Pathology Faculty Profile — How to access and enter information

1. To access your Profile Page:
   1. Yale Profile System (right).
   2. Department web site (below)

2. Either method takes you to the “News and People Profile System” (a.k.a. Profile System). The database pulls information from various yale sources. Your name and employment information come from Workday, your faculty title must first be approved by the Faculty Affairs Committee. Everything else comes from the fields listed in the profile. Your degree(s) comes from the education section.

   • You may give access to another individual by adding them as a new “Profile Editor” (+ Add New). Usually this is your admin support person.
   • Photos require a high-resolution image. If you would like a retake of your photo, contact Pathdigital@yale.edu (or Path ITS).
   • The categories of information are listed in the navigation list on the left. Each will take you to a page where you, or your admin, can edit the information in the (mostly self-explanatory) fields provided.
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3 Fill in the Categories: Each category in the left side navigation panel goes to a page of its own, with clearly labeled fields and instructions.

- Highlighted in red below are the required sections (if applicable to your position).
- Within the sections, a red asterisk * indicates required fields.
- Incomplete entries may prevent one of the Tabs on your Profile page from displaying at all (see NOTE below).

Be aware that (most) categories require you to click on “Save This Section” button to capture your edits to the page. The button is located in the upper right corner, and is greyed out until you make an edit on the page.

4 The Categories

General Info & Bio
- Your Name is provided by Workday Human Resources system.
- Your Degrees will appear when you enter your “Education” info.
- Enter a short Bio: this is the main summary that the public will see.

Contacts & Locations
- Your phone, email, fax, pager and mailing information should be entered on this page. Your admin can do this.

Education
- Follow instructions on the page to enter your educational info (+ Add New). If you do not fill out completely, your degrees will not show up on your Profile page.

Career
- Titles — your faculty title is provided by HR. If you need it changed, you can only request a change via the Request link provided.
- Administrative Positions — any Directorships can be entered manually in this section (+ Add New)
- Training — your Residency, Fellowship, and postdoctoral information can be entered here (+ Add New)
- Appointments — professional appointment information is provided by HR. If you need it changed, you can only request a change via the Request link provided.

Patient Care— see document on patient care

Research
- Follow instructions on page to enter Brief Research Summary, Extensive Research Description, Research Interests-Medicine, Research Interests-Public Health, and Research Images.

Publications
- Please read instructions thoroughly and follow the directions given on the page.

Activity Map optional

Honors & Service
- Opportunity to enter any Professional Honors & Recognition and Professional Services (Committees, Professional Organizations) you may have.

NOTE: Any entry with a yellow highlight and red dotted line around it means it is incomplete, and will not be displayed (show up on your page).
Consulting optional

News

• You can submit news (+ Submit a News Article) or view a list of your submissions. If you have been tagged in any news articles that you did not submit, you can add it here.

Links & Multimedia

• Add links to podcasts and add other related links (e.g., lab site, professional organization, online video) that you may wish to display on your Profile page.

Calendars

• Search and view events at which you were Tagged as a speaker or a host
• View calendars associated with your Profile page
• Submit an event

Clinical Trials if relevant

Grants if relevant

CV Builder

• Opportunity to upload a CV that will be accessible to the public when they view your Faculty Profile page.