# **Reference Pages for Affiliate Faculty**

The pages in this packet are very important but not necessary to print.

# **Topics Covered:**

- > Affiliate Pay Dates and Pay Rates (Pages 2)
- How to get your MSU Denver Badge (Page 3)
- Work-Related Injury or Illness information (Pages 4, 5 6)
- MSU Employee Required Trainings (Page 7)
- Emergency Notification System (Page 8)
- Accessing the Faculty & Staff Hub (Page 9)
- Acknowledging Faculty Workload (Page 10, 11, 12)
- Using Digital Measures (Pages 13, 14, 15, 16)
- Campus Map (Page 17)





### **AFFILIATE ACADEMIC CALENDAR – 2021 PAY DATES & RATES**

If your class is canceled, please notify Human Resources immediately. Failure to do so may result in an over-payment situation, which will require repayment of funds.

NOTE: Faculty teaching Self-Paced Online (SPO) courses are paid using a different pay scale than that listed below and are processed through Innovative and Lifelong Learning. For more information, please contact Susan Call at scall4@msudenver.edu.

If assigned an accelerated course, workshop or off-start/end session, your initial pay date occurs after start date. Grades must be submitted before final payment.

2021 Winterim: Jan 4, 2021 – Jan 16 2021

>Pay date is: 01/29/2021.

2021 Spring Semester: Jan 21, 2021 – May 8, 2021 (Grades due 05/20/2021)

➢Pay dates are 4 equal installments: 2/26/21, 3/31/21, 4/30/21, and 5/31/21

2021 Summer Semester: June 1, 2021 – Aug 7, 2021 (Grades due 08/06/2020)

Maymester: June 1, 2021 - June 12, 2021

➢Pay dates are 2 equal installments: 06/30/2021, 07/30/2021

2021 Fall Semester: TBD – TBD (Grades due TBD)

>Pay dates are 4 equal installments: 9/30/21, 10/29/21, 11/30/21, and 12/31/21

If you have questions regarding Credit Hour Pay Rates, please contact your department's affiliate representative.

		AFFILIATI	E FACULTY PAY SC	ALE 2021		
Credit Hours		Bachelor's Degree Pay Rate	Master's Degree Pay Rate	Terminal Degree in Field Pay Rate		FTE
1		\$1,043.00	\$1,171.00	\$1,227.00		0.03
2		\$2,086.00	\$2,342.00	\$2,454.00		0.07
3		\$3,129.00	\$3,513.00	\$3,681.00		0.1
4		\$4,172.00	\$4,684.00	\$4,908.00		0.13
5		\$5,215.00	\$5,855.00	\$6,135.00		0.17
6		\$6,258.00	\$7,026.00	\$7,362.00		0.2
7		\$7,301.00	\$8,197.00	\$8,589.00		0.23
8		\$8,344.00	\$9,368.00	\$9,816.00		0.27
9		\$9,387.00	\$10,539.00	\$11,043.00		0.3
	The pays	cales below are f	for the Chemistry and	Physics Departm	ents only.	
**CHE Pag	yscale:			**PHY Paysca	le:	
Credit Hours	All Degree Levels in Field Pay Rate	FTE		Credit Hours	All Degree Levels in Field Pay Rate	FTE
1	\$1,227.00	0.03		1	\$1,276.00	0.03
2	\$2,454.00	0.07		2	\$2,552.00	0.07
3	\$3,681.00	0.1		3	\$3,828.00	0.1
4	\$4,908.00	0.13		4	\$5,104.00	0.13
5	\$6,135.00	0.17		5	\$6,380.00	0.17
6	\$7,362.00	0.2		6	\$7,656.00	0.2
7	\$8,589.00	0.23		7	\$8,932.00	0.23
8	\$9,816.00	0.27		8	\$10,208.00	0.27
9	\$11,043.00	0.3		9	\$11,484.00	0.3

# How to get your MSU Denver ID Badge:

- 1. You will receive an email after your Intake Session that includes your 900#, Net ID and email address
  - Please print out this email or open on your phone, tablet, or computer and present it to the Tivoli Bookstore ID Station (1<sup>st</sup> floor)
  - Note their hours of operation:

Monday - Thursday

8:00am – 5:30pm

Friday

8:00pm – 5:00pm

### Tivoli Bookstore

Location in the Tivoli Student Union 303-556-4286, <u>https://tivolistation.com/</u>

### 2. Visit Access Control in the Facilities Service Building to have ID card keyed for access

- Your Department will need to submit access information to AHEC Access Control prior to your visit.
- They will code your ID and give you any keys your department requested for you
- Note that they have limited hours of operation:

Tuesday, Wednesday, Thursday

8:00am – 9:00am

1:00pm - 2:30pm

Monday, Tuesday, Thursday, Friday

Facilities Services Building 1156 7th Street, Room 131 303-556-4296, accesscontrol@ahec.edu

### 3. Visit AHEC Parking Services for Parking and Eco Passes

- You will need to provide your Employee ID
- There are different options for Parking depending on the lot you want to park in and you will pay upfront for the current month and the following month but can then sign up for payroll deductions
- Eco-Pass is available to affiliate faculty for the Spring 2021 semester.
  Please call 303-556-2003 to schedule an appointment to opt in at the Parking and
  Transportation Services Office (777 Lawrence Way, in the 7th Street Garage).
  Appointments will be available beginning Jan. 15 and are scheduled on a first-come, first-served basis Monday through Friday, 8 a.m. to 4 p.m.



TO: Employees of MSU Denver

FROM: Human Resources

SUBJECT: Work-Related Injury or Illness

Attached are the procedures you must follow for a work-related injury or illness. We hope that you will not find it necessary to utilize this benefit, however, if the need arises, you must follow the attached procedures very carefully.

Failure to do so may cause a financial burden on you. Your medical insurance might not cover work-related injuries.

Please sign and return the last page (EMPLOYEE NOTIFICATION OF WORKERS' COMPENSATION PROCEDURES) and return the last page to the Human Resources Office at Campus Box 47 indicating your knowledge of and agreement to adhere to MSU Denver Work-Related Injury or Illness procedures.

Thank you.



### Workers' Compensation Procedures (Work Related Injury or Illness)

### I. General Guidelines

These guidelines may be used treat most emergencies

- A. Immediate attention is to be given to the immediate medical needs of an injured person.
- B. In the case of major trauma or "life or limb threatening" accidents, call an ambulance for transportation to the nearest emergency room.
- C. If there is any doubt about safety, it is strongly advised that a non-medical person refrain from moving an injured person.

### II. General Procedures

- A. Except in the case of a serious or life-threatening emergency, an injured employee must be treated by one of the three MSU Denver designated providers: (locations & phone numbers are attached).
  - Concentra Medical Center the location nearest to Auraria Campus is 1730 Blake Street, Suite 100, 303-296-2273. (See Page 4 for more locations.)
  - HealthONE the location nearest to Auraria Campus is 9195 Grant Street Suite 100 Thornton, CO 80229 Phone: (303) 292-0034. (See Page 5 for more locations.)
  - Midtown Occupational Health Services (located at Diamond Hill Office Complex Building D, Suite 200, 2420 West 26th Avenue, 303-831-9393.)

Failure to comply may cause you to risk liability for all medical expenses. It is recommended that the employee's supervisor or the Human Resources office call the facility chosen to authorize treatment before sending the patient. The hours of operation of the above facilities are generally 8:00 a.m. - 5:00 p.m., Monday through Friday. Medical evaluation, testing or consultation will be conducted. It is possible that the designated provider will refer the patient for additional medical services. Parking is available at each facility

B. Workers injured on the jobs, within the course and scope of their job duties, must report the injuries or illness within four days of occurrence, in writing, to their supervisor. For an illness, such as a repetitive motion injury, the date of decision (the day you decide you need to see a doctor) or the date of diagnosis is the date of injury regardless of the length of time passed. The First Report of Injury is then filled out by your immediate supervisor, using your written statement. Because the State is self-insured for workers' compensation, the First Report and your written statement are sent to the Workers' Compensation provider and State Risk Management.



- C. Following examination by the physician, the patient will be given copies of the Worker's Compensation Physician's Initial Report or attending physician's report. The original should be kept in the supervisor's files. A copy will be retained by the employee for medical instruction and return appointments as applicable. The Human Resources Office will receive a copy from the physician's office.
- D. The attending physician's report will indicate when the employee is able to return to work. The employee must show this form to the supervisor, and return to work on the date the physician indicates on this form.
- E. Supervisors should be notified immediately if the employee continues to experience problems or concerns as a result of the injury. All concerns are significant and should be referred to the employee's supervisor, the designated medical provider, and to the Human Resources Office.
- F. The Worker's Compensation provider is responsible for payment of medical expenses if an injury or illness is determined to be work related and the proper procedures have been followed. If an employee's claim is denied, the employee must seek reimbursement from their own insurance carrier and face responsibility of payment if the claim is denied at that point.

### III. After Hours Procedures

- A. The employee is responsible for informing the supervisor and the Human Resources office when treatment has been received after hours.
- B. Leave time taken during work hours by administrators and classified employees must be reported as IOJ (Injury on Job) leave. The first 24 hours of any lost time injury will be paid using the injured employee's available sick leave. Please contact Human Resources to discuss documentation of any injury leave so that time off can be coordinated with Pinnacol for appropriate benefits management.



### **Required Trainings**

The Metropolitan State University of Denver (MSU Denver or the University) is committed to maintaining environments that are welcoming, safe, and accessible, where all students, staff, faculty, visitors, guests, vendors, contractors, and others can study, work, and/or recreate free from discrimination, harassment, intimidation, and bullying, consistent with University policies, and relevant State and Federal Law. To advance this goal, we have partnered with one of the leaders in the risk management industry, EverFi, to provide online training courses.

### All MSU Denver employees shall take the following online courses every two years:

- Accommodating Disabilities;
- Harassment and Discrimination Prevention; and
- Bullying in the Workplace.

### All employees shall take the following course every year, as required by Colorado state law:

• Check Point: Data Security and Privacy.

All current employees, as of May 1, 2019, must take the training courses by October 1, 2019. All new employees hired after May 1, 2019 must complete these training courses within 30 days of being hired.

If you have technical questions regarding these online training courses, please contact EverFi at <u>support.lawroom.com</u>

If you have any questions, please contact the Office of Equal Opportunity at 303-615-0036 or email Amanda Miracle at <u>amiracl1@msudenver.edu</u>

# MANDATORY



### MSU Denver's Emergency Notification System

For the safety of the entire campus community, all MSU Denver students, faculty and staff are asked to sign up for the Emergency Notification System (ENS), provided by Rave Mobile Safety.

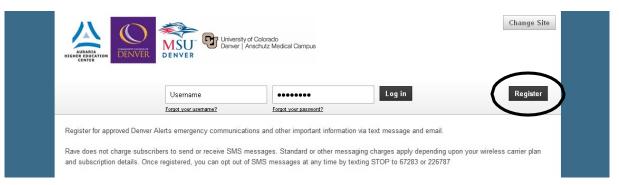
NOTE: All faculty and staff members MUST register for the Emergency Notification System (ENS)

The Auraria Campus, along with the CCD, MSU Denver, and UCD–Downtown Denver Campus and Anschutz Medical Campus, has partnered with Rave Wireless to provide a new and improved emergency alert text and voice-message system capable of delivering messages directly to you should conditions develop on or near our locations that pose a threat of imminent danger. This service will only be used to notify you of an event of imminent danger on or around the Auraria Campus.

To start your registration process you will need to go to the registration website:

https://www.getrave.com/login/MSUDenver

### Click on the Register button:



You will need to provide the following information:

First Name

Last Name

Registration email (MSU email address issued after intake session)

Create a system password

Provide your mobile phone number

Select and Confirm your mobile carrier (service provider)

You will need to complete an email confirmation and a mobile text confirmation. Once these have been completed, click on the "Finished" button and you're done!

# **ACCESSING Faculty & Staff Hub and Online Services**

Faculty & Staff Hub: Visit http://www.msudenver.edu and click on Faculty & Staff at top of page:

# Faculty and Staff Hub

Email & Collaboration	
Email (Office 365)	Digital Measures
Lyris Listserv	Surveys (Qualtrics)
Teaching & Learning	
Activate Your Class in Blackboard Learn	Curriculog
Blackboard Learn	LinkedIn Learning (Lynda.com)
Blackboard Learn Tutorials	Reserve a Student Computer Lab
Advising & Degree Planning	
Advising Handbook	Final Grades
Class Lists (Detailed / Summary)	Grade Change
Degree Progress Report	SSC Navigate (Formerly SSC Campus)
Faculty and Advisors Menu	Transfer Course Equivalency
Employee Systems, Services & Reporting	
A-Z Directory	Pay Information
Affiliate Workload and Admin.	PeopleAdmin
Benefits and Deductions	Reporting and Data (Cognos / EDW)
Chrome River	Self Service Banner
Employee Services Menu	Tax Forms
Expense Transfer	Terminal Four

Blackboard Learn allows you to access your course(s) in Blackboard (uses the same login as your MSU Denver email)

Affiliate Workload and Admin allows your to acknowledge your course-load each semester

Benefits & Deductions allows you to view your current retirement plans, health insurance information, flex spending accounts, and miscellaneous deductions.

**Pay Information** allows you to <u>view</u> your direct deposit breakdown, <u>view</u> your earnings history and deductions history cumulatively and by month, and <u>view</u> your pay stubs.

**Tax Forms** allows you to view your W-2 for the respective year(s) you will be teaching. Please note W-2s are mailed to you at your address listed on file. You do have the option to view electronically in Self-Service, however be mindful that if you do not teach for a while, your access will be temporarily disconnected until you begin teaching again.

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If you have problems logging into your account, contact the IT Helpdesk: 303.352.7548



# **Faculty Load and Compensation**

# Workload Acknowledgment Instructions

Affiliate Faculty Members will be able to log in and see their assigned classes and verify that the course and pay information is accurate prior to the pay stubs being available. This module will also generate letters and reporting capabilities.

Please note that acknowledging your course load is required and needs to be done before you begin teaching. You will receive an automated email from the system once your workload is ready to be acknowledged. You can click on the link in the email, or click on "Affiliate Workload and Admin" on the Faculty & Staff HUB

If you have any questions or experience any issues, please contact our HR front desk 303-615-0999 for assistance.

aculty and Staff Hub					
	EB SERVICES				
Email & Collaboration					
Email (Office 365)	Digital Measures				
Lyris Listserv	Surveys (Qualtrics)				
Teaching & Learning					
Activate Your Class in Blackboard Learn	Curriculog				
Blackboard Learn	LinkedIn Learning (Lynda.com)				
Blackboard Learn Tutorials	Reserve a Student Computer Lab				
Advising & Degree Planning					
Advising Handbook	Final Grades				
Class Lists (Detailed / Summary)	Grade Change				
Degree Progress Report	SSC Navigate (Formerly SSC Campus)				
Faculty and Advisors Menu	Transfer Course Equivalency				
Employee Systems, Services & Reporting					
A-Z Directory	Pay Information				
Affiliate Workload and Admin.	PeopleAdmin				
Benefits and Deductions	Reporting and Data ( <u>Cognos</u> / <u>EDW</u> )				
Chrome River	Self Service Banner				
Employee Services Menu	Tax Forms				
Expense Transfer	Terminal Four				
Internet Native Banner (Banner Admin Pages)					



- 1. Log in with your NetID and password.
- 2. Select Faculty Load and Compensation on the Employee tab

Personal Information Class Registration Insurance Waiver Faculty Services Employee Search Go Employee Hourly Employee Time Sheet Full Time Employee Leave Reporting Benefits and Deductions Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, Benefit Statement. Pay Information Direct deposit allocation, earnings and deductions history, or pay stubs. Tax Forms W4 information, W2 Form or T4 Form. Jobs Summary Leave Balances Faculty Load and Compensation Enroll in Accounts Payable ACH reimbursement Have your Travel and other Accounts Payable reimbursements sent directly to your checking or savings account (similar to direct de Employee Required Training Status The Employee required training is now utilizing the EverFI platform, which contains your training record (completion status). You ma RELEASE: 8.8.4.1

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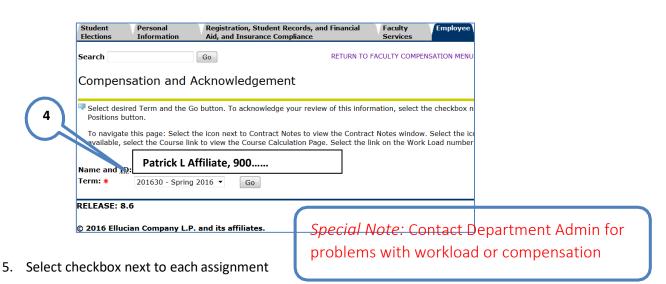
3. Select Compensation and Acknowledgement on the Employee tab

	Personal Information Class Registration Insurance Waiver Faculty Services Employee						
	Search Go						
3	Faculty Load and Compensation						
~	Compensation and Acknowledgement Faculty Compensation Administration						
	Summary View of Locked and Unlocked Status						
	RELEASE: 8.8.4.1						

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4. **Optional:** Select previous term from dropdown if you want to view prior term acknowledgement



6. Select Acknowledge Selected Positions to complete acknowledgement

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# **Digital Measures Documentation**

### **Using Digital Measures for Affiliates**

Each affiliate faculty member at MSU Denver has a Digital Measures account. You can access Digital Measures at <u>Digital Measures Login</u> to create a curriculum vitae, view your student evaluations and edit your A—Z Directory Profile.

Digital Measures is an online portfolio management tool that makes it easy for faculty to store, organize and report information about their teaching, scholarly activities and service. Once you input your data to Digital Measures, you can use it to create reports such as curriculum vitae. Digital Measures provides you with a single, convenient, easily accessible place to maintain data related to your teaching, scholarship and service.

MSU Denver uses an electronic system for students to fill out and submit student ratings of instruction (SRIs). SRIs and student comments are retrieved through Digital Measures.

Digital Measures is also the vehicle used for managing information that is displayed in your A-Z Directory Profile. If you want to add a picture, personal biography, teaching interests, research interests and/or vita or resume to your Directory Profile, you do it through Digital Measures.

The purpose of this document is to help you get started using Digital Measures to create a curriculum vitae, run your SRIs and edit your A-Z Directory Profile.

LOGGING IN TO DIGITAL MEASURES	1. Go to <u>http://www.msudenver.edu/digitalmeasures</u> using a browser.
	2. Click the <b>Log on to Digital Measures</b> link.
	3. Enter your <b>MSU Denver NetID</b> and <b>Password</b> . This is the same password that you use to log in to your email account at MSU Denver.
ADDING INFORMATION	When you first log in to Digital Measures, the Manage Activities Menu is displayed. This menu is organized by four headings: <b>General Information</b> , <b>Teaching</b> , <b>Scholarship/Research</b> , and <b>Service</b> .
	1. Click the link that best corresponds to the type of information you want to enter.
	2. Add your information into the data entry boxes. Keep in mind you do

not need to enter information in every field.

### UPLOADING FILES

To upload supporting documentation, such as a Word document, PDF or PowerPoint presentation, use the

Choose File...

button which is available on various Digital Measures screens where you would typically want to include supplementary information. To upload a file:

- 1. Click Choose File... to begin the file upload process.
- 2. Navigate to the file you want to upload.
- 3. Select the file you want to upload and click **Open**.
- 4. Confirm that the name of your document is displayed and the Choose File button has been replaced by

Replace File...

To save the information you enter on a Digital Measures screen:

• To save your entry and return to the previous screen,

click 🗎 Save

• To save your entry and add another item on the same

screen, click H+ Save + Add Another

• Clicking **Cancel** returns you to the previous screen without saving any data that was entered.

Once data is stored in Digital Measures, a number of reports can be run. To run a report:

- 1. Click **Reports** at the top of the page.
- 2. A list of all the reports to which you have access is displayed. Select the report you want to run.
- 3. Under **Date Range** choose a **Start Date** and an **End Date** for the report you want to run. This option allows you to restrict the information on the report to only data within the date range specified.
- 4. Under **File Format**, choose the file format for the report from the **File Format** drop-down menu.
- 5. Click **Run Report** in the upper right corner. Click **Open** to open the report or **Save** to save the report.

SAVING INFORMATION

RUNNING REPORTS

### RUNNING THE SRI REPORT

# EDITING YOUR A-Z DIRECTORY PROFILE: PHOTOGRAPH

EDITING YOUR A-Z DIRECTORY PROFILE:

OFFICE LOCATION, OFFICE HOURS, BIOGRAPHY, TEACHING INTERESTS, RESEARCH INTERESTS

EDITING YOUR A-Z DIRECTORY PROFILE: VITA/RESUME FILE

- 1. To run your SRI report, click the **Reports** link at the top of the page.
- 2. From the **Reports** menu that appears, select **SRI Report**.
- 3. Under **Date Range**, enter the **Start Date** and **End Date** for the semester(s) for which you want to see your Student Ratings of Instruction.
- 4. Click Run Report

After running the SRI report, you can open or save it. The SRI Report lists the SRI numbers. To see the written student comments, click the **Official Student Comments** links.

- 1. After logging in to Digital Measures, click the **Personal and Contact Information** link under **General Information**.
- 2. Scroll down to **Photograph**, click **Choose File...** and navigate to your photograph file.
- 3. To save your entry and return to the previous screen, click



The photograph will not appear immediately in your Directory Profile. It may take up to a day for the process to run that loads the photograph file to the A-Z Directory Profile.

- 1. After logging in to Digital Measures, click the **Personal and Contact Information** link under **General Information**.
- 2. Go to the appropriate field and edit the information as needed.
- 3. To save your entry and return to the previous screen, click

🗎 Save

- 1. After logging in to Digital Measures, click the **Personal and Contact Information** link under **General Information**.
- 2. Go to the to the **Public Directory CV Upload** field, click

Choose File... and navigate to your vita/resume file.

3. To save your entry and return to the previous screen, click



EDITING YOUR A-Z DIRECTORY PROFILE:

EDUCATION, LICENSURE/ CERTIFICATIONS, AWARDS/ HONORS, PROFESSIONAL MEMBERSHIPS, PUBLICATIONS, PRESENTATIONS

- 1. After logging in to Digital Measures, click the **Personal and Contact Information** link under **General Information**.
- 2. Click the **Public Directory Opt-In CV Information** checkbox.

When this checkbox is selected, any information you have entered on the **Awards and Honors**, **Education**, **Licensures and Certifications**, **Professional Memberships**, and **Intellectual Contributions** pages will be displayed on your A-Z Profile page.

2. To save your entry and return to the previous screen, click



Last Revised: 8/1/2018

