Professional Pages Overview

All Professional Pages (formerly known as Professor Pages) from within the Faculty of Medicine and Dentistry (FoMD) will populate from data contained in the Faculty Administration Resource Manager (**FARM**) system. This will allow staff to create a web page on the University site and take advantage of the optimized search engine capabilities leveraging off the University-wide pages.

The system will also allow for FoMD specific business rules to be applied to the uploading of pages, as well as removing web pages from the public view if an appointment ends.

All academic users (academic faculty, clinical faculty, APOs, FSOs, etc.) have a page visible to the public, with several elements auto-populated. These elements are considered public information:

- Name
- Public Office Information (preferred address and preferred phone)
- About Me (either a default message about your appointment, or better yet - a custom description that you have specified)
- Publications from the last year
- Grants from the last year
- Research Keywords

Having a strong digital presence is important. It is highly recommended you have as much information as possible uploaded into FARM, and follow the approval process so that it may be posted on the public site.

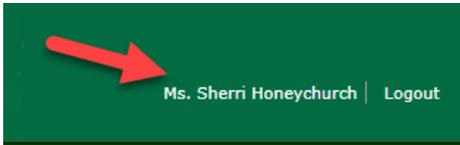## To Update Your Details:

Go to FARM: https://farm.med.ualberta.ca

Login with your CCID and password.

After logging in, you will see a link to your record in the upper right corner (beside the logout button)


It is important to ensure the data that will be shown on your page is accurate. FARM captures information regarding your appointment, pillars, research skills, etc. but it also tracks detail regarding your location, office number and your working title to name a few.

1. **Name and Office Location**

   FARM imports information from PeopleSoft which is the University's one "source of truth". It is important to ensure your information with PeopleSoft is kept up-to-date. The webpages pull specific information from FARM and PeopleSoft such as:

   - **Name** – If your name is appearing incorrectly, you must resolve this through **BearTracks** (https://www.beartracks.ualberta.ca)

   - **Title** – you can edit this in **FARM** by selecting **Update Working Titles** in the Profile Actions dropdown box.
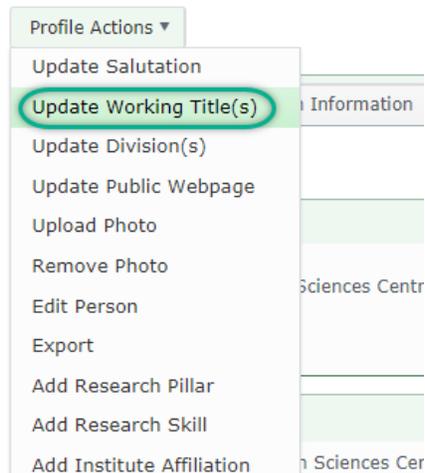
- **Office Location** – you can update your preferred location, by accessing the Add Address section at the bottom of the Locations box.

- **Telephone** – The professional pages displays your **preferred** phone number. Your preferred number is shown in FARM with a star beside the item. Dependent on which phone you have chosen, you may need to update this in Bear Tracks (PeopleSoft) or in FARM itself.

- **Assistant** – If you wish to show your Assistant's phone number on your professional page, you must first update this information inside of the Telephone and Fax Numbers section in FARM.

From updating the profile inside of FARM, you can see the preferred Office and Telephone number have been updated, identified by the star beside the field.
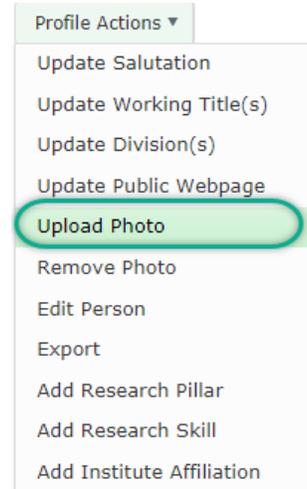
Photographs

Having a professional head shot associated with your FARM profile photo, which is used to populate your webpage, is highly recommended.

To upload a new photo, from the dropdown **Profile Actions**, select **Upload Photo**

Recommended resolution and size is:

Recommended dimensions:	Minimum size:	Maximum size:
Width: 650 pixels Height: 800 pixels	Width: 200 pixels Height: 250 pixels	4 megabytes

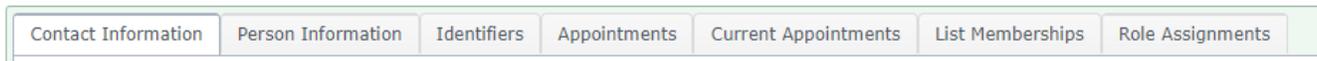**Upload Photo**

Photo
Choose File | No file chosen

Upload

Back to Profile

Please note: *Your photograph is not instantly uploaded into FARM, as it requires FARM Administrator approval. This involves a quick review by Admins who approve your photo for upload.*

In order to show your photo on the Professional page, you need to provide specific CONSENT. See instructions found when updating your public webpage below.

Degrees:

You can update your degree information inside of FARM. In some cases you may not see a Degree Tab available inside of your profile:

| Contact Information | Person Information | Identifiers | Appointments | Current Appointments | List Memberships | Role Assignments |

In order to add and update your degrees, select **ADMINISTRATION** from the drop down; and Degrees and Certifications; Choose **CREATE**

Create Degree
An asterisk (*) indicates a required field.

Person *

Degree *

Program Name

Degree Year *
2018

Institution *

Save

From this interface, you can update your details.

Degrees and Certifications

Your record was successfully created.

Save the record, and now under your profile you will see the **DEGREES** tab appear.

Contact Information	Person Information	Identifiers	Appointments	Current Appointments	Degrees	List Memberships	Role Assignments
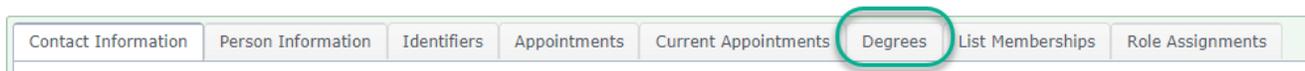
Updating the Public Webpage in FARM with your details

2. Under the **Profile Actions** drop box, select **Update Public Webpage**

Profile Actions ▼
Update Salutation
Update Working Title(s)
Update Division(s)
Update Public Webpage
Upload Photo
Remove Photo
Edit Person
Export
Add Research Pillar
Add Research Skill
Add Institute Affiliation
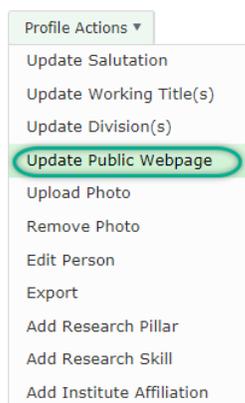
3. At this screen, you can select the items you wish to have shown **on the website** by using the checkboxes.

Photo ☐		a. **Photo** – Shows the photo you have in FARM; consent required.
Publications ℹ️ ☑		b. **Publications** –Show all publications in chronological order attributed to you in the past year. This information comes from your submitted Annual Report Online (ARO). As this is public information, this will appear with your page automatically.
Research Keywords ☑		c. **Research Keywords** – Shows research words you have highlighted. This information will appear automatically and is pulled from the ARO. You can choose to edit these as shown below.
Grants ☑		d. **Grants** – Will show all grants awarded from the past year. Information will appear automatically. Will also show roles with respect to PI, co-PI or Co-Investigator.

Degrees ☐
  Degrees Year Degrees ☐
  Institution ☐
		e. **Degrees** - Can show your Degree; Year you received the degree, and Institution; consent required;

f. **Personal Website** – if you have an additional professional website, and wish to have a link to that page, copy the address here.

g. **Twitter** – Copy the link to your twitter feed.

h. **LinkedIn** – Attach the URL of your LinkedIn page.

i. **GooglePlus** – Link to your professional Google Plus page.

j. **Facebook** – Link to your professional Facebook Page.

k. **About Me** – A section where you can place a professional biography or description about yourself.

l. **Featured Publications** – Will allow individuals to highlight specific publications from previous years. A manual feature that must be maintained by the individual.

m. **Teaching** – Highlight information on teaching activities.

n. **Scholarly Activities** – Highlight scholarly activities that you wish to share.

o. **Clinical Interests** – Can update any clinical interests you may have.

p. **Research** – An area where you can further describe research areas of interest and projects.

q. **Team Members** – An area where you can identify other colleagues on your team. (Please be mindful of any personal information and consent.)

r. **Research Keywords** – Will allow individuals to edit the keywords that will appear on their professional page. This will not affect the keywords collected in the ARO.
   i. Research keywords will appear in a chart as pulled in from the ARO.

s.   **New**! – Assistant information – Functionality will be added into FARM to collect an individual's assistant's phone number. This will then allow a user to publish their assistant's phone number on the web page.

4.   **Authorization and Consent**

Authorization and consent are a very important area to consider and understand. ***If you do not provide consent for your photo and degrees, this information will not be shown on the public facing professor pages.*** If you are still building your content, and are not yet ready to show all the information to the public, you can select – "**NO** only display public information…" Then you can return later to update the content and provide consent to show all information.

○ **Yes**, I authorize the information selected above to be displayed on public Faculty of Medicine & Dentistry websites as part of my professional profile webpage.

⦿ **No**, only display my name and public contact information on my professional profile webpage

[Save] [**View Public Website**]