Administrative and Research Staff Profile Instruction Guide

In this guide you will learn how to:

- Log into your staff profile
- Find your staff profile
- Update primary contact information
- Update Bio (if applicable)
- Update Expertise (if applicable)
- Update Education (if applicable)
- Update Teaching (if applicable)
- Update Community Service (if applicable)
- Update Institutes and Centers (if applicable)
- Update Research (if applicable)
- Update Publications (if applicable)
- Save your work
- Publish new content to profile
- How to use the Paste From Word function

Logging Into Your Staff Profile

Steps for Logging in for Initial Set-Up:

- Go to https://publichealth.gwu.edu/user
- Two options: Log in and request new password
- Click Request New Password

- Enter GWU Email Address and click Email New Password
- You will immediately receive an email to your email address with a one-time link to login and change password. Password must contain upper and lower case letters, symbols and numbers
Please follow the format below:

\[ \text{e.g. ILoveDC89!@} \]

- Once the password is changed, user will be logged in their account to begin editing their profile
- If you unable to login please contact gwsphweb@gwu.edu

\textbf{Note: After the initial set-up, you will not need to do the above steps again}

\textit{Steps for Logging in after initial set up:}

- Go to https://publichealth.gwu.edu/user
- Log in with your GW email address and password. \textbf{Note: This is the password you changed during the initial set up.}
- If you unable to login please contact gwsphweb@gwu.edu

\textbf{Finding Your Staff Profile}

- Click on the homepage icon in the left hand corner
If you are Office of the Dean Staff follow these steps:

- Hover over “About” and click Administrative Offices

- Under the Administrative Office section click More
• Find and click on Your Name to begin editing your profile
• If you unable to find your name please contact gwsphweb@gwu.edu

If you are **Departmental Staff** follow these steps:

• Hover over “Departments” and click your **Department Name**

• In the left column click **Directory**
• Click on the appropriate category: *Full-time Faculty, Part-time Faculty, Research Staff* or *Administrative Staff* to find your profile

• Once you have found your profile, click on *Your Name*

• If you unable to find your name please contact *gwsphweb@gwu.edu*

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**Updating Primary Contact Information**

• Click on *Your Name* and you will see the live version of your profile – *View Published* is highlighted in blue.
- Click on New Draft to edit your profile

- Fill in the following text box fields and make sure information is correct

  **Title:** is your “First Name and “Last Name” – *this is for the back end use only*. Please do not change this field

  **First Name:** First Name (make sure your name is correct)

  **Last Name:** Last Name (make sure your name is correct)

  **Image:** To add an image please contact gwsphweb@gwu.edu

  **Professional Title:** If incorrect or needs to be updated contact gwsphweb@gwu.edu

  **Employee Type:** If incorrect or needs to be updated contact gwsphweb@gwu.edu

  **Phone Number:** Make sure your number is correct. Please follow this format for updating numbers:

      e.g. 202-994-4444

  **Fax Number:** Make sure your number is correct. Please follow this format for updating numbers:

      e.g. 202-994-4444

  **Email Address:** Make sure your GW email address is listed correctly

  **Building:** Select the building of your current office. Click the Building Name under box titled “Available Options” and click the Green Arrow to move the building name to the box titled “Selected Options”
o To remove a building name – Click the Building Name under the box titled “Selected Options” and click the Red Arrow to move the building name back to the box titled “Available Options”

**Office:** Office number-floor number. Please follow this format for updating office number:  
*e.g. 211 – Floor 2*  or  *e.g. 202E – Floor 2*

**Department:** Select your department by clicking the Department Name under box titled “Available Options” and click the Green Arrow to move the department name in the box titled “Selected Options”

o To remove a department name- Click the Department Name under the box titled “Selected Options” and click the Red Arrow to move the department name back to the box titled “Available Options”

### Updating Bio

- Scroll down until you see a text box with the following tabs: Bio, Expertise, Research and Publications

- Click the Bio tab and click inside the input box to begin editing. To verify you are in the Bio section, the Bio tab will be in white and the Expertise, Research, and Publications tab will be in gray.

- Input your Bio by clicking in the white input box and type directly in the input box or you can paste your text from Microsoft Word. If you are pasting from Microsoft Word, please click the Paste From Word option and paste your text in the text box and click OK.
Updating Expertise

- Click the Expertise tab and click inside the input box to begin editing. To verify you are in the Expertise section, the Expertise tab will be in white and the Bio, Research, and Publications tab will be in gray.
- Scroll through “Available Options” and select expertise that apply to you by clicking the Expertise Name and click the Green Arrow to move the expertise name in the box titled “Selected Options”. Repeat process until you have all the applicable expertise name’s selected.

If you are experiencing problems with the system please contact gwsphweb@gwu.edu
Updating Education

- Click the Expertise tab and directly under the Expertise section will be a text box titled Education. Click inside the input box to begin editing. To verify you are in the Expertise section, the Expertise tab will be in white and the Bio, Research, and Publications tab will be in gray.
Input your Education by clicking in the white input box and type directly in the input box or you can paste your text from Microsoft Word. If you are pasting from Microsoft Word, please click the Paste From Word option and paste your text in the text box and click OK.
Updating Teaching

- Click the Expertise tab and directly under the Education text box will be another text box titled Teaching. Click inside the input box to begin editing. To verify you are in the Expertise section, the Expertise tab will be in white and the Bio, Research, and Publications tab will be in gray.

- Input information about Teaching by clicking in the white input box and type directly in the input box or you can paste your text from Microsoft Word. If you are pasting from Microsoft Word, please click the Paste From Word option and paste your text in the text box and click OK.
Updating Community Service

- Click the Expertise tab and directly under the Teaching text box will be another text box titled Community Service. Click inside the input box to begin editing. To verify you are in the Expertise section, the Expertise tab will be in white and the Bio, Research, and Publications tab will be in gray.

- Input information about Community Service by clicking in the white input box and type directly in the input box or you can paste your text from Microsoft Word. If you are pasting from Microsoft Word, please click the Paste From Word option and paste your text in the text box and click OK.
Updating Institutes and Centers

- Click the Expertise tab and directly under the Community Service text box will be another text box titled Institutes and Centers. Click inside the input box to begin editing. To verify you are in the Expertise section, the Expertise tab will be in white and the Bio, Research, and Publications tab will be in gray.

- Input information about Institutes and Centers by clicking in the white input box and type directly in the input box or you can paste your text from Microsoft Word. If you are pasting from Microsoft Word, please click the Paste From Word option and paste your text in the text box and click OK.
Updating Research

- Click the Research tab and there will be a text box titled Research. Click inside the input box to begin editing. To verify you are in the Research section, the Research tab will be in white and the Bio, Expertise, and Publications tab will be in gray.

- Input information about Research by clicking in the white input box and type directly in the input box or you can paste your text from Microsoft Word. If you are pasting from Microsoft Word, please click the Paste From Word option and paste your text in the text box and click OK.
• Click the Publications tab and there will be a text box titled Publications. Click inside the input box to begin editing. To verify you are in the Publications section, the Publications tab will be in white and the Bio, Expertise, and Research tab will be in gray.

• Input publications by clicking in the white input box and type directly in the input box or you can paste your text from Microsoft Word. If you are pasting from Microsoft Word, please click the Paste From Word option and paste your text in the text box and click OK.
Save Your Work

• Scroll down to the bottom of the page to save your updates.

Publish New Content to Profile

• Scroll down to the bottom of the page to save and publish your updates

• To make edits to your profile and publish the content live the “Moderation state” is selected to Published
  • Click Save

If you are experiencing problems with the system please contact gwsphweb@gwu.edu
Using the Paste from Word Function

*Use this function if you already have a draft in a word document or you are copying and pasting from an online source. This function recognizes Bold, Italics, and other special font you may have formatted your text with.*

- Paste your text from Microsoft word by clicking the Paste From Word function and paste your text in the text box and click OK.

*Note: You may have to fix spacing when using this function.*