UCLA Profiles User Guide

UCLA Profiles is managed by the UCLA and UCSF Clinical and Translational Science Institutes (CTSI), part of the Clinical and Translational Science Award program funded by the National Center for Advancing Translational Sciences (Grant Numbers UL1 TR000004 and UL1 TR001881) at the National Institutes of Health (NIH).

Contents

Edit Menu

The **Edit Menu** is the user's central source for building out a UCLA Profile.

Edit Menu

Components:

Name and Degrees	🔒	Always Public
Mailing Address	🔒	Public
Email Address	🔒	No Search
Photo		Not Added
ORCID id		Not Added
Education and Training		Public
Awards and Honors		Not Added
Overview		Not Added
Interests		Not Added
Research Activities and Funding		Not Added
Groups	🔒	Not Added
Clinical Trials	✳	Not Added
Featured Publications	✳	Not Added
Websites	✳	Not Added
In The News	✳	Not Added
Featured Presentations	✳	Not Added
Twitter	✳	Not Added
Featured Videos	✳	Not Added
Publications		Public

Visibility Setting Definitions

Not Added	This item has not been added to your Profile page.
Owner	Only the owner and special authorized users who manage this website.
Users	Limited to people who have logged into website.
No Search	Open to the general public, but blocked to certain (but not all) search engines such as Google.
Public	Open to the general public and may be indexed by search engines.

✳ Components developed by the UCSF Open Research Networking Gadgets (ORNG) initiative. Have an idea for a new component you would like to see? Or are you a Javascript software developer who would like to build one? Let us know!

The **Name and Degrees** and **Group** fields, displayed alongside a lock icon, are not editable. These fields automatically import into UCLA Profiles from a UCLA Human Resources system. If any information is incorrect in one of these fields, please contact UCLAProfiles@mednet.ucla.edu for assistance.

Contact information, such as **Mailing Address, Email Address,** and phone numbers, are automatically imported into UCLA Profiles using information in UC Path and the UCLA Directory.

If any of the user's contact information is incorrect on their UCLA Profile, users should contact their home department Administrator, or their department's human resources representative for assistance with updating the information in UC Path and the UCLA Directory. If a user needs assistance with finding their department contact, please refer to the UCLA Directory's Updaters List. Any changes made to those systems can take up to 5-7 business days to populate to UCLA Profiles.

Users can change the visibility of all sections except for **Name and Degrees** and phone number. Users click on the section they wish to change in the **Edit Menu**, and select the visibility setting they prefer for that section.

Users whose main appointments are outside of UCLA, such as the VA or Harbor-UCLA, should reach out to UCLAProfiles@mednet.ucla.edu for assistance with changing their contact information.

Education and Training

Manually and chronologically enter the investigator's educational background and training. Users should also include fellowships and residencies.

Blank **Education and Training** section.

Edit Menu > **Education and Training**
▶ Add Education and Training

Institution	Location	Degree (if applicable)	Completion Date (MM/YYYY)	Field Of Study

Save | Save and add another | Cancel
No education or training has been added.

Filling out the **Education and Training** section.

Edit Menu > **Education and Training**
▶ Add Education and Training

Institution	Location	Degree (if applicable)	Completion Date (MM/YYYY)	Field Of Study
University of Wisconsin	Madison, WI	MD	05/1988	Medicine

Save | Save and add another | Cancel

Institution	Location	Degree	Completion Date	Field of Study	Action
Marquette University	Milwaukee, WI	BS	05/1984	Computer Science	△ ▽ ✎ 🗑

A completed **Education and Training** section.

Edit Menu > **Education and Training**
≫ Edit Visibility (Public)
▶ Add Education and Training

Institution	Location	Degree	Completion Date	Field of Study	Action
Marquette University	Milwaukee, WI	BS	05/1984	Computer Science	△ ▽ ✎ 🗑
University of Wisconsin	Madison, WI	MD	05/1988	Medicine	△ ▽ ✎ 🗑
University of Wisconsin	Madison, WI	Residency	06/1991	Internal Medicine	△ ▽ ✎ 🗑
Northeastern University	Boston, MA	MS	09/1993	Computer Science	△ ▽ ✎ 🗑
Harvard University, Massachusetts General Hospital	Boston, MA	Fellowship	08/1994	Medical Informatics	△ ▽ ✎ 🗑

Awards and Honors

Enter **Awards and Honors** manually and chronologically.

*Blank **Awards and Honors** section.*

Edit Menu > **Awards and Honors**

➤ Add award(s)

Enter the year(s), name and institution.

For Award Year(s), enter both fields only if awarded for consecutive years.

Award Year(s)	Name (required)	Institution
-		

Save and add another | Save and Close | Close

No awards have been added.

*Filling out the **Awards and Honors** section.*

Edit Menu > **Awards and Honors**

➤ Add award(s)

Enter the year(s), name and institution.

For Award Year(s), enter both fields only if awarded for consecutive years.

Award Year(s)	Name (required)	Institution
-		

Save and add another | Save and Close | Close

Year of Award	Thru Year	Name	Institution	Action
2004		Fellow (elected)	American College of Physicians	△ ▽ ✎ 🗑

Overview
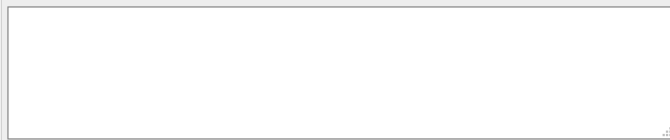
Enter a summary about the investigator's background, research interests and their UCLA appointments.

*Blank **Overview** section.*

Edit Menu > **Overview**

➤ Edit Visibility (Public)

➤ ➤ Add Overview

Save and Close | Close

No items have been added.

Interests

Enter the investigator's research interests as keywords in the **Interests** section. The keywords automatically become hyperlinks in the UCLA Profiles system.

The **Interests** section requires a manual entry of keywords. Users should be mindful to avoid any spelling errors, as this will hinder their ability to utilize the capabilities of the section.

This feature allows investigators to connect with researchers throughout the entire UC Profiles system, which includes UCLA, UCSF, UCSD, UC Davis, UCI and USC. Users can find potential collaborators, view a list of publications and grants that include the same keyword/topic. It is a key networking component of the UC Profiles system.

Users will generate greater numbers of search results in the UC Profiles system, and potential collaborators, if their **Interests** terms are kept more brief.

Example: Try entering brief terms as **Interests**.

✓ *Computable knowledge sharing*
✓ *Geriatrics*
✓ *Outcomes research*

*Blank **Interests** section.*

Edit Menu > **Interests**

≫ Add Keyword(s)

Please enter a word or phrase that describes your research, academic or clinical interests.
Set the visibility to Public to display your Interests to others and make them searchable.

Save and add another | Save and Close | Close

No items have been added.

*Filling out the **Interests** section.*

Edit Menu > **Interests**

≫ Edit Visibility (Public)

≫ Add Keyword(s)

Please enter a word or phrase that describes your research, academic or clinical interests.
Set the visibility to Public to display your Interests to others and make them searchable.

Clinical decision support systems

Save and add another | Save and Close | Close

Keyword	Action
Arden Syntax	△ ▽ ✎ 🗑

*Saved **Interests** appear as hyperlinks on the public-facing UCLA Profile.*

Interests

Arden Syntax, Clinical decision support systems, Computable knowledge sharing, Patient care registries

*After clicking an **Interest** on their UCLA Profile, users can locate other faculty members, academic articles and grants that share the same **Interest** topic.*

In the search performed below, 9 results were generated.

Search Results (9)

Match	Type	Why
Ontology-Based Integration of Human Studies Data	Grant	Why?
Sim, Ida	Person	Why?
Ohno-machado, Lucila	Person	Why?
Adler-Milstein, Julia	Person	Why?
Huang, Susan	Person	Why?
Thomas, Paul	Person	Why?
Suchard, Marc	Person	Why?
Kizer, Jorge	Person	Why?
Rocke, David M	Person	Why?

Per Page 15 ⌄   Page 1 of 1 |◄ ◄ Prev   Next ► ►|

Search Criteria
Computable knowledge sharing

Search Result Filters
All (9)
People (8)
Research (1)

Click "Why?" to see why an item matched the search.

ListMaker
Create a list of profiles for personal use.

*By clicking another **Interest** keyword, the search below generated 647 results. This shows the scope of UCLA Profiles.*

Search Results (647)

Match	Type	Why
Clinical Decision Support Systems and Advanced Diagnostic Imaging--Reply.	Academic Article	Why?
Clinical decision support systems for the practice of evidence-based medicine.	Academic Article	Why?
Evaluation of internet-based clinical decision support systems.	Academic Article	Why?
Health IT and clinical decision support systems: human factors and successful adoption.	Academic Article	Why?
How effective are clinical decision support systems?	Academic Article	Why?
A taxonomic description of computer-based clinical decision support systems.	Academic Article	Why?
Appropriateness of advanced diagnostic imaging ordering before and after implementation of clinical decision support systems.	Academic Article	Why?
Characteristics of outpatient clinical decision support systems: a taxonomic description.	Academic Article	Why?

Search Criteria
Clinical decision support systems

Search Result Filters
All (647)
People (280)
Research (366)
Concepts (1)

Click "Why?" to see why an item matched the search.

ListMaker
Create a list of profiles for personal use.

Research Activities and Funding

UCLA Profiles can automatically import investigator funding data from NIH RePORTER. UCLA Profiles will import NIH RePORTER data where the investigator is listed as the Principal Investigator (PI).

If the investigator is listed as a Co-PI on a grant, the UCLA Profiles user should add the funding by **Add NIH Grant**. Co-PI affiliations will not automatically import into UCLA Profiles.

*Users can add additional **Research Activities and Funding** by using either **Add NIH Grant** or **Add Custom Funding.***

Edit Menu > **Research Activities and Funding**
➤ Edit Visibility (Public)
▶ Add NIH Grant (Search NIH grants.)
▶ Add Custom Funding (Enter your own funding information using an online form.)
▶ Delete All Funding (Remove multiple funding sources from your profile.)

No funding records have been added.

*Performing a search using **Add by NIH Grant**.*

Edit Menu > **Research Activities and Funding**
▶ Add NIH Grant (Search NIH grants.)
Search for NIH grants

Award ID (use '%' for wildcard, e.g. 3R01CA12921-04S1A1 or %RO1%)

Principal Investigator's Last Name   **Principal Investigator's First Name**   **Project Year**

Any Year

Awardee's Institution (e.g., Harvard Medical School)

Project Title

Search | Reset | Cancel

No funding records have been added.

*Search results as they appear when using **Add NIH Grant**.*

Edit Menu > **Research Activities and Funding**
▶ Add NIH Grant (Search NIH grants.)
⚠️Check the grants that are yours in the list below, and then click the Add Selected link at the bottom of the page.
Select: All | None

	Award ID	Project Title	Principal Investigator	Start Date	End Date
⊞ ☑	UL1TR001881	UCLA Clinical Translational Science Institute	DUBINETT, STEVEN M.	7/1/2016	5/31/2021

Add Selected | Cancel

No funding records have been added.

If **Research Activities and Funding** are not populating correctly after searching through **Add NIH Grant**, the user should enter the funding information manually through **Add Custom Funding**.

The user <u>must</u> enter funding manually if the grant is not federal, and thereby not included in NIH RePORTER.

If any information is generated incorrectly, users must delete the record, and re-enter the funding information manually by using **Add Custom Funding.**

*Enter funding information using the **Add Custom Funding** form on UCLA Profiles.*

Edit Menu > **Research Activities and Funding**
▶ Add Custom Funding (Enter your own funding information using an online form.)
Enter the following funding information below.

Award ID (e.g. UL1TR001102)   **Principal Investigator Name**   **Start Date**   **End Date**

Funding Sponsor (e.g. NIH/NCATS)

Project Title

Brief Description (e.g. The goal of this study is...)

Your Role on Project (e.g. Co-Investigator)

Abstract (e.g. Specific aims of this study are...)

Save | Save and Add Another | Cancel

Clinical Trials

In this section, users can highlight **Clinical Trials** that they have conducted. Trial information comes from ClinicalTrial.gov. If data is incorrect, users must make changes on ClinicalTrial.gov.

Users add **Clinical Trials** using the **Add Clinical Trial by NCT Number** search function.

Add Clinical Trial by NCT Number.
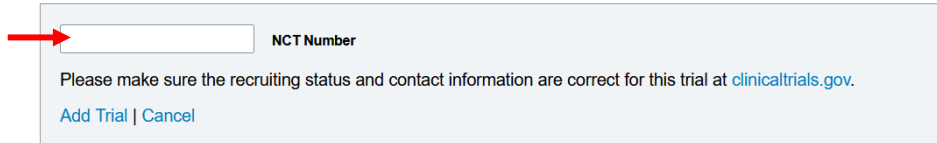
Edit Menu **> Clinical Trials** ✳

≫ Edit Visibility (Public)

✕ Remove Clinical Trials gadget from your profile.

Clinical Trials

≫ Add Clinical Trial by NCT Number

⟶ [_____] **NCT Number**

Please make sure the recruiting status and contact information are correct for this trial at clinicaltrials.gov.

Add Trial | Cancel

Trial information comes from clinicaltrial.gov. If data is incorrect, please make changes there.

Drag and drop trials to re-order them. Click the Remove button to remove the trial from this section of your page.

*A populated **Clinical Trials** section.*

Edit Menu **> Clinical Trials** ✳

≫ Edit Visibility (Public)

✕ Remove Clinical Trials gadget from your profile.

Clinical Trials

≫ Add Clinical Trial by NCT Number

Trial information comes from clinicaltrial.gov. If data is incorrect, please make changes there.

Drag and drop trials to re-order them. Click the Remove button to remove the trial from this section of your page.

COVID-19 Recovered Volunteer Research Participant Pool Registry   [remove]

  ✛   Start Date: Apr 2020
        Estimated Completion Date: Apr 2042
        Recruitment Status: Recruiting
        Condition(s): COVID-19

Women Informed to Screen Depending on Measures of Risk (Wisdom Study)   [remove]

  ✛   Start Date: Aug 2016
        Estimated Completion Date: Mar 2025
        Recruitment Status: Recruiting
        Condition(s): Breast Cancer

Featured Publications

The **Featured Publications** section allows users to highlight specific publications from their research.

The **Featured Publications** can be selected from any of the publications already present on the user's UCLA Profile, under their **Publications** tab.

Users check off the publications to highlight as **Featured Publications**.

Edit Menu > **Featured Publications** ✳

≫ Edit Visibility (Public)

✕ Remove Featured Publications gadget from your profile.

Featured Publications

Manage Publications to Feature on Your Profile
Select publications from your profile to showcase in this area.

Publications Currently Featured:
Drag and drop the featured publications to re-order them. They will show on your profile in this same order.

Make Changes:
Below are all the publications on your profile. Select those you'd like to feature then click Save. If any of your PubMed publications are missing, add them to your profile first using the Publications link in the top section of your profile edit screen.

Save

☑ Jenders RA; **Evaluation of the Fast Healthcare Interoperability Resources (FHIR) Standard for Representation of Knowledge Bases Encoded in the Arden Syntax.**; Studies in health technology and informatics; 2019

☑ Adlassnig KP, Haug P, Jenders RA; **Arden Syntax: Then, now, and in the future.**; Artificial intelligence in medicine; 2018

☐ Jenders RA; **Evaluation of SNOMED CT as a Reference Terminology for Standardized Data Queries in the Arden Syntax.**; Studies in health technology and informatics; 2017

☐ Jenders RA, Adlassnig KP, Fehre K, Haug P; **Evolution of the Arden Syntax: Key Technical Issues from the Standards Development Organization Perspective.**; Artificial intelligence in medicine; 2016

Once **Featured Publications** are added, users can adjust the order in which the publications are displayed on the UCLA Profile.

Edit Menu > **Featured Publications** ✳

» Edit Visibility (Public)

✕ Remove Featured Publications gadget from your profile.

Featured Publications

Manage Publications to Feature on Your Profile
Select publications from your profile to showcase in this area.

Publications Currently Featured:
Drag and drop the featured publications to re-order them. They will show on your profile in this same order.

Krysan K, Tran LM, Grimes BS, Fishbein GA, Seki A, Gardner BK, Walser TC, Salehi-Rad R, Yanagawa J, Lee JM, Sharma S, Aberle DR, Spira AE, Elashoff DA, Wallace WD, Fishbein MC, ⊕ Dubinett SM; **The Immune Contexture Associates with the Genomic Landscape in Lung Adenomatous Premalignancy.**; Cancer research; 2019
View in: PubMed

[remove]

Walser TC, Jing Z, Tran LM, Lin YQ, Yakobian N, Wang G, Krysan K, Zhu LX, Sharma S, Lee MH, Belperio JA, Ooi AT, Gomperts BN, Shay JW, Larsen JE, Minna JD, Hong LS, Fishbein MC, ⊕ Dubinett SM; **Silencing the Snail-Dependent RNA Splice Regulator ESRP1 Drives Malignant Transformation of Human Pulmonary Epithelial Cells.**; Cancer research; 2018
View in: PubMed

[remove]

Websites

In this section, the user can add any relevant **Websites** to their UCLA Profile. These can include their lab website, their home department's website, a personal website, or other similar websites.

*Entering website links to the UCLA Profiles **Websites** section.*

Edit Menu > **Websites** ✻

≫ Edit Visibility (Public)

✕ Remove Websites gadget from your profile.

Websites

Manage Links to Other Websites

Add websites to your profile. Enter the website name, as you want it to appear on your profile, and its URL. Some examples include a link to your lab web site, your research program or your research blog.

You can drag and drop entries to change the order.

Website Name
e.g. My Lab Site

| Charles R. Drew University - Research |
(60 characters max)

Website URL (not displayed in profile)
e.g. mylabsite.edu

| https://www.cdrewu.edu/research | Add

Your Current Websites:

✛ ▮ UCLA Clinical and Translational Science Institute   https://www.ctsi.ucla.edu/   Delete

In The News

UCLA Profiles users can include links to published news articles that highlight their research or personal accomplishments.

*Blank **In The News** section.*

≫ Edit Visibility (Public)

✕ Remove In The News gadget from your profile.

In The News

Manage Links to News Stories about Your Work

Add links to news stories, blogs or other media that feature your research. Links can be hosted on any external site that is open to the public. Enter the title or headline as you want it to appear on your profile page, and the related URL. Add a date of publication if applicable. Some examples would be a story in the *NY Times* or on the university news site. Once you've added a story, remember to click "Save" below.

News Story Headline
e.g. Anorexia Recommendations Challenged
(80 characters max)

News Story URL (not displayed in profile)
e.g. http://www.medicalnewstoday.com/articles/239033.php

http:// | Save

Release Date
Add release date of news story - Optional

MM/DD/YYYY

*Users can add multiple articles to the **In the News** section.*

≫ Edit Visibility (Public)

✕ Remove In The News gadget from your profile.

In The News

Manage Links to News Stories about Your Work

Add links to news stories, blogs or other media that feature your research. Links can be hosted on any external site that is open to the public. Enter the title or headline as you want it to appear on your profile page, and the related URL. Add a date of publication if applicable. Some examples would be a story in the *NY Times* or on the university news site. Once you've added a story, remember to click "Save" below.

News Story Headline
e.g. Anorexia Recommendations Challenged
(80 characters max)

News Story URL (not displayed in profile)
e.g. http://www.medicalnewstoday.com/articles/239033.php

http:// | Save

Release Date
Add release date of news story - Optional

MM/DD/YYYY

Your Current Stories:

| | UCLA launches major mental health study to discover insights about depression | https://newsroom.ucla.edu/releases/ucla-launches-major-mental-health-study-to-discover-insights-about-depression | Delete |
| | Massive study launched to test personalized approach to breast cancer screening | https://www.universityofcalifornia.edu/news/massive-study-launched-test-personalized-approach-breast-cancer-screening | Delete |

Twitter

Users can add a departmental or personal Twitter account to display on their UCLA Profile. Only one account can be added to the **Twitter** section.

Entering the Twitter handle.

Edit Menu > **Twitter** ✳

» Edit Visibility (Public)

✕ Remove Twitter gadget from your profile.

Tweets

Twitter handle: | ucla_ctsi | Preview Save

Users can preview the Twitter account before saving to their UCLA Profiles.

Edit Menu > **Twitter** ✳

» Edit Visibility (Public)

✕ Remove Twitter gadget from your profile.

Tweets

Twitter handle: | ucla_ctsi | Preview Save

Tweets by @UCLA_CTSI ⓘ

🔁 UCLA Clinical and Translational Science Institute Retweeted

UCLA DOM EDI
@ucladomedi
"Get Out the Vaccine" is a campaign in partnership with @UCLA_CTSI NHLBI-funded STOP COVID-19 CA initiative, created to make the vaccine more accessible. We recognize the hard work of everybody involved, especially Drs. Brown and Norris as they work towards

Embed   View on Twitter

Featured Videos

Users can include videos that highlight their research or personal accomplishments. Users can add multiple videos to the **Featured Videos** section.

At this time, **Featured Videos** can only be added to a UCLA Profile if the video is hosted on YouTube, Vimeo, Facebook or TED platforms.

*Blank **Featured Videos** section.*

Edit Menu > **Featured Videos** ✱

≫ Edit Visibility (Public)

✕ Remove Featured Videos gadget from your profile.

Featured Videos

Manage Links to Videos
Add links to videos that you want to show in your profile page. Videos must be hosted on YouTube, Vimeo, Facebook, or TED. Enter the video name, as you want it to appear on your profile, and its URL from the hosting service. Some examples might be a lecture or an interview with the media.

Video Name 60 characters max. e.g. My Interview with Stephen Colbert	**Video URL** (not displayed in profile) e.g. https://youtu.be/fAVsDZasAfM	
	http://	Save

*Multiple videos added to the **Featured Videos** section.*

Edit Menu > **Featured Videos** ✱

≫ Edit Visibility (Public)

✕ Remove Featured Videos gadget from your profile.

Featured Videos

Manage Links to Videos
Add links to videos that you want to show in your profile page. Videos must be hosted on YouTube, Vimeo, Facebook, or TED. Enter the video name, as you want it to appear on your profile, and its URL from the hosting service. Some examples might be a lecture or an interview with the media.

Video Name 60 characters max. e.g. My Interview with Stephen Colbert	**Video URL** (not displayed in profile) e.g. https://youtu.be/fAVsDZasAfM	
	http://	Save

Your Current Videos:

▶ Center for SMART Health	https://www.youtube.com/watch?v=vrYlzYFH3jw	Delete
▶ Center for SMART Health	https://youtu.be/_fvc-1mLKXU	Delete
▶ COVID Post-Exposure Prophylaxis Trial	https://youtu.be/KmobcKIH33I	Delete

Publications

The **Publications** section is a feature in UCLA Profiles that can automatically import data. The publication data is sourced from PubMed. To help the UCLA Profiles algorithm learn and continue to automatically import more publications, the user must **Confirm** publications by checking the **Confirm** box in the **Publications** editing section. It is recommended that investigators or authorized users regularly check their UCLA Profile to confirm additional publications that are generated by the system over time.

*Unconfirmed **Publications**.*

Edit Menu > **Publications**

➤ Edit Visibility (Public)

➤ Add PubMed (Search PubMed and add multiple articles.)

➤ Add by ID (Add one or more articles using codes, e.g., PubMed ID.)

➤ Add Custom Publication (Enter your own publication using an online form.)

➤ Delete (Remove multiple publications from your profile.)

Publications	Action
1. Evaluation of the Fast Healthcare Interoperability Resources (FHIR) Standard for Representation of Knowledge Bases Encoded in the Arden Syntax. Stud Health Technol Inform. 2019 Aug 21; 264:1692-1693.	☐ Confirm 🗑
2. Arden Syntax: Then, now, and in the future. Artif Intell Med. 2018 11; 92:1-6.	☐ Confirm 🗑
3. Evaluation of SNOMED CT as a Reference Terminology for Standardized Data Queries in the Arden Syntax. Stud Health Technol Inform. 2017; 245:1326.	☐ Confirm 🗑

After the user confirms, the publications will appear alongside gray check marks. ☑

*Confirmed **Publications**.*

Publications	Action
1. Evaluation of the Fast Healthcare Interoperability Resources (FHIR) Standard for Representation of Knowledge Bases Encoded in the Arden Syntax. Stud Health Technol Inform. 2019 Aug 21; 264:1692-1693.	☑ Confirm 🗑
2. Arden Syntax: Then, now, and in the future. Artif Intell Med. 2018 11; 92:1-6.	☑ Confirm 🗑
3. Evaluation of SNOMED CT as a Reference Terminology for Standardized Data Queries in the Arden Syntax. Stud Health Technol Inform. 2017; 245:1326.	☑ Confirm 🗑

To capture additional publications, users can perform a search using either **Add PubMed** or **Add by ID**.

When utilizing **Add by ID**, users search using their publications' PMID numbers. Users can search for up to 200 PMIDs at a time. Enter PMIDs into the box separated by commas, semicolons, or one ID per line.

*Entering publication PMIDs using the **Add by ID** feature.*

Edit Menu > **Publications**

» Add by ID (Add one or more articles using codes, e.g., PubMed ID.)

Enter one or more PubMed ID ⌄

```
11111111
22222222
33333333
44444444
55555555
```

(Separated by comma or semicolon, or one ID per line)

Save | Cancel

When using the **Add PubMed** search function, if the investigator has a common last name, it is recommended that users try searching variations of the investigator's name.

> **Example:** If the investigator's full name is Joseph Jay Bruin, try searching **Add PubMed** using these variations:

- ✓ Bruin, Joseph Jay *(last name, first name, and middle name)*
- ✓ Bruin, Joseph *(last name, first name)*
- ✓ Bruin, JJ *(last name, first and middle initial)*
- ✓ Bruin, J *(last name, first initial)*
- ✓ Bruin *(last name only)*

Finally, if the two search features are not producing results, a user can add publications manually using **Add Custom Publication**.

Select the type of Publication from the dropdown menu under **Add Custom Publication**. The dropdown menu includes the following options.

- ✓ *Abstracts*
- ✓ *Books/Monographs/Textbooks*
- ✓ *Clinical Communications*
- ✓ *Educational materials*
- ✓ *Non-print Materials*
- ✓ *Original Articles*
- ✓ *Patents*
- ✓ *Proceedings of Meetings*
- ✓ *Reviews/Chapters/Editorials*
- ✓ *Thesis*

*Enter publication information using the **Add Custom Publication** form on UCLA Profiles. This example shows how to add an <u>Original Article</u>.*

Edit Menu **> Publications**

» Add Custom Publication (Enter your own publication using an online form.)

(Check if your publication is in PubMed before manually entering it.)

Select the type of publication you would like to add | Original Articles ▾ |

Cancel

Author(s) Enter the name of all the authors as they appear in the publication.

Title of Publication

Title of Article

Publication Information

| Date (MM/DD/YYYY) | Issue | Volume | Page Numbers |
| 6/30/2021 📅 | | | |

If the item was published in a newspaper, enter the following information.

| Section | Column |

Abstract (Optional)

Website URL (Optional) Clicking the citation title will take the user to this website.

Save | Save and add another | Cancel

Any **Publications** that are manually added by a user are automatically **Confirmed** on the UCLA Profile. If any of the added **Publications** need to be revised, the user must delete and re-enter the publication with the revisions.

> **Note:** If there are a significant amount of missing publications (200 or more) not captured by each of the **Publications** search functions, please contact UCLAProfiles@mednet.ucla.edu with the PMID numbers of the missing publications.

Adding A Proxy

A proxy in UCLA Profiles is a non-faculty user who is designated to make edits in an investigator's UCLA Profile. Individuals who request proxy access for investigator UCLA Profiles must complete the following steps.

Obtaining Proxy Eppn Name

1. Go to https://stage-ucla.researcherprofiles.org/search/

2. Log in using your Mednet login.

3. Go to https://stage.researcherprofiles.org/Shibboleth.sso/Session

4. Send the proxy access request to UCLAProfiles@mednet.ucla.edu. In the request, include screen shot of the eppn value, in front of the @ucla.edu, as pictured below, send the proxy's name, their email address, and, finally, the investigator's name and email address.

```
Miscellaneous
Session Expiration (barring inactivity): 479 minute(s)
Client Address: 123.456.789.10
SSO Protocol: urn:oasis:names:tc:SAML:2.0:protocol
Identity Provider: urn:mace:incommon:ucla.edu
Authentication Time: 2020-06-23T23:45:51.949Z
Authentication Context Class: urn:oasis:names:tc:SAML:2.0:ac:classes:PasswordProtectedTransport
Authentication Context Decl: (none)

Attributes
eppn: janedoe@ucla.edu
persistent-id: urn:mace:incommon:ucla.edu!https://stage.researcherprofiles.org/shibboleth!YKvnM+a
```

After 5 business days, following the proxy access request to UCLAProfiles@mednet.ucla.edu, approved proxies should log into UCLA Profiles, and type their corresponding faculty member's name into the UCLA Profiles search bar. After clicking on the investigator's UCLA Profile, approved proxies will see **Edit This Profile**, and can begin editing the designated UCLA Profile.

Proxies need to submit a request for each investigator they plan to help edit. It is best if proxies submit grouped requests. In these requests, proxies should include the proxy's eppn, full name, email address, and the names and email addresses of each faculty member they plan to proxy as.

Note: At this time, only users with Mednet logins can obtain proxy access for the faculty members in UCLA Profiles.