How do I edit my user profile?

Sections of the user profile can be manually edited, and some information that is obtained from authoritative U-M sources, such as appointment data and campus email, and are locked from editing. If locked information is incorrect, contact michigan-experts-help@umich.edu

To edit your profile, click on Edit Profile from the Tool Kit to Log In.

Then click on the Home tab > Edit your Profile, or select Edit Profile from the My Account tab.

You can enter a narrative about your research in the Overview. This section will be visible to other U-M faculty when they are logged in and search for a colleague. This information could be useful in facilitating collaborations across the institution.

Other possible edits include Education (degrees, certifications, postgraduate training), Language Competencies, and Addresses (both mailing and web).
About the homepage

After logging in, you will be in the back of the database (powered by Symplectic Elements).

Click on your photo to go to your profile. The Edit your Profile button will also take you to your profile, but in edit mode.

Scroll through the My Actions prompts. By selecting a prompt, you will be taken to that section where tasks can be completed, such as:

- Claim or reject publications
- Add your ORCID identifier
- Deposit your publications
- Link publications to funding

Click on any label in the My Summary section to go to an activity type or click + add to manually add records. *Note: Grants data is retrieved from U-M’s eResearch Proposal Management system and cannot be manually edited.*
Menu

Use the Menu to navigate the back of Experts.

*Note that the Menu tabs available will be determined by your rights in the system.*

Sections found in the main Menu tab will allow you to Manage your research outputs and Explore data in the system. The My Account section contains areas that are specific to you – your profile, your delegates, your workspace.
Your Profile

Other users logged in the Experts can view your profile.

Your profile will contain your name, academic appointment and campus email. This information has been extracted from U-M authoritative sources. It also contains space for a photo, an overview, your experience, a map of your co-authors at U-M, and a list of your research activities.

Your publications and grants are grouped in Recent, Favorites, and All tabs.

If you have added author identifiers such as ORCID to your Search Settings, a link will display in the Other Profiles section.
Automatic publication claiming

Based on the data in the system, Elements will attempt to guess which author identifiers (e.g., Scopus ID, ORCID, etc.) are yours. You can manage your author identifiers in Experts to enhance the accuracy with which Elements attributes publications to you. Once author identifiers are added to the system, Elements can automatically claim existing and future publications associated with these identifiers without any further action on your part.

From your profile while logged in, click on the Manage tab and select Publications automatic claiming. Then confirm if an identifier is yours by clicking Yes, No or Ignore.

Once you have confirmed, Element will begin to automatically claim all publications associated with your identifier.

If you have declared that an identifier is not yours, all publications that feature the identifier will be automatically rejected and will not appear as a pending publication.
How to claim or reject publications

Symplectic Elements searches a variety of publication databases multiple times per day. Most publications can be automatically claimed or rejected based on your author identifiers. However, when the system finds publications that cannot be definitely claimed or rejected, it will flag them and add them to your pending publications list. Click on the Pending tab in My Publications to view publications awaiting your approval or rejection.

Claim publications by clicking the green check, or reject by clicking the red X. You can use the checkboxes to select multiple publications, and use the large buttons at the top of the list to Claim or Reject them.

Claimed publications will be moved to the list in the Mine tab, and rejected publications will be moved to the list in the Not Mine tab.

Please contact michigan-experts-help@umich.edu for assistance resolving large numbers of items that do not belong to you. We can clear your Pending list of help you modify your Search Setting to improve the accuracy of the searches.
Summary View

On the summary page, you have the option to view either the slim Compact view or the more robust Detailed view, which includes Journal Rankings and Citation metrics.

The tabs below the article allow you to view other users in the institution who are associated with the article (co-authors, editors, translators), the history of the item (claimed, merged, split, edited), the list of data sources where the item was found (including manual), and all the links associated with the item (grants, professional activities, etc.).

Clicking on the icons at the bottom of the record will take you into a workflow that will (left to right) deposit the item to our institutional repository (*not yet available*), view full details, set the item as a favorite, hide the item, add the item to the workspace, or reject the item.
Search Settings

Your search settings are preloaded with your name (usually in the form of LASTNAME, INITIAL), but you can improve these settings by adding name variants or address terms.

**TIP:** Use the smallest meaningful word or term in an address. For example, enter “Oxford” and not “Oxford University.”

**TIP:** Additional search terms are restrictive. If you add Keywords or Journals, then Elements will only retrieve articles that include those keywords or published in those journals.

To edit your Search Settings, from your profile, click on the Manage tab and select Publications > Search Settings.

Be sure to click SAVE when you’ve finished editing your search settings.
Manage Delegates

You can grant a delegate (or delegates) editing rights to your account under Account Settings.

Your delegate(s) will receive copies of your email alerts and will be able to log in (using their own credentials) and “impersonate” you to manage and edit your records.

If you do not find your delegate(s) in the name search, please contact us at michigan.experts.help@umich.edu to request a user account be created for your prospective delegate(s).
Manual Entry

You can always add publications manually if they are not found in the online databases. Select Publications from the Manage tab, and click on “Add a New Publication.”

There is automatic checking to confirm you do not create a duplicate, just enter the title and search.

For some articles and books you can use “Assited Entry” to retrieve details from CrossRef or Google Books. Enter a title, DOI or ISBN. This will pre-populate the manual entry form. We hope this saves our researchers time and improves the accuracy of the record.

You can claim, or skip to the next step.
Manual Entry Form

For some types, there is no option but to fill in all the details manually. Required fields are marked with a red asterix * and essential fields are displayed by default. All other fields are optional.

Guidance is provided for types at the top of the page in the blue information box and for fields marked with a large question mark ?

Be sure to save and continue, and follow the prompts to view your publication.