

# Creating a Faculty Profile

[works.bepress.com](http://works.bepress.com)

Welcome to SelectedWorks™

Home Network FAQ My Account

**SelectedWorks** is a web-based service that enables institutions to provide faculty with clean, elegantly designed scholarly publication pages. Sites are custom designed to match the look and feel of your institutional or departmental web pages and come fully supported. [\[more...\]](#)

With SelectedWorks, **Authors** can

- Present research in an engaging manner
- Post and share articles, working papers, presentations and more
- Take control of ownership and dissemination
- Organize work according to personal criteria
- Preserve work in a viewable, usable manner

**START**  
Your SelectedWorks Site

Select the green START button

## SelectedWorks Site Builder

You need an access code to build a SelectedWorks site.

[Request an Access Code](#)

**Access Code**

If you have an access code, please enter it here:

Access code is:  
scholarship  
(code is case sensitive)

## Login

Email address:

Password:

Remember me

**Login**

[Forget your password?](#)

**New Email Address?** Please log in and choose **Edit Profile** on your **My Account** page to update your contact information or customize your password.

## Create new account

You will need to create an account to complete your request. It's fast and free.

**Sign up**

The first time you login to Selected Works you need to create your account. Click on the "Sign Up" button

Please complete this form to create your user account. Use proper casing for names and institution as these fields may be displayed for publication purposes. Berkeley Electronic Press neither sells nor rents contact information to third parties.

You will receive an email confirmation shortly.

Required fields are marked with an \*:

Email address \*

First/Given Name \*

Middle Initial

Last/Family Name \*

Suffix (e.g.: "Jr.")

Use your IPFW e-mail address

Institutional Affiliation (e.g. "University of California, Berkeley") **Not on list? Please enter name in full.**

Password (minimum 4 characters) \*

Re-enter Password \*

Type Indiana U and Indiana University-Purdue University Fort Wayne will appear in the list for selection

**Sign up**

Password can be anything you choose. It will not change unless you decide to change it.

## My Account

[Log Out](#)

### ACCOUNT SETTINGS

[Edit Profile](#)

Change password, affiliation, or contact information

[Research Alerts](#)

Change e-mail notifications and manage e-mail preferences

### SITE MANAGEMENT TOOLS

### ACTIVITY

[Upload a Paper](#)

Upload new submission.

[Invite/Remove Subscribers](#)

Invite colleagues and readers to be notified of new works.

[Edit My Site](#)

Add to your site or make changes (everything but the URL is customizable).

 Selected Works

Total Subscribers:

Last updated  
04/05/2010

Select [Edit My Site](#) to begin to design your faculty profile.

# Selected Works of Your Name

[Author Home](#)[Browse Subjects](#)[Browse Article Types](#)[Series Home](#)[Update Site](#)[Edit My Intro Paragraph](#)[Categorize My Writings](#)

We leave it up to you to decide how to organize your Selected Works.

[Upload Content](#)

Upload an article, book, book contribution, popular press, unpublished paper, presentation or

[Upload Content](#)

Upload an article, book, book contribution, popular press, unpublished paper, presentation or other document here.

[Collect bepress Content](#)

Search all bepress' journals, series and repositories for papers that may belong to you.

## Articles

Your articles and other materials can be imported over from the Department listing in Opus, using the Collect bepress Content button above.

[Edit My Photo](#)

Your Picture or  
Avatar

[Join My Mailing List](#)[Edit About Me](#)

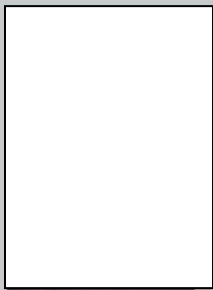
Your name  
Your institution  
Your contact  
information  
Your Curriculum Vitae

[Edit My Background Info](#)

Your expertise  
Your honors and awards

[Edit Links](#)

Edit My Photo



Join My Mailing List

Enter email here Sign Up

Edit About Me

University Relations may have a digital image of you in their catalog. E-mail them or check their catalog at:

<http://www.ipfw.edu/news/resources/photos/catalogs/>

Or use one of your favorite photographs to upload here

Select Edit About Me to fill in information for these two areas of your profile page

# About me

Note: We cloak your e-mail address to prevent spam

**Custom Title:**

**Full Name:**

**Email address:**

**Institution:** Indiana University - Purdue University Fort Wayne [Change institution](#)

**Titles and Affiliations:**

**2nd Institution:**

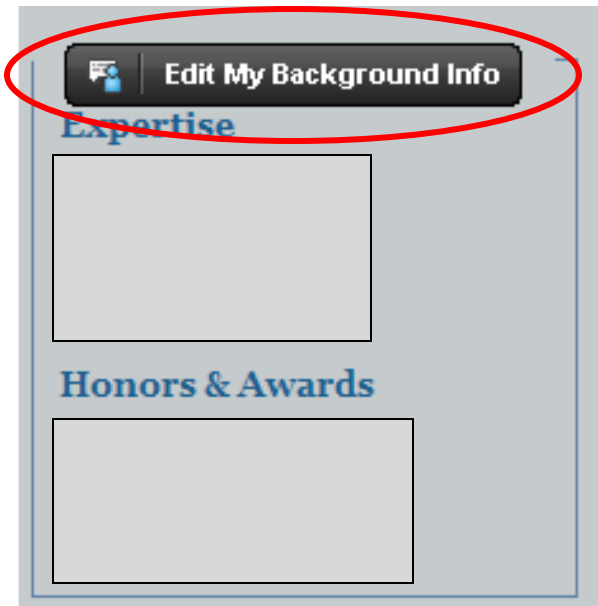
**Titles and Affiliations:**

**Contact Info:**

Indiana University-Purdue University  
 Fort Wayne  
 Walter E. Helmke Library  
 2101 E. Coliseum Blvd.  
 Fort Wayne, IN 46805

**Curriculum Vitae (PDF):**   Existing: cv.pdf [Delete](#)

**Photo (JPEG or GIF):**   Existing: photo.jpg [Delete](#)



This area allows you to list as many areas of research, creative endeavors, or interests that you wish.

You can also list and link to courses or seminars that you want to share

Honors, Awards, and other recognitions are entered below

## My Background

<b>Areas of Expertise:</b>	<input type="text"/>	<input type="button" value="New Row"/>	<input type="button" value="Delete"/>												
	<input type="text"/>	<input type="button" value="New Row"/>	<input type="button" value="Delete"/>												
	<input type="text"/>	<input type="button" value="New Row"/>	<input type="button" value="Delete"/>												
<input type="button" value="Click to add row"/>															
<b>Courses/ Seminars:</b>	<table><thead><tr><th>Course/Seminar Name</th><th>URL (e.g. http://www.website.com)</th></tr></thead><tbody><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="button" value="New Row"/></td><td><input type="button" value="Delete"/></td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="button" value="New Row"/></td><td><input type="button" value="Delete"/></td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="button" value="New Row"/></td><td><input type="button" value="Delete"/></td></tr></tbody></table>	Course/Seminar Name	URL (e.g. http://www.website.com)	<input type="text"/>	<input type="text"/>	<input type="button" value="New Row"/>	<input type="button" value="Delete"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="New Row"/>	<input type="button" value="Delete"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="New Row"/>	<input type="button" value="Delete"/>
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<b>Honors and Awards:</b>	<table><thead><tr><th colspan="2">Honors and Awards</th></tr></thead><tbody><tr><td><input type="text"/></td><td><input type="button" value="New Row"/></td><td><input type="button" value="Delete"/></td></tr><tr><td><input type="text"/></td><td><input type="button" value="New Row"/></td><td><input type="button" value="Delete"/></td></tr></tbody></table>	Honors and Awards		<input type="text"/>	<input type="button" value="New Row"/>	<input type="button" value="Delete"/>	<input type="text"/>	<input type="button" value="New Row"/>	<input type="button" value="Delete"/>						
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**Edit Links**

**Links**

Search the Selected Works of

**Search**

Search All Sites

**User Guide**

**Read Our FAQs**

**Contact Support**

**RSS Feed**

**Print Page**

**Bookmark**

This section allows you to enter links to other sites of interest. If you already have a faculty Web page and you want it to be your primary page. Create a simple Faculty Profile here and link to your other faculty Web page.

**Save Changes** **Cancel**

<b>Favorite Links :</b>	<b>Label to appear on site</b>	<b>URL (e.g. http://www.website.com)</b>		
	<input type="text" value="IPFW"/>	<input type="text" value="http://www.ipfw.edu"/>	<b>New Row</b>	<b>Delete</b>
	<input type="text"/>	<input type="text"/>	<b>New Row</b>	<b>Delete</b>

**Save Changes** **Cancel**

Other options for completing your profile include:



Update Site



Edit My Intro Paragraph



Categorize My Writings

We leave it up to you to decide how to organize your Selected Works.



Upload Content

Upload an article, book, book contribution, popular press, unpublished paper, presentation or other document here.



Collect bepress Content

Search all bepress' journals, series and repositories for papers that may belong to you.



 Update Site

 Edit My Intro Paragraph

**Introductory Paragraph:**

Enter information about yourself, your research interests, and anything else you would like to share with colleagues.

## Categorize My Writings

We leave it up to you to decide how to organize your Selected Works.

# Categorize My Writings

You may display your documents on your homepage by **subject headings** or by **document types**. Select the corresponding radio button below to set your default display.

Organize my homepage by subject headings

Subject headings allow you to classify your papers with your own unique subject areas. [example](#)

## My Subject Headings:

<input type="text"/>	<input type="text"/>	New Row	Delete
<input type="text"/>	<input type="text"/>	New Row	Delete
<input type="text"/>	<input type="text"/>	New Row	Delete
<input type="text"/>	<input type="text"/>	New Row	Delete

Assign papers to subject headings

Assigning your materials by Subject Headings gives you much more flexibility than by using document types (below). You can create as many subject headings as you like and customize them any way you wish.

Organize my homepage by document type

Change the label of your document types if the default label does not fit your needs. [example](#)

DOCUMENT TYPE	CUSTOM LABEL
article	Articles
book	Books
book_contribution	Encyclopedia Articles
popular_press	Book Reviews
unpublished_paper	Unpublished Papers
presentation	Conference Papers and Presentations
other	Websites Developed

These are the default labels for document types. However, you can change the labels to anything you wish. The disadvantage to this organization scheme is that you are limited to the seven fields provided. You cannot add any more labels. If you want to categorize your work in more than seven areas, select "Organize my homepage by subject headings" above

Show 2-line abstract preview?

 **Upload Content**

Upload an article, book, book contribution, popular press, unpublished paper, presentation or other document here.

 **Upload**

Complete the form below to upload a new document to your website.

**DOCUMENT TYPE**

Please select your document type:


Articles

- Articles
- Grants Awarded
- Encyclopedia Articles
- Websites Developed
- Unpublished Papers
- Conference Papers and Presentations

Your selections of document type will depend upon what you have customized in the **Categorize Your Writings** page. Each document type presents with a slightly different form for identifying the work

**\* AUTHORS**

 **Add author**       **Add corporate author**

Order	Email	First Name	Middle	Last Name	Institution	Remove
↓	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	IPFW	

**CITATION**

\* **Title:**

\* **Publication date:**  
Year is required but all other fields are optional.

Season:       Month:       Day:       Year:

\* **Journal:**

**Volume:**

**Issue:**

**First Page:**


**Last Page:**

## INDEXING/CLASSIFICATION

### Subject Headings:

To select multiple fields, hold the **Ctrl** or **Apple** key.

Articles  
Conference Papers and Presentations  
Web sites  
Grants

 **Subject headings** are specific to your site and allow you to classify and display your papers by your own unique subject areas.

### Create new subject heading for this document:

If you have used subject headings to Categorize Your Writings, they will appear here. You may add a different subject heading for the work if you wish.

### Select Disciplines:

- » Select one or more disciplines from the three tiered list below.
- » You may select from any level of the list.
- » Some publications suggest default disciplines; you may edit these as needed.

Available:


- Architecture
- Arts and Humanities
- Business
- Education
- Engineering

Selected:

Information and Library Science


Select »

Keywords:

 Please separate keywords/keyword phrases with commas.

## ABSTRACT

Paste or type your abstract:

 Only plain text is supported for the abstract (fonts and text style changes are not preserved). You may use *some* HTML to format your abstract. **Please note that the abstract field only accepts a limited number of tags:**

[Find out which HTML tags you may use](#)

The format of the abstract is:

## FULL TEXT


- I want to :
- upload a file.
  - provide a link to the full text.
  - publish meta data only.

[What should I know about copyrights?](#) 

## PUBLICATION STATUS

Was this submission previously published in a journal?

- Yes
- No

 Bepress will automatically create an OpenURL for published articles.  
[Learn more about OpenURLs](#)



Search all bepress' journals, series and repositories for papers that may belong to you.

# Gratis Paper Population

We identified one or more papers in one of bepress' journals, series or repositories that may belong to you. If you are not the author, or do not wish to include the selection(s) in your site, please uncheck the boxes below. To skip this step, click "Skip."

Please note, by attaching these articles here, rather than manually uploading them, you will maintain your articles' current download counts.

## PREVIOUSLY ANALYZED DOCUMENTS

INCLUDE	TITLE	PUBLICATION	PUBLICATION DATE
<input checked="" type="checkbox"/>	<div data-bbox="228 1003 1193 1396" style="border: 2px solid red; padding: 5px;"> <p>Any items that you have listed in the Department section of Opus will be listed here. You can select items that you want to be listed in your Faculty Profile. This will eliminate having to enter your published, created, produced items twice.</p> <p><b>NOTE:</b> Items entered in Faculty Profiles cannot be transferred automatically to Opus, so be sure to enter publications, presentations, performances, works of art in Opus first and then use Collect Bepress Content to bring into your Faculty Profile.</p> </div>		2002-01-01
<input checked="" type="checkbox"/>			2008-01-01
<input type="checkbox"/>			

## Reports

FULL-TEXT DOWNLOADS		
TITLE	DATE POSTED	TOTAL
<p>You will be e-mailed a report monthly on the number of downloads of the full-text materials that you have loaded into Opus. You can see this report at any time by selecting the Reports tab in your Faculty Profile edit site.</p>	01/15/10	0
	10/14/08	32
	02/08/10	0
	01/15/10	0
	04/15/09	N/A
	02/08/10	0
	03/30/09	32
	01/15/10	0
	04/05/10	2
	01/29/10	2
	01/15/10	0
	02/08/10	0
	10/14/08	N/A
	01/29/10	10
	01/15/10	22