

Steps to Prepare Information for Faculty Web Profile on E.Repertoire

- A. **Complete the required fields below.** You can run the “Required for Web Profile” report from the Custom Reports Menu to see if any of the fields are blank and need to be filled in.

Required Fields

Personal and Contact Information:

- Brief biography
 - Write your sentences in the third person style (i.e. Dr. Xxx or s/he).
 - Don't repeat information that is already displayed in the profile like your education or research interests, unless you specifically want to highlight some feature of something listed elsewhere.
 - You have a text limit of 800 characters maximum (including spaces) in the biography field. It will not allow you to save anything longer than this. Contact the Provost Office (Dahlia Saad at dahlia@aucegypt.edu) with any questions about preparing this text.
- Research interests (bullet format: up to ten, with five words per bullet)
- CV (upload copy of CV)
- Photograph (You will need to be upload a profile photo to E.Repertoire). Please use a **vertical shot** (tall photos) so that it would properly fit the window of your picture without distorting the proportions.

Education:

- Degree
- Explanation of “other” if degree is not listed
- Institution – please use official name
 - Click on “?” at left to search for institution name
 - When you find the name, copy and paste it into the institution field
- Location of institution
- Year completed

B. Complete additional information and mark for publishing to the web profile.

Review and check publications, awards, service activities, etc. that you want to display on your profile to be sure that you have added them to the system. At any time you can run the “Publish on Web Profile” report from the Custom Reports menu. It will tell you what you have completed and selected to show on the profile.

The list below shows fields which may be displayed (they are marked with a “P” in the E.Repertoire software). Activities from any year can be displayed on the profile.

After you have completed an activity, or if you want to display an activity that you have already entered, you check the “Publish to my Profile” box at the top of the screen and any field on that screen with a “P” beside it will show up on the web profile.

Optional Fields

Personal and Contact Information:

- Building where the office is located
- Office room number
- Office phone
- Campus
- Personal website. This will be published automatically if you provide information here.

The remainder of these fields will be published when you “Submit” your profile only for those activities where you check the “Publish to my Profile” checkbox at the top of the individual activity screen.

Administrative Assignments:

- Position/Role (excluding “others”)
- Date

Awards and Honors:

- Award or honor name
- Organization/sponsor
- Date received

In The Media:

- Media type
- Newspaper/ Channel
- Name of Program (if applicable)
- Link (if available)
- Description
- Date

Artistic and Professional Performance and Exhibits:

- Type of work (excluding “others”)
- Work/Exhibit title
- Name of performing group
- Location
- Start date

Intellectual Contributions (Publications):

- Contribution type (excluding “others”)
- Current status (Published ONLY)
- Title of contribution
- Journal/publisher/proceedings publisher
- Web address
- Date published

Services:

- Department, School and University:
 - Position/Role (excluding “others”)
 - Committee or Program Name
 - Start Date
- Professional and Public:
 - Position/Role (excluding “others”)
 - Organization/ Committee /Club
 - Start Date

Consulting

- Consulting Type (excluding “others”)
- Brief Description
- Start Date

External Connections and Partnerships

- Type (excluding “others”)
- Description
- Date

- C. **Review fields that are published from SAP and Banner.** You may want to review the data in these fields, but you cannot update these fields. Any errors will have to be corrected on the initial systems. Please contact our E.Repertoire helpdesk (by sending an email via the button called “Contact our Help Desk” on your left hand side) or Ms. Yvette Isaac (yvettefi@aucegypt.edu) directly if you see any errors.

Fields from SAP and Banner

Personal and Contact Information:

- First name
- Last name
- Email address

Yearly Data:

- Department
- Faculty / staff rank
- Tenure Status will be coming from SAP in the future, but not ready yet

Scheduled Teaching:

- Course name (10 maximum with repeats removed)

D. Submit information to web profile. When done with all Profile screens, click on the “Submit to Profile” button on the left hand side menu. A window will pop up in a form of an email message that you should fill in. It is recommended to list the changes that you have made in the Comments box. Please write your AUC email address and choose “Create” for creating a new profile or “Update” to mark this request as an update/follow up for an existing profile. A confirmation message will be sent to you stating that your request has been delivered.

The Provost Office will receive your request and will:

1. Review the required fields in each screen and make sure they are filled and follow the AUC style guide (which can be found, for your information, at <http://www.aucegypt.edu/offices/communications/editorial/Pages/default.aspx>)
2. Suggest edits, if necessary, to your biography to bring it in line with the AUC style guide.

If all required sections have been completed and follow the AUC style guide, the profile should go live within a week. You will receive an email from the Provost’s Office to inform you of the publication.

If there are any missing data or stylistic issues, an email will be sent to you from the Provost’s office with the needed amendments. In this case, you should go again to your E.Repertoire account and apply the needed amendments. When you are done, click on the “Submit to Profile” button, choose “Update” and re-send the request.

For future updates to your profile, you need to login to your E.Repertoire account and apply any changes/additions as described above. When done, click on “Submit to Profile” button, choose “Update” and send the request. This can be done at any time during the year.