

Computing Technologies Research Lab

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Faculty Database : How to Update Your Data

Requirements

Browser requirements:
Microsoft IE 5+, Netscape 5+,
Mozilla 1.7+ or Firefox preview,
Safari 1+.
AOL & other browsers not supported.

The Faculty Database supports both PC and Macintosh systems.

You must have JavaScript & cookies enabled (this is the default setting).

Logging In

Go to http://dgsom.healthsciences.ucla.edu/login/

You will be directed to page which asks you to enter in your email and your password.

Enter in your email. If you have multiple email addresses, be sure to enter in the one from which you received the notification to update your faculty data.

Enter in your University ID number, then press OK.

You should be directed to Your Workspace, from which you may update your faculty data.

If you receive an error, follow the instructions as they appear.

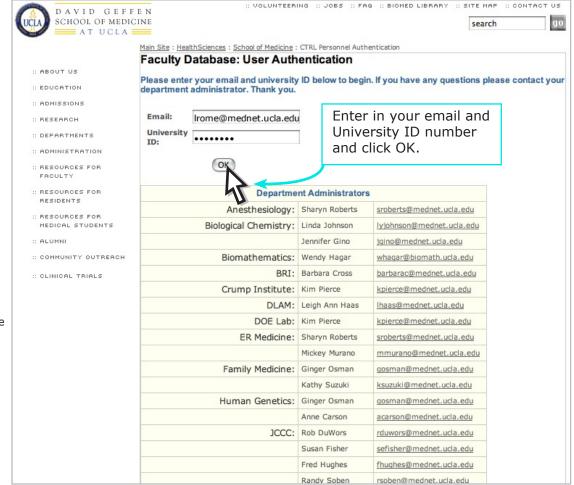
If problems persist, please contact your Department

Administrator for assistance.

The emails for all department administrators are listed below the login.

Note: Make sure you are using

a browser which supports Faculty Database requirements. (See the requirements above.)



Your Workspace

Underneath the header **Edit Faculty Database Information**, there will be a series of categorized color-coded steps that will allow you to edit your faculty information.

The four steps involve:

step 1: updating your basic information;

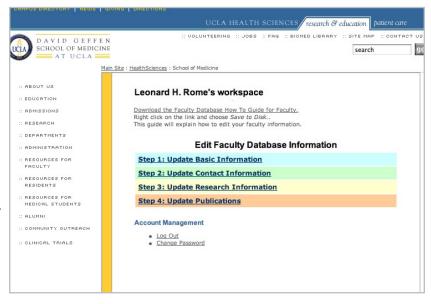
step 2: updating your contact information;

step 3: updating your research information; and

step 4: and updating your publications.

Note: some of the data in these sections contain required fields, which are denoted using a red asterisk *.

You can proceed from this page to edit any of the four sections of faculty data, but we suggest that you begin with step 1.



Step 1: Updating Your Basic Information.

Your basic information consists of:

your complete **name.** (First, middle and last nameyour first & last name are required.)

your **preferred name.** (Any other name you wish to go by that differs from your complete name- most people will not need this)

Your *Bio.* (Your bio should be written in the third person. Your bio is different from your research information- if your bio currently displays your research information, you will have to copy and paste it into the *technical research interest* field in step 3. There is an example of a bio at the bottom of this page.)

You can also upload a **Current Photo** of yourself from your personal computer.

To do this, click *choose file* and find the photo you wish to upload from your hard drive.

When you are done with editing your Basic Information, click on the *Save & Proceed to Step 2* button at the bottom of the page.

Doing so takes you directly to

Step 2: Update Contact Information.

You may also click the **Don't Save and Log Out** button at the bottom of the page if you wish to leave the system without saving.

Step 1: Edit Basic Information * indicates required fields * First Name Leonard H. Middle Name Н * Last Name Rome Preferred First Name Preferred Middle Name Preferred Last Name Leonard H. Rome is a cell biologist and biochemist who has served on the UCLA School of Medicine faculty since he Please write your bio in the third joined the Department of Biological Chemistry in 1979. He person. Your bio should describe you became a full professor in 1988 and has been Senior and your background-- not your Associate Dean for Research in the School of Medicine since research interests. Click here for an 1997 and Associate Vice Chancellor for Research for the example. If your bio does describe your Life and Health Sciences since 2001. Dr. Rome earned his research interests, please move it into B.S. in Chemistry and M.S. and Ph.D. in Biological Chemistry the lay and/or technical research at the University of Michigan, Ann Arbor. He was a interest located in Step 2. postdoctoral fellow at the National Institutes of Health, here he worked on lucocome biogenesis Dr. Rome l **Current Photo** Choose File no file selected Photo Save & Proceed to Step 2 * indicates required fields

Main Site: HealthSciences: School of Medicine: Institution: Administration

Bio:

Leonard H. Rome is a cell biologist and biochemist who has served on the UCLA School of Medicine faculty since he joined the Department of Biological Chemistry in 1979. He became a full professor in 1988 and has been Senior Associate Dean for Research in the School of Medicine since 1997 and Associate Vice Chancellor for Research for the Life and Health Sciences since 2001. Dr. Rome earned his B.S. in Chemistry and M.S. and Ph.D. in Biological Chemistry at the University of Michigan, Ann Arbor. He was a postdoctoral fellow at the National Institutes of Health, where he worked on Iysosome biogenesis. Dr. Rome has chaired the School of Medicine Faculty Executive Committee and is actively involved in graduate and medical education. He is a recipient of the School of Medicine Award for Excellence in Education. Since becoming Senior Associate Dean for Research, he has organized a strategic plan for research in the School and spearheaded campus-wide efforts in genomics, proteomics, and computational biology. His laboratory research centers on a novel cellular organelle called a "vault" which was discovered in his laboratory. Dr. Rome is presently organizing a Nanoscience Interdisciplinnary Research Team, a collaboration of disciplines including cell biologists, engineers, chemists, and structural biologists who will engineer vaults so that they may one day be used in drug delivery and as components of nano-electrical machines.

Don't Save and Log Out

Bio Example

Step 2: Updating Your Contact

Your Contact information consists of:

Your Addresses . (you can have more than one entered into the system. This is true for all categories of contact information. for Addresses, click on the Add an Address link and follow the simple instructions.)

Your Email Addresses. (Please click on the Add an Email Address link and follow the simple instructions.)

Your URLs. (Please click on the Add a URL link and follow the simple instructions.)

Your **Phone Numbers**. (Please click on the Add a Phone *Number* link and follow the simple instructions.)

Step 3: Updating Your Research Information.

Your Research information consists of:

Your *Titles*. (a person can have multiple titles; if you have more than one title, they should be listed separately. Please contact your adminstrator if your titles are incorrect.)

Your Lay Research Interest. (This is a description of your research interests appropriate for general nontechnical readers.

Your **Technical Research Interest**. (If the information in your Bio is more suited for this field, please copy and paste that information here.)

Your **Degrees/Certifications**. (your degree/certification info includes the Type (Ph.D., M.S. etc), Certifying Party (the university/institution that it's from), and Credentials (field the degree/cert. is in).

Your **Resumes/CVs**. (You may either type one in, copy & paste it from a file, or upload a text or html file.)

Your STTP Mentorship.

Step 4: Updating Your Publications.

You can update your publications by entering them in one at a time using the Create a New Publication link,

or Uploading Your EndNote Publications in one bulk uploading procedure using a file exported from EndNote. If you wish to do a bulk upload, click on the Upload Your EndNote Publications link and follow the instructions.

After you have finished editing your faculty data, at the bottom of the page there is an option to Go Back to Your Workspace or Save and Log Out. - Personnel: Leonard H. H Rome Go Back to Your Workspace. Go Back to Step 1: Edit Basic Information

Step 2: Contact Information Leonard H. H Rome User Login: Irome@mednet.ucla.edu Addresses: Addresses (click name below to view) Action Lab Office [Edit | Delete] [Edit | Delete] Laboratory Office [Edit | Delete] Add an Address **Email Addresses:** Email Addresses (click email below to view) Description Action [Edit | Delete] Irome@ucla.edu Irome@mednet.ucla.edu [Edit | Delete] Add an Email Address URLs: URL (click url below to view) Description Action www.vaults.arc.ucla.edu Laboratory Website [Edit | Delete] Phone Numbers: Phone Numbers (click # below to view) Description Action 310-825-0709 Office [Edit | Delete] 310-825-0397 [Edit | Delete] Laboratory Add a Phone Number

Step 3: Research Information

Titles:

Professor, Biological Chemistry Remove Director, Cancer Cell Biology Remove Member, JCCC Basic Research Remove Senior Associate Dean, School of Medicine Remove Research Interests: Type Title Research Interest Action Engineering of We are using molecular engineering of a a naturally naturally occurring cellular structure called a Delete vault to develop a flexible, targetable occurring cellular nano-scale capsule. Va.... structure Technical Vault Function We are interested in the biogenesis and Edit function of subcellular organelles. We have and Delete Functionality been concentrating on novel cytosolic ribonucleoprotein particles (.... Add A Research Interest Degrees/Certifications: Degrees/Certifications Type Action Click Here for an Example [Edit | Delete] Biological Chemistry M.S. Biological Chemistry B.S. [Edit | Delete]

Biological Chemistry Ph.D. [Edit | Delete] Add a Degree/Certification Resumes/CVs: Description Action NIH bio sketch [Edit | Delete] Add a Resume/CV Images for Bio: None Add an Image STTP Mentorship Sign None

Step 4: Publications

Publications: Create a New Publication | Upload Your EndNote Publications |

Add Mentorship

Choose Publications Displayed on (Default) Siva, A.C., Raval-Fernandes, S., Stephen, A.G., LaFemina, M.J., Scheper, R.J.,

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Kickhoefer, V.A. and Rome, L.H.:. Upregulation of Vaults May Be Necessary but Not Sufficient For Multidrug Resistance.. Int. J. Cancer 2001; (92): 195-202

Stephen, A.G., Raval-Fernandes, S., Huynh, T., Torres, M., Kickhoefer, V.A. and Rome, L.H.. Assembly of vault-like particles in insect cells expressing only the major vault protein.. J. Biol. Chem. 2001; (276): 23217-23220 Edit Unassociate

Kickhoefer, V.A., Rajavel, K.S., Scheffer, G.L., Dalton, W.S., Scheper, R.J., and Rome,

If you are done editing your data, you may Go Back to Your Workspace or

→ (Log Out)