Creating a Faculty Profile

works.bepress.com

Welcome to SelectedWorks™

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

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

Use your IPFW e-mail address.

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

Password can be anything you choose. It will not change unless you decide to change it.
<table>
<thead>
<tr>
<th>My Account</th>
<th>Log Out</th>
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| Edit Profile | Change password, affiliation, or contact information |
| Research Alerts | Change e-mail notifications and manage e-mail preferences |

<table>
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<tr>
<th>SITE MANAGEMENT TOOLS</th>
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<tr>
<td>Upload a Paper</td>
<td>Upload new submission.</td>
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<tr>
<td>Invite/Remove Subscribers</td>
<td>Invite colleagues and readers to be notified of new works.</td>
</tr>
<tr>
<td>Edit My Site</td>
<td>Add to your site or make changes (everything but the URL is customizable).</td>
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Select Edit My Site to begin to design your faculty profile.
Your Name

Selected Works of

Author Home  Browse Subjects  Browse Article Types  Series Home

Edit My Intro Paragraph

Categorize My Writings

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

Upload Content


Collected 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.

Join My Mailing List

Edit My Profile

Your Picture or Avatar

Your name

Your institution

Your contact information

Your Curriculum Vitae

Your expertise

Your honors and awards
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
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.
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.
Other options for completing your profile include:

**Edit My Intro Paragraph**

**Categorize My Writings**

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

**Upload Content**


**Collect bepress Content**

Search all bepress' journals, series and repositories for papers that may belong to you.
Enter information about yourself, your research interests, and anything else you would like to share with colleagues.
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.

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.
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.
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.
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:

one paragraph

FULL TEXT

I want to:

- upload a file.
- provide a link to the full text.
- publish metadata only.

What should I know about copyrights?

PUBLICATION STATUS

Was this submission previously published in a journal?

- Yes
- No

Epres will automatically create an OpenURL for published articles.
Learn more about OpenURLs
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.

**NOTE:** 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.
Reports

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.

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