



HOW TO UPDATE YOUR FACULTY'S PROFILE

Visit <http://hugse9.harvard.edu/grid> to log in and make your changes.

You access the GRID system using your Harvard University PIN. The Faculty and Staff Help Desk (6-0628 / helpdesk@gse.harvard.edu) can help with any questions you have when you try to access the system. If you do not currently have access to the faculty profile through GRID, contact the Help Desk to have this access turned on.

LOCATE YOUR FACULTY

To access the information for Faculty you assist

1. Click on Faculty – Faculty Home
2. Click the Lists drop-down menu
3. Click My Faculty
4. Click View next to the name of the Faculty whose information you would like to access

PROFILE PARAGRAPH

To update the Faculty's biographical paragraph found on their GSE profile page

1. Click the Profile Paragraph property tab
2. Click the Update button
3. Make any changes/additions to the paragraph
4. Click the Update button at the top of the screen

AREAS OF EXPERTISE

To add a new area of expertise

1. Click the Expertise property tab
2. Click the Add an Expertise button
3. Select the area from the Expertise drop-down list
4. Click the Add button at the top of the screen

To update an existing area of expertise already included on the profile

1. Click the Expertise property tab
2. Click the Update link next to the record you wish to modify

3. To change this area of expertise to a new one, select a new area from the drop-down list; to remove this expertise entry from the profile, enter any past date in the Archive Date field
4. Click the Update button at the top of the screen

ASSOCIATIONS

To add an association (e.g., Chair, AERA Committee on Ethics in Research and Human Rights)

1. Click the Association property tab
2. Click the Add an Association button
3. Enter the position (if applicable) and association name in the text box
4. Enter a number into the web order field. This will determine the display order on the website
5. If the association membership has years associated with it, enter these in the Start Year and End Year fields
6. Click the Add button at the top of the screen

To update an association already included on the profile

1. Click the Association property tab
2. Click the Update link next to the record you wish to modify
3. Update the association by changing the text or start/end years
4. To remove an association from the profile, enter any past date in the Archive Date field
5. Click the Update button at the top of the screen

AWARDS

To add an award (e.g., MacArthur Prize Fellowship)

1. Click the Awards property tab
2. Click the Add an Award button
3. Enter the title of the award in the text box
4. Enter the year of the award (if applicable)
5. Click the Add button at the top of the screen

To update an existing award already included on the profile

1. Click the Association property tab
2. Click the Update link next to the record you wish to modify
3. Update the award by changing the text or years
4. To remove the award from the faculty profile, enter any past date in the Archive Date field; or to hide the award without archiving it, click the Omit from Profile checkbox
5. Click the Update button at the top of the screen

PUBLICATIONS

To add a new publication

1. Click the Publication property tab
2. Click the Add a Publication button
3. Enter the publication information in the text box
4. Enter the year of the publication
5. Click the Add button at the top of the screen

To update an existing publication already included on the profile

1. Click the Publication property tab
2. Click the Update link next to the record you wish to modify
3. Update the publication by changing the citation text or publication year
4. To remove the publication from the faculty profile, enter any past date in the Archive Date field
5. Click the Update button at the top of the screen

RESEARCH DESCRIPTIONS

Using the Research Descriptions property tab you can provide information about a Faculty's research areas or interests. Each submission requires a title and description. An archive date may be included, if applicable. Once you add or update a research description, it will be reviewed for style and consistency by the Communications Office. You can expect the research description to be posted on the GSE website in 2-3 business days. The Communications Office will contact you with any questions.

SPONSORED PROJECTS

Sponsored projects are entered into GRID by the Office of Sponsored Projects at the proposal stage. When a sponsored project is awarded, the OSP changes the status from pending to awarded. Only awarded projects appear on the faculty's GSE website. Awarded project information posted on the faculty website includes the title, sponsor name, years of support, and description. The description of the project is extracted from abstracts or summaries for each proposal. Any necessary updates to the sponsored projects will be made by OSP. Sponsored awards will be archived three years after the final closing date of the award. Faculty members are asked to review their sponsored awards. Any questions or concerns should be directed to Melissa Von Aured, Assistant Director of OSP (melissa_von_aured@gse.harvard.edu).

CHANGES CAN TAKE UP TO FIVE BUSINESS DAYS

Once you've made changes it may take up to 5 business days for the information to be approved and appear online. If you have any problems or questions, please email webeditor@gse.harvard.edu.

ADDITIONAL INFORMATION

For more information about GRID, including an FAQ, browse to: <http://isites.harvard.edu/grid>.

HOW TO PUT A FACULTY CV ONLINE

Putting a faculty CV online is not intended to be a replacement for the data in a faculty profile. This should also be kept up-to-date. Faculty CVs and photos may be uploaded to the HGSE website by **any faculty assistant who has access to Cascade Server Content Management System (CMS)**. If you do not have access to the CMS, please contact [Matthew Tallon](#) or [Wendy Angus](#).

Faculty CV Preparation:

1. Your updates may be made from any computer with internet access.
2. Save the CV as an Adobe PDF.
(PLEASE NOTE: The system will only accept legitimate PDF files. Other document types, including Microsoft Word or a Word document with a .pdf extension will not work.)

View instructions on methods of saving a Microsoft Word file as a PDF at: <http://www.adobe.com/support/techdocs/330729.html>

3. When you are saving the file, **you must use the faculty member's email alias** for the file name (for example, jonathan_smith.pdf) in **all lower-case letters, in the firstname_lastname format**. Failure to use this naming system will result in the file not being accessible from the website. If an email alias does not exist, please email web_editor@gse.harvard.edu for assistance.

- **YES: jonathan_smith.pdf**
- NO: smithjo.pdf
- NO: Jonathan_Smith.pdf
- NO: johnsmithcv14.pdf

4. Log into Cascade Server CMS (<http://cms.gse.harvard.edu:8080/>) and make the updates. For assistance with the CMS, please visit the CMS Knowledge Center iSites: <http://isites.harvard.edu/icb/icb.do?keyword=k55522>. The User Guide section contains several helpful documents.

Important: Faculty CVs are viewable to any person on the internet. Please be sure that there is nothing on the CV your Faculty would not want to display publicly (such as their home address).

If you have any difficulties with the technical aspects of this process, please feel free to contact the faculty and staff help desk at 6-0628 or helpdesk@gse.harvard.edu.

HOW TO PUT A FACULTY PHOTO ONLINE

Faculty photos may be uploaded to the HGSE website by **any faculty assistant who has access to Cascade Server Content Management System (CMS)**. If you do not have access to the CMS, please contact [Matthew Tallon](#) or [Wendy Angus](#).