

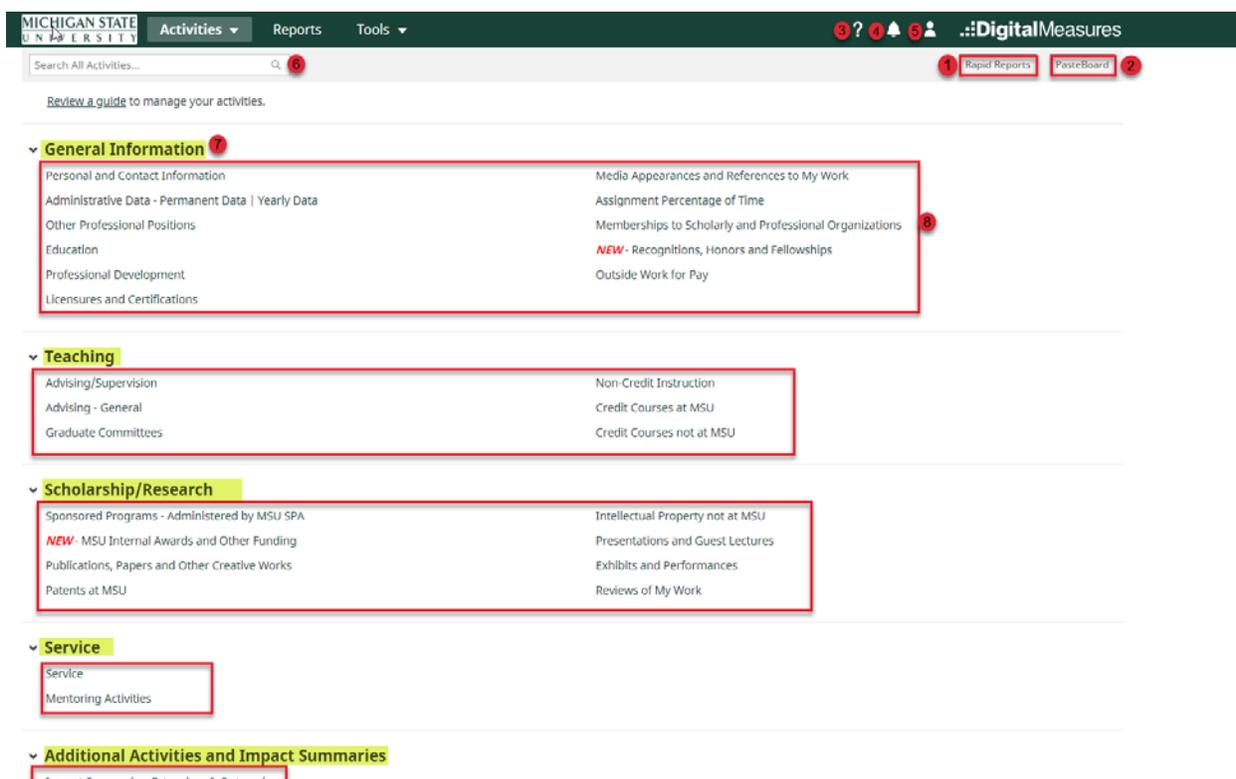
Logging into AP: A link to the system is located at <http://academicprofile.msu.edu/>. MSU NetID and password are required to access Academic Profile (AP).

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



Manage Activities: Enter or manage your teaching, research/creative and service activities

Main Menu



1. **Rapid Reports:** generate CV, Annual Review Report or Form D using a start and end date.
2. **PasteBoard:** Allows you to drag and drip text within Academic Profile from a word processing application (MS Word).
3. **Help & Support:** Links to the Academic Profile Instructions and Support web page which includes Quick Guides, Security, FAQ and contact information.
4. **Notifications:** Receive updated information pertaining to Academic Profile
5. **Log Out**
6. **Search all Activities:** Allow the user to search all records in Academic Profile system.
7. **Sections:** Divided into five sections (General Information, Teaching, Scholarship/Research, Service, Additional Activities and Impact Summaries).
8. **Screens:** Clicking on the name will open the screen for data entry.

Summary Screen

The screenshot shows the top navigation bar with the Michigan State University logo, 'Activities', 'Reports', and 'Tools' menus, and a user profile icon. Below the navigation is a search bar for publications and buttons for 'Rapid Reports' and 'PasteBoard'. A message states 'You are currently managing data for Travis Hudson.' The main heading is '< Publications, Papers and Other Creative Works' with buttons for 'Import', '+ Add New Item', 'Duplicate', and a trash icon. A descriptive sentence reads: 'This screen captures information about work you have published, submitted, or that is in preparation.' Below this is a table with two rows. The first row is for an 'Article, Journal' entered by 'Driver, Amy' in 2019, with a lock icon and a checkbox. The second row is for a 'Book' with a test title in 2018, with a checkbox.

- To add a new record, select the  button.
- To delete a record, select the appropriate check box next to the entry(ies) then select the  button.
- To copy an existing record, check the box to the right of the entry and select  button. The system will create a duplicate record that you can modify then save in order to keep the copy.
- To import items in bulk, select the  button (available only for the Publication screen)
- To search for an entry within this screen use  field.
- Records Entered by, are records entered by a colleague you will notice a  button next to the record. You can open the record to edit, but if entry needs to be deleted you need to contact colleague or AP office.
- To return to the main menu click on arrow in front of screen name  **MSU Internal Awards and Other Funding** .

Editable versus Locked Records:

AP contains system of record data that has been auto-loaded to several screen. These records **are locked and cannot be deleted**. The following screens are populated by system of record data.

Personal and Contact Information

Permanent Data

Yearly Data

Education

Credit Courses at MSU

Patents at MSU

Graduate Committees

Sponsored Programs – Administered by MSU SPA

Note: The **Awards, Fellowships, & Other Funding** screen is auto-loaded with internal grant proposals that were submitted using the eTransmittal system. Sponsored Programs Administration does not maintain award data for these proposals, so the AP screen fields are opened and can be edited by FAS to update and complete their proposal records. The only field that cannot be edited is the APP # field and the Legacy ID field.

Some system of record screens have manually-entered fields that can be populated, but fields populated by the system of record data cannot be edited.

< Edit Education Cancel Save

You do not have access to modify some of the fields on this screen. If changes are needed, contact your Digital Measures Administrator, [AP Help & Support](#).

This screen contains information about the degrees you have earned. Most of the data on this screen is pre-populated from the MSU Human Resources system.

- ▣ Degree Description: Doctor of Philosophy
- ▣ Degree Abbreviation: Ph.D.
- ▣ Highest Degree Relevant to Your Position: Yes
- ▣ Degree Institution: U OF IOWA
- 🔍 Degree Institution Alternate Name:

Fields without borders are locked and cannot be edited. These fields contain system of record data. Corrections/updates must be made in the source system.

Users are able to populate and update fields with borders.

DSA (Dynamic Sub Answers): Allow multiple sub-records to be entered for one main records.

The example below is from the Publications, Papers and Other Creative Works screen. The main screen contains detailed information about the publication, but since a publication can have any number of authors, the DSA allows the user to enter as many records as necessary.

Authors

1st Author

1 Faculty and Academic Staff at MSU	2 First Name	Middle Name/Initial	🔍 Last Name or Full Organization Name	Author's Role	🔍 Student Level
Select or type a name...	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select the number of author rows to add: 1 **3** +Add **4** +Add a List of Names

- 1. Linking (sharing) records with MSU FAS:** Some screens have been designed with DSAs that include a drop-down of **Faculty and Academic Staff at MSU**. This means a publication record (as well as presentations, other funding, intellectual property, etc.) can be **entered once for all authors at MSU to share**. The only exceptions to this are the *Impact Summaries, Extension, & Outreach screen*. The records on this screen will not be linked to other FAS. **All FAS linked to a record have the ability to edit the record, but only the record owner can remove a linked author. The AP staff also have the ability and can assist users when shared records need to be adjusted.**
- 2. These fields are used to enter either a maiden or pen name, or authors not at MSU** (or do not have an AP account). If a record is linked and these name fields are populated, the names entered in the fields will override the name in the drop-down for reporting. This allows the record to be linked, while displaying the accurate author names in a citation.
- 3. Add Additional Authors:** to add more authors, enter the number of additional entries needed and click the **+Add** button.
- 4. Add List of Names:** Enter a list of names to parse. Names must be from a citation and separated by commas, semicolons, ampersand or line breaks.

Adding an Item:

You are encouraged to complete as many fields as possible that relate to the entry being added. **Dates must be added to save a record.**

1 Edit Publications, Papers and Other Creative Works

Cancel Save Save + Add Another

1 This screen captures information about work you have published, submitted, or that is in preparation.

If your role in creation of the contribution is as an author, please be sure to include your name in the Authors section below. If your role was as an editor, please enter your name in the Editors section.

Contribution Type

Explanation of "Other"

2 Functional Area

AACSB Classification

3 Date Effort Began

Date Submitted

Revision Status as of Revision Status Date

Date Accepted

Date Not Accepted

Date Published

Check if this was refereed

AACSB: Was this contribution editorially reviewed?

Check if this was invited

Extension & Outreach Extension Outreach

Check if International Data was used

Contribution Title

- 1. Summary Screen Text:** Each screen gives a quick summary of what should or should not be entered within that screen.
- 2. Functional Area and Achievement Area:** Several AP screens have a field for the user to select the functional area (or achievement area) of the accomplishment. In other words, this field is asking for the **primary focus of the accomplishment** (publication, presentation, exhibits & performances, proposal/award, recognition, etc). This classification is used often for reporting/metrics and is very important.
- 3. Dates:** You have the ability to capture your publication from **Date Effort Began to Published**. Instead of entering each update individually you can update your publication in one record. Other screens have **Single Dates** such as *Presentations & Guest Lectures*, capture when the contribution took place. **Screens with a Set of Dates** such as *Service*, have a start and end date fields. This allows the user to capture activities that are ongoing or took place over a period of time.
 - For activities that **occurred on a specific day**, leave the Start Date Blank and enter the date it occurred as the End Date.
 - For Activities that **are ongoing or have not yet completed**, enter the Start Date and leave the End Date blank.
 - For activities that **have a specific duration**, enter both the Start Date and End Date.