


reSearch Profiles Quick Start Guide

The reSearch Profile system (rSp) allows users to make changes to all their profiles very easily and effectively.

Step 1 ➤ Visit: <http://www.uta.edu/expertise>

Step 2 ➤ Locate the Faculty/Staff Login Box on the right hand corner of the screen.



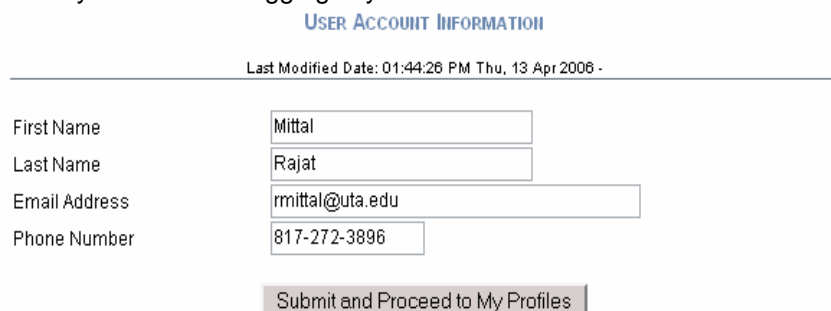
FACULTY / STAFF LOGIN

UTA Net ID Password

[Forgot Password] [Need More Help]

Login using your UTA NetID and password. This is the same username and password you use to login to any other campus computers and check your exchange email account. Use the "Need more Help" link if you require additional login help.

Step 3 ➤ If it is your first time logging in you will see an Account Information Screen.



USER ACCOUNT INFORMATION

Last Modified Date: 01:44:26 PM Thu, 13 Apr 2006 -

First Name Mittal

Last Name Rajat

Email Address rmittal@uta.edu

Phone Number 817-272-3896

Submit and Proceed to My Profiles






Verify the information and make changes if necessary before submitting.

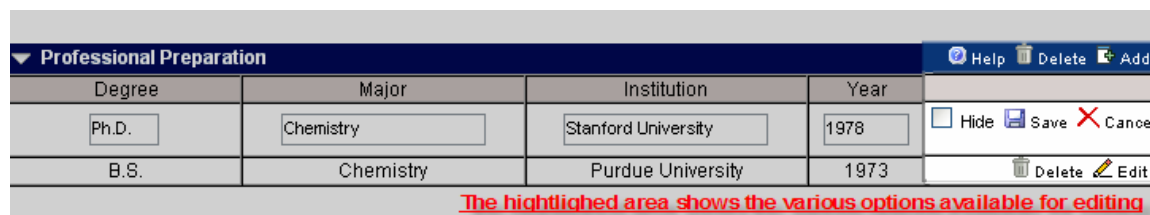
Step 4 ➤ A Faculty profile has been created for you by taking existing information on your personal or departmental web-pages(s).





YOUR PROFILES

 Dr. Elsenbaumer, Ronald L.  Active  Edit

If your profile is not listed as shown above go to step 7

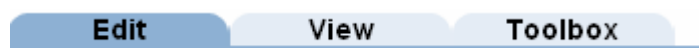
Step 5 ➤ You can now edit your profile by clicking on the Edit Icon  Edit. This will take you to the edit mode of your profile. Edit any details by clicking on the Edit Icon located next to or above the field you wish to edit. Use  to save changes,  to cancel,  to delete or  to add a new record. The Hide checkbox allows you to hide the information from public view.



Professional Preparation				Help	Delete	Add
Degree	Major	Institution	Year			
Ph.D.	Chemistry	Stanford University	1978	<input type="checkbox"/> Hide	 Save	 Cancel
B.S.	Chemistry	Purdue University	1973		 Delete	 Edit

The highlighted area shows the various options available for editing

Step 6 ➤ To preview your profile or for advanced settings use the View and the Toolbox Tabs located at the top respectively. If your profile is not listed in the Browse or Search Pages then please check the Toolbox tab to check if the profile is activated.



Edit View Toolbox

Step 7 ➤ Use the Create profile section at the bottom of the My Profiles page (Use the menu on top, Home - > My Profiles, to go to this page) to create any additional profiles. If your faculty profile was not created, you will be able to use Create Faculty Profile Link to create your profile.

For any additional help please visit: <http://www.uta.edu/ra/real/help> or contact ERA Helpdesk at 817-272-1061 or email us at erahelpdesk@uta.edu.