All full-time faculty members have their own University webpage indexed at https://www.yu.edu/faculty.

Your faculty profile page is created from the information you enter in Digital Measures.

The YU-packaged page contains only your name, title and YU email address. This document will walk you through the basics of editing your page in order to make it a robust, informative reflection of you as a faculty member.

If you have any questions, please contact Susan Qi Sun at qi.sun1@yu.edu.

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I. Sample Faculty Web Profile:

In this example, some information is automatically uploaded for faculty:

- Name
- Title
- Email
- Recent Courses

The following fields are being populated from Digital Measures:

- Education
- CV
- Biography
- Teaching and Research Interests
- Honors and Awards
- Publications
- Office Phone
- Office Address
- Office Hours
- Personal Websites

Photograph: If you’d like to add/update your picture here, please send it to Susan Sun (qi.sun1@yu.edu).
II. How to Log-in to Digital Measures?

1. Login to YU InsideTrack ([https://insidetrack.yu.edu/](https://insidetrack.yu.edu/))

2. Click Employee tab

3. Under Employee Tools And System, Click Digital Measures, as shown in the picture below:
4. You will be taken directly into Digital Measures Activity Insight. It should say something like “Welcome, Your Name” at the top, as shown in the picture below:

You can begin accessing the various screens and data related to your activities by clicking on the “Manage Data” link on the left side of the screen.
III. How Do I Update Digital Measures Activity Insight for Faculty Web Profiles?

Click **Manage Data** located in the left hand navigation bar. You will then see a list of headings that you would be working on to complete your profile.

You may use the following screens with Faculty Web Profiles:

- Personal and Contact Information including Faculty Web Page
- Education
- Curriculum Vitae
- Web Page Completion Status

If pre-populated information is inaccurate or if you have any questions or concerns, please contact YU Digital Measures Administrators through the **Help** link.
1. How do I add/update Education?

Step 1. Click Education
Step 2. Click **Add New Item**

Step 3. Fill in the blank fields, and Click **Save** to save your changes
Step 4. If you are adding multiple items in the same category, Click **Save + Add Another**
2. How do I add/update my CV?

1. Click Curriculum Vitae
2. Attach your current CV by clicking on the **Attach Internal-Use CV** (PDF format only). Answer the question “*May we display this CV on the University web site?*” by choosing “Yes, display the CV listed above on the University web site.”

3. Click **Save** to save your changes.
3. How do I update the basic fields?

(1). Click **Personal and Contact Information including Faculty Web Page**
(2). Scroll down to each section of the page.

The following sections will be displayed only if data has been entered:

- Office location, Office Hours, Office Phone
- Personal Website
- Brief Biography
- Teaching Interest(s) and Research Interest(s)
- Honors and Awards (to appear on web page)
- Publications (descriptive text to appear on web page)

I. Office location, Office Hours, Office Phone

II. Personal Website

Adding another website
III. Brief Biography, Teaching and Research Interest(s), Honors and Awards, Publications

After you have updated your information, you must approve and publish your content online.
*DONE!

If satisfied, click this arrow and choose “My web page is ready”.

Click “SAVE” to publish and return to Main Menu.