



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.)

DAVID GEFKEN SCHOOL OF MEDICINE AT UCLA

Volunteering :: Jobs :: FAQ :: Biomed Library :: Site Map :: Contact Us

search go

Main Site : [HealthSciences](#) : [School of Medicine](#) : CTRL Personnel Authentication

Faculty Database: User Authentication

Please enter your email and university ID below to begin. If you have any questions please contact your department administrator. Thank you.

Email:

University ID:

OK

Enter in your email and University ID number and click OK.

Department Administrators

| | | |
|-----------------------|----------------|--|
| Anesthesiology: | Sharyn Roberts | sroberts@mednet.ucla.edu |
| Biological Chemistry: | Linda Johnson | lyjohnson@mednet.ucla.edu |
| | Jennifer Gino | jgino@mednet.ucla.edu |
| Biomathematics: | Wendy Hagar | whagar@biomath.ucla.edu |
| BRI: | Barbara Cross | barbarac@mednet.ucla.edu |
| Crump Institute: | Kim Pierce | kpierce@mednet.ucla.edu |
| DLAM: | Leigh Ann Haas | lhaas@mednet.ucla.edu |
| DOE Lab: | Kim Pierce | kpierce@mednet.ucla.edu |
| ER Medicine: | Sharyn Roberts | sroberts@mednet.ucla.edu |
| | Mickey Murano | mmurano@mednet.ucla.edu |
| Family Medicine: | Ginger Osman | gosman@mednet.ucla.edu |
| | Kathy Suzuki | ksuzuki@mednet.ucla.edu |
| Human Genetics: | Ginger Osman | gosman@mednet.ucla.edu |
| | Anne Carson | acarson@mednet.ucla.edu |
| JCCC: | Rob DuWors | rduwors@mednet.ucla.edu |
| | Susan Fisher | sfisher@mednet.ucla.edu |
| | Fred Hughes | fhughes@mednet.ucla.edu |
| | Randy Soben | rsoben@mednet.ucla.edu |

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 name- your 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.

Main Site : [HealthSciences](#) : [School of Medicine](#) : [Institution](#) : [Administration](#)

Step 1: Edit Basic Information * indicates required fields

Bio Example

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 lysosome 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 Interdisciplinary 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.

The following page actually contains the next 3 steps.

(There is a link in the upper right that takes you Back to Your Workspace.)

Step 2: Updating Your Contact Information.

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 non-technical 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: lrome@mednet.ucla.edu

Addresses:

| Addresses (click name below to view) | Action |
|--------------------------------------|-------------------|
| Lab Office | [Edit Delete] |
| Laboratory | [Edit Delete] |
| Office | [Edit Delete] |
| Add an Address | |

Email Addresses:

| Email Addresses (click email below to view) | Description | Action |
|---|-------------|-------------------|
| lrome@ucla.edu | | [Edit Delete] |
| lrome@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] |
| Add a URL | | |

Phone Numbers:

| Phone Numbers (click # below to view) | Description | Action |
|---------------------------------------|-------------|-------------------|
| 310-825-0709 | Office | [Edit Delete] |
| 310-825-0397 | Laboratory | [Edit Delete] |
| 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 |
|---|---|---|-------------------|
| Lay | Engineering of a naturally occurring cellular structure | We are using molecular engineering of a naturally occurring cellular structure called a vault to develop a flexible, targetable nano-scale capsule. Va.... | [Edit Delete] |
| | Technical Vault Function and Functionality | We are interested in the biogenesis and function of subcellular organelles. We have been concentrating on novel cytosolic ribonucleoprotein particles (.... | [Edit Delete] |
| Add A Research Interest | | | |

Degrees/Certifications:

| Degrees/Certifications | Type | Action |
|--|-------|-------------------|
| Biological Chemistry | M.S. | [Edit Delete] |
| 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 Up

| |
|--------------------------------|
| None |
| Add Mentorship |

Step 4: Publications

Publications: [Create a New Publication](#) | [Upload Your EndNote Publications](#) |

Choose Publications Displayed on (Default) ...

Siva, A.C., Raval-Fernandes, S., Stephen, A.G., LaFemina, M.J., Scheper, R.J., 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
[Edit](#) [Unassociate](#)

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, L.H. Vaults are up-regulated in multidrug resistant cancer cell lines. J Biol Chem 1998;

If you are done editing your data, you may [Go Back to Your Workspace](#) or [Log Out](#)