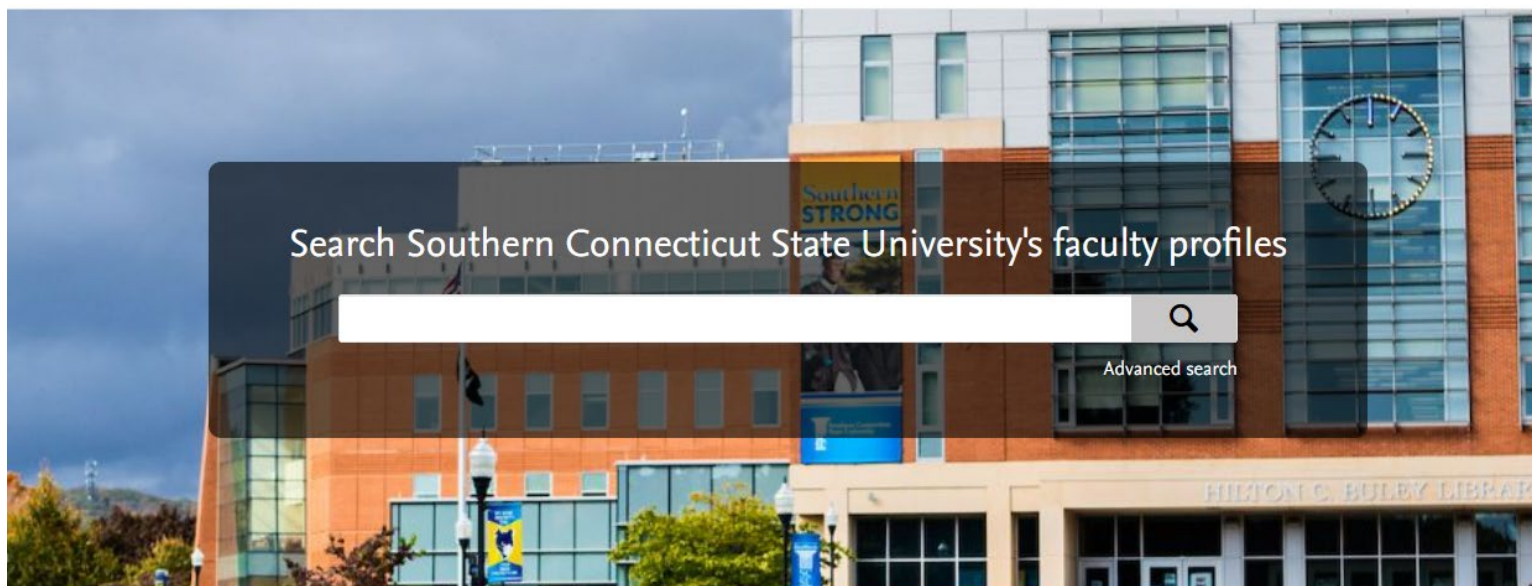


Navigating Public Web Profiles

Web Profiles on the Southern Connecticut State University website provide faculty with a space to promote their professional activities, publications, grants, performances, and brief biographical information to their directory entry.

Web profiles can be found using this site link: <https://southernct.elsevierpure.com/>



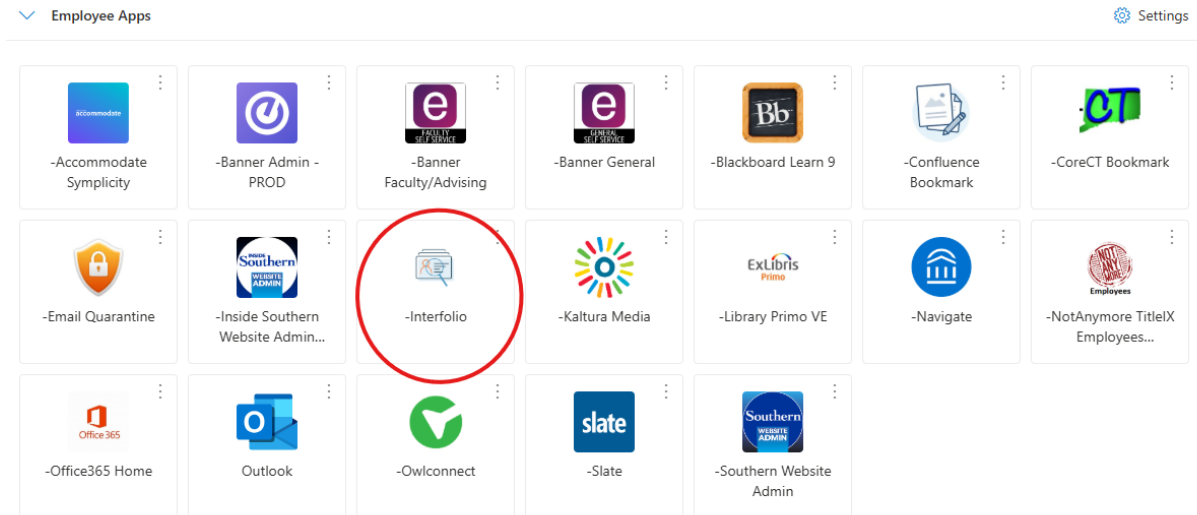
Southern Connecticut State University Faculty Profiles

This is portal to showcase our FAR - Pure integration capabilities. All the data in this Pure instance is regularly updated from a FAR instance.

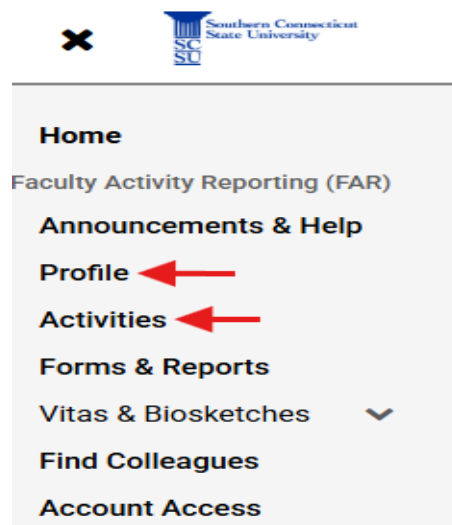
Explore the six different sections that make up Web Profiles: Profiles, Units, Teaching, Grants, Scholarly Contributions, and Professional Service.

To edit, update, or change data in your Web Profile, please visit your Interfolio account: https://iam-api.interfolio.com/users/sso_redirect?tenant_id=63403.

Please Note: Interfolio uses Single Sign-On (SSO), so be sure you're signed in with your login.southernct.edu Microsoft account. You can also access Interfolio directly through the “-Interfolio” application in your MyApps dashboard.



Once logged into Interfolio, use the “Profile” and “Activity” tabs on the far left of your screen to view and edit your information. Particular data points within these sections are a part of your Web Profile.



The following information in *Interfolio* will populate in *Web Profiles*:

Interfolio: “Profile”	Location in Web Profiles
1. Personal Information: Name	Profiles
2. Contact Information: Email	Profiles
3. Education	Profiles
4. Biography	Profiles

The screenshot shows the Interfolio web interface. On the left is a navigation menu with items: Home, Faculty Activity Reporting (FAR), Announcements & Help, Profile (highlighted with a red arrow), Activities, Forms & Reports, Vitas & Biosketches (with a dropdown arrow), Find Colleagues, Account Access, and Administration (with a dropdown arrow). The main content area is titled 'Profile' and includes a 'Coming Soon' message about improved loading performance and a 'Jump to Section' dropdown menu. Below this, a list of profile sections is shown, each with a right-pointing arrow: Personal Information (highlighted with a red arrow), Contact Information (highlighted with a red arrow), Current Position, Education (highlighted with a red arrow), Licensures and Certifications, Academic/Professional Work Experience, Rank and Promotion History, Administrative Assignments, Interests, and Biography (highlighted with a red arrow). At the bottom of the main content area is a 'Go Back' link.

The following information in *Interfolio* will populate in *Web Profiles*:

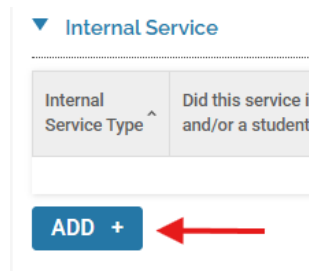
Interfolio: “Activities”	Location in Web Profiles
5. Scheduled Teaching	Teaching
6. Contracts, Grants and Sponsored Research	Grants
7. Scholarly Contributions and Creative Productions	Scholarly Contributions
8. Internal Service	Professional Service

The screenshot shows the Interfolio 'Activities' page for Southern Connecticut State University. The left sidebar contains a navigation menu with the following items: Home, Faculty Activity Reporting (FAR), Announcements & Help, Profile, **Activities** (highlighted with a red arrow), Forms & Reports, Vitas & Biosketches (with a dropdown arrow), Find Colleagues, Account Access, and Administration (with a dropdown arrow). The main content area is titled 'Activities' and includes a 'Coming Soon' message about improved loading performance. Below this is a 'Jump to Section' dropdown menu. The list of activities includes: Scheduled Teaching (highlighted with a red arrow), Non-Teaching Workload(Reassigned time, Sabbatical), Credit Load History and Remainder, Contracts, Grants and Sponsored Research (highlighted with a red arrow), Scholarly Contributions and Creative Productions (highlighted with a red arrow), Honors and Awards, Professional Membership, Academic Advising, Mentoring, External Service, Internal Service (highlighted with a red arrow), Faculty Development Activities Attended, Consulting, Workshops and Other Non-Credit Instruction, Directed Student Learning (e.g., theses, dissertations), Media Contributions, Teaching Innovation and Curriculum Development, Reflections on Teaching, and Goals and Accomplishments.

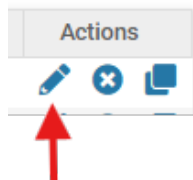
Review Your Data

Please note: Changes made will automatically be reflected in Interfolio and will take up to 24 hours to update in Web Profiles.

If **additions** need to be made within a particular section, use the “Add” button in Interfolio. Changes made will be reflected in Interfolio and in Web Profiles.

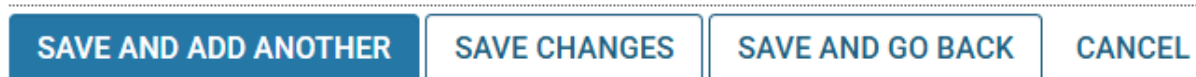


If minor **edits** need to be made within a particular section, use the pencil- shaped button in Interfolio.



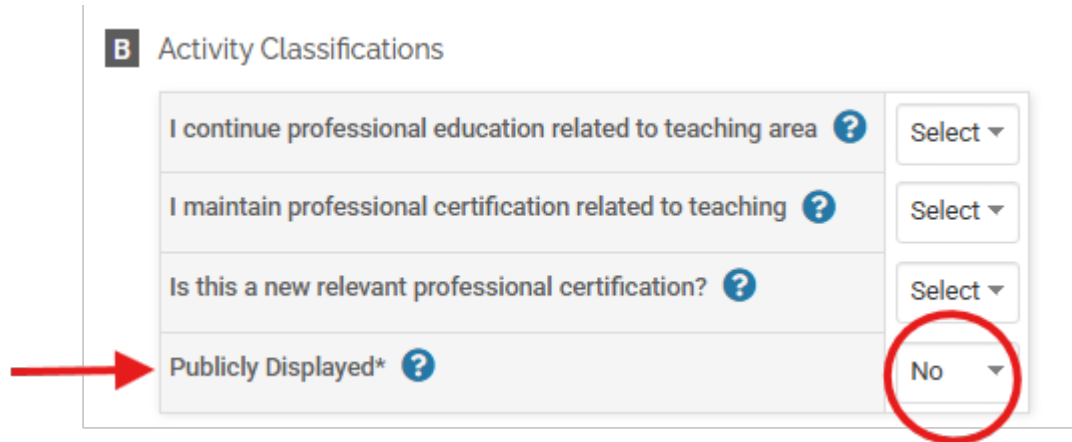
Remember to Save Changes:

While reviewing and editing your data, please be sure to scroll down the page and save your changes. To exit the page, select “Save And Go Back” and to add an additional data entry to the selected section, select, “Save and Add Another”.



Removing Data in Web Profiles:

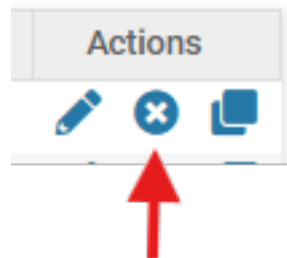
If you would like to have data remain in Interfolio, but removed from Web Profiles, go to Interfolio, select edit the data, and select “No” for the Publicly Displayed section.



B Activity Classifications

I continue professional education related to teaching area ?	Select ▼
I maintain professional certification related to teaching ?	Select ▼
Is this a new relevant professional certification? ?	Select ▼
Publicly Displayed* ?	No ▼

If you would like to delete your data from **both** Interfolio and Web Profiles, use the delete button underneath “Actions”



Please Note: Some data points may be restricted to add, edit, or delete. Please request changes to OIRA at assessment@southernct.edu for these restricted sections. OIRA will request approval from your department chair for any change requests to “Scheduled Teaching”.

Thank you!

Connecting with Colleagues:

In **Web Profiles**, you can use the “Advanced Search” feature to find specific Teachings, Grants, Scholarly Contributions, and Professional Services.

