit this, please reach out to this office.

   Biography: Add appropriate content. Short is often best

   Titles: This content should be imported from Workday — through what HR has added. If you have an issue with your title, there are ways to fix this. Please reach out to Communications.

   Honors titles: same as titles (above)

   Degrees: Using the "add new" button on the right of the screen, add appropriate content (Major, Year, etc)

   Curriculum Vitae: upload a PDF or link to a page where your CV is uploaded. It is easiest to have the CV in one place so that it is updated easily in the future.

B. **Research**

   Your Research - this page starts with the list of JSG themes and disciplines that display https://www.jsg.utexas.edu/research/themes/ while it is also important to add content below on this page to **Areas of Expertise** that displays on your JSG profile; this content should be a very concise description almost like keywords. **Keywords** section - does not display but are used by search engines; an easy thing to do is to

repeat your Areas of Expertise content.

Research Projects - if you wish to add this content, please use the Add New button on the right of your screen.

Research Locations - this content creates a map of areas where you do research. If you wish to add this content, please use the Add New button on the right of your screen.

Publications - there are three options on this page: upload a PDF of publications, link to a url on another site where the publications are added, or type in recent publications using the Add New button on the right of the screen. As like CV, it is important to have one location for this content so that whenever you update it, it is updated everywhere.

Student Opportunities - The content on this page populates https://www.jsg.utexas.edu/dgs/undergraduate/undergraduate-research/current-research-opportunities/ as well as your profile. A detailed description of how to add is here: https://docs.google.com/presentation/d/1ow3JEP00moybZpIGgK8UkjuTufZ9EfHYwrwAaY4E9qI/edit#slide=id.gcd9b950c1e_0_38

C. **Awards**

Using the "Add new" tab on the right, enter content about awards you receive. This content populated the JSG/DGS page https://www.jsg.utexas.edu/dgs/about/awards/

D. **Service**

Using the "Add new" tab on the right, enter content about your service.

E. **Lectures**

Using the "Add new" tab on the right, enter content about invited lectures

F. **Recruiting**

Graduate - This is where you can add information when seeking grad students. This info pulls to [unknown]
Undergraduate - This is where you add content when you have specific position for undergraduate students to help with research (paid or unpaid). The content displays here: https://www.jsg.utexas.edu/dgs/undergraduate/undergraduate-research/current-research-opportunities/
If you have general lab positions that need to be filled every year (not specific jobs), please reach out to the DGS Communications person to have this content added at the bottom of the same page.

G. **Post docs/students**

Please note that this content needs to be edited when an individual leaves the university and is no longer in Workday. If not maintained, your profile will have a

number of broken links.

Postdocs - list current or past postdocs and make certain that you make the content "visible". Current postdocs will be added with a drop down menu of all individuals in Workday, but you can also add information about past postdocs — even from other institutions - to fully reflect the people who you work with. Past individuals will need information including Name, Start Year, End Year, Institution, and "yes" to Visible.

Graduate Students - Note that graduate students can list you as their supervisor or committee member from their profile, so content will be pulled automatically if done. Also, if a student has a restriction on content that they want to share on the web, you will not be able to add their names. If the student wants to remove their record restriction info, they can get info: https://directory.utexas.edu/faq.php or they can contact the ITS help desk, 512-475-9400, help@utexas.edu. To add a student, use the "Add New" button on the right of your screen and follow the steps for either current (drop down menu) or not current (steps similar to "post doc")

Undergraduate Students - type in names and dates and make "visible".

Overview - add a brief description that will show up at the top of your list of affiliates. Do not use for names.

H. **Photos**

Please upload your professional photo, high resolution, to display with your profile

I. **Links**

Scholar sites - self explanatory — add your Google scholar, etc links here. These will display in the upper portion of your profile, above the tabs.

Social media - also self-explanatory

Other links - Using the "add new" button on the right of the menu, please use this section to link to a research website, etc.

J. **Courses**

This content is automatically populated from JSG/course lists

K. **Affiliations**

This content is added by Brian or other Communications experts

L. **Media Reps and Events/Special topics**

Please ignore these pages.