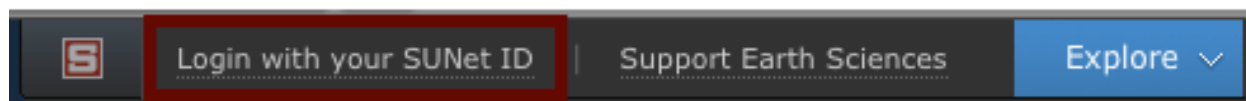


HOW TO UPDATE YOUR PROFILE

1. Go to <http://earthsci.stanford.edu/> and click on “Login with your SUNet ID.”



2. Your profile should already contain your name, title, and SUNET ID. If not, please contact your department/program manager.

3. Go to the school directory under “People” <http://pangea.stanford.edu/people>

4. Enter your last name in the “Search By Name” text box and select “Search” to locate your profile—or you can simply scroll through the list.

 Search By Name

Person's name:

5. Select your name and click on the “edit” tab to edit your profile.



John Doe

6. Once you are in the edit mode, there are many fields in which to add information. You do not have to use every field, but filling out as many fields as you can will make your profile more complete. For more information on specific fields, refer to page 3 of this document.

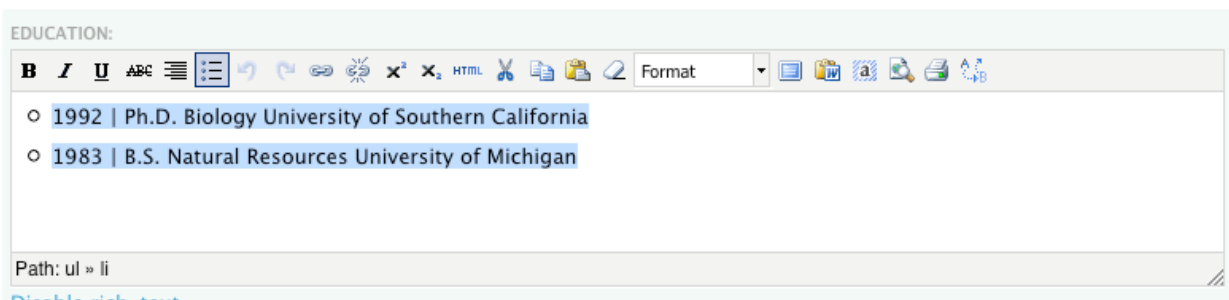
7. When you are finished editing your profile, click “SAVE.”

FORMATTING TIPS

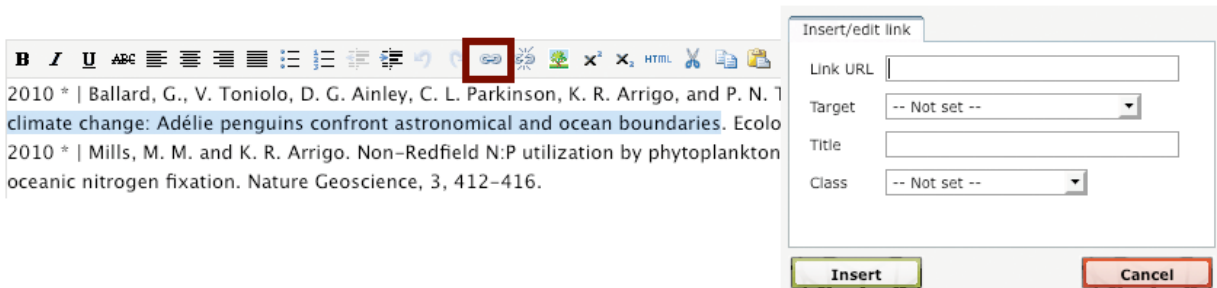
IMPORTANT: When copying and pasting text from any other medium (such as MS Word, PDF, e-mail, other Web sites, etc.) please paste it into a Notepad or any other plain-text editor first, and then copy/paste from the Notepad into one of the grey text area fields with a toolbar. This will ensure proper formatting and will eliminate unnecessary coding that can be a potential layout issue when profile is saved.

Creating a list

(For a list, you can select the icon shown below)



Adding a Hyperlink



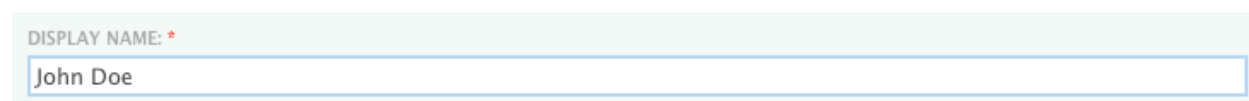
- 1.To create a hyperlink, first highlight the text, and then select the hyperlink icon.
2. Enter the link URL, set the Target to Open link in a new window, and press Insert.

FIELD SECTIONS:

There are six editable sections with each profile: Personal Information, Contact Information, Emergency Contact Information, Department and Program Affiliations, Profile Information, and Curriculum Vitae. To access the fields within each of these sections click on the section header (i.e. + Personal Information).

1) Display Name

This section should already be completed; you can, however, change the way your name appears.

A screenshot of a web form field. The label "DISPLAY NAME:" is followed by a red asterisk. Below the label is a text input box containing the text "John Doe".

2) Personal Information

a) Profile Photo:

PROFILE PHOTO:

A screenshot of a file upload area. It features a text input box, a "Browse..." button, and an "Upload" button.

Maximum Filesize: 20 MB
Allowed Extensions: png gif jpg jpeg

b) Title: Type any additional titles you want displayed.

c) First, Middle, and Last Name: This section should already be completed; you can, however, change the way your name appears.

d) Short Description: Provide a very brief summary of your role.

3) Contact Information

Enter your phone number, mobile number, fax, e-mail, office location, office hours, and your Stanford Web page (if you have one). For e-mail it is important to enter as `mailto:johndoe@stanford.edu` as in the example below.

4) Emergency Contact Information

Enter your emergency contact, your relationship to your contact, and that person's primary and alternate phone numbers (this information is not public, and is only accessible by a few school staff members in the event of an emergency.)

5) Department and Program Affiliations

Enter your personnel category, and any affiliations.

PERSONNEL TYPE:

Faculty - Regular

PRIMARY AFFILIATION:

EESS

SECONDARY AFFILIATIONS:

 Earth Systems EEES E-IPER ERE EESS GES Geophysics

6) Profile Information

Note: This is the default view, where you should summarize only the highlights of your CV. This view is intended for a general audience; those looking for a more detailed and complete description of your work can click on the "CV" tab at the top of your page (CV fields follow on page 5.)

- a) Research Activities: Succinctly summarize your area(s) of research, using complete sentences, clear language, and vocabulary that can be understood by a non-expert audience.
- b) Teaching Activities: Describe the kinds of classes you teach (not just by course number) and whether you teach undergrads, graduate students, or both.
- c) Professional Activities: Describe your work on Stanford and other committees and boards, as a research group or lab leader, or as an editor or visiting lecturer. List also any special positions or assignments that you wish to have displayed. Choose those that are most recent and important for this summary view.
- d) Research Keywords: List key words that best describe your research (comma delimited) to assist in Internet searching.
- e) Quote (optional): You may include a quote related to your work or field of interest.

7) Curriculum Vitae

a) **Education:** List your degrees, most recent first. Format should be PhD, Geology, Stanford University (you may follow with the location of the institution if it is out of the country or if needed for clarity.)

Example: 1992 | Ph.D. Biology University of Southern California

b) **Professional Experience:** List the positions you have held, up to and including your present position.

Example: 2009 - Present | Professor, Department of Environmental Earth System Science Stanford University

c) **Honors and Awards:** List any awards you have received, including the year, name of award, and awarding body.

Example: 2008 | School of Earth Sciences Excellence in Teaching Award

d) **University Service:** List your Stanford service positions, including the term of service, your role, and the university body or group.

Example: 2010 | E-IPER Reauthorization Review Committee

e) **Professional Activities:** These can include service on committees and boards; roles as research group or lab leader; roles as editor or visiting lecturer; and any special positions or assignments that you wish to have displayed.

Example: 2010 - Present | Faculty of 1000, Contributing Member, Ecosystem Ecology

f) **Courses Taught:** List the courses you have taught at Stanford Earth Sciences.

Example: 2010 (Winter) | ES 111/Biosci 117 Biology and Global Change [Enrolled 85]

g) **Publications:** List the publications you have authored or co-authored.

Example: 2010 * | Ballard, G., V. Toniolo, D. G. Ainley, C. L. Parkinson, K. R. Arrigo, and P. N. Trathan. Responding to climate change: Adélie penguins confront astronomical and ocean boundaries. *Ecology*, 91(7), 2056-2069

h) **Advisee Degrees:** List the year graduated, name, and thesis title for your advisees.

Example: 2010 | Lindsey Kropuenske: Exploring light controls on phytoplankton community structure and biogeochemistry of the Ross Sea, Antarctica, Ph.D. (ETH Zurich)

i) **Advisee Publications:** List the publications your advisees have authored or co-authored.

Example: 2010 * | Ballard, G., V. Toniolo, D. G. Ainley, C. L. Parkinson, K. R. Arrigo, and P. N. Trathan. Responding to climate change: Adélie penguins confront astronomical and ocean boundaries. *Ecology*, 91(7), 2056-2069