

## Welcome to Academic Profile

Academic Profile, is designed to collect, manage and report on your achievement in the areas of teaching, research, creative and service. It also provides the ability to generate custom reports from the data while keeping information secure.

## Benefits to Administrators

Academic Profile allows administrators to efficiently review and report on faculty activities including teaching, research and service. The system lessens the burden on administrators by providing them the option to run a single report for all faculty within a department, college or university. In addition to the reporting feature, administrators have the option, depending on their role and permissions, to “login” as the faculty and manage and/or review data in the system.

## Administrator Roles

The Administrative Roles are setup by the Academic Profile system administrators according to your role and area within the University. If you have questions, please contact AP System Administrator at [acadprof@msu.edu](mailto:acadprof@msu.edu). To request access or see security roles [click here](#).

**Logging into AP:** A link to the system is located at <http://academicprofile.msu.edu/>. MSU NetID and password are required to access Academic Profile (AP).

Once you are logged in to the system, you will be directed to the Academic Profile home page.



1. **Manage Activities:** Enter or manage **Your** teaching, research/creative activity, and service activities.
2. **Manage Data:** Enter or manage **OTHER USERS** teaching, research/creative activity, and service activities.
  - a. Select the faculty from the **User Dropdown** list.
  - b. Click on the **Continue** button.
  - c. Once you have successfully selected a faculty member to manage data, you will be navigated to a new browser window and will see a notification at the top of the page informing you of which faculty you are managing data.

## Report Generation – Administrator/Reviewer

For the Administrator/Reviewer, Run Report functionality provides the ability to run system-built reports or create custom reports for all or select faculty in their administrative area or college.

To run Reports, select **Reports** from the upper right-hand corner. This will navigate you to the report screen that will list all the available reports in the system. Select the type of report you wish to run from this page.

After selecting the report, you would like to run, a box with list of steps will be displayed. Follow the number of steps entering in the information for each step.

**1 Date Range** Start Date: January 01 2019 End Date: December 31 2019

**2 Whom to Include** Users Selected by: All Change Selection Include These Accounts: Enabled Only

**3 File Format** File Format: Microsoft Word (.doc) Page Size: Letter

Changes made to the Microsoft Word document **will not** be reflected in the system.

**4 Run Report**

1. **Date Range:** Specify a Start Date and End Date for the report to retrieve results within certain time periods.
2. **Whom to Include:** by default, all faculty members within your department/school (based on your security role) will be included on the report output. This option allows you to run a report for select faculty members (individuals only), or for the entire department, school/college, or University (dependent on your role).
  - a. To select certain individuals, or an entire group, click on the **Change Selection** link in step 2.

**2 Whom to Include** Users Selected by: All Change Selection Include These Accounts: Enabled Only

- b. To include certain groups such as Individual, MAU Assignment, Primary MAU, Primary Org.
  - c. Select the appropriate criteria you would like to narrow the report down to from the list provided and click save.
  - d. The new selection will show up on the report steps screen **Whom to Include** step.
  - e.
3. **File Format:** Choose your output file format (MS Word, PDF, etc.) and page size (Letter, A4) under this reporting option.

Once you have entered in the requested information in the report steps click on **Run Report**.

The system will search the information in the database, based on the options you selected in the report box and generate a report.

### Creating a New Report – Administrative/Reviewer

Create a New Report feature allows Administrator/Reviewers to create custom report by selecting the **Create a New Report** button at the top right of the report selection.

**Reports** **+ Create a New Report**

Select the report you would like to view or edit, or select to create a new report.

After selecting **Create a New Report**, a box with list of Report Style will be displayed. Choose **Export Data**. A box with list of steps will be displayed. Follow the number of steps entering in the information for each step.

1. **Date Range:** Specify a Start Date and End Date for the report to retrieve results within certain time periods.
2. **Whom to Included:** By default, all faculty members within your department/school (based on your security role) will be included on the report output. This option allows you to run a report for select faculty members (individuals only), or for the entire department, school/college, or University (dependent on your role). See specific instructions regarding selecting particular department/Individuals above section.
3. **Data to Include:** Allows the user to select certain data from certain screens to include in the report.
4. **Grouping Method:** Allows the user to select how the information on the report being created is grouped.
5. **Search Keywords:** Allows the user to run reports only including data that contain items/words specified by the user in the Keyword Search box.
6. **File Format:** Allows the user to select what type of output they would like the report.

Once you have completed setting up the reporting options, click on the **Run Report** to create the file **OR** Click on **Save** to save the report in your report list for the future.

- a. Name your report in the **Report Name** field in the “Save Report” pop up window and select **Save**.

- b. Your saved report will appear in the **Reports** list along with all the other pre-built reports in the system.
- c. To change the criteria of your saved report, select the report from the report list, change any of the report criteria and select the **Save** button.