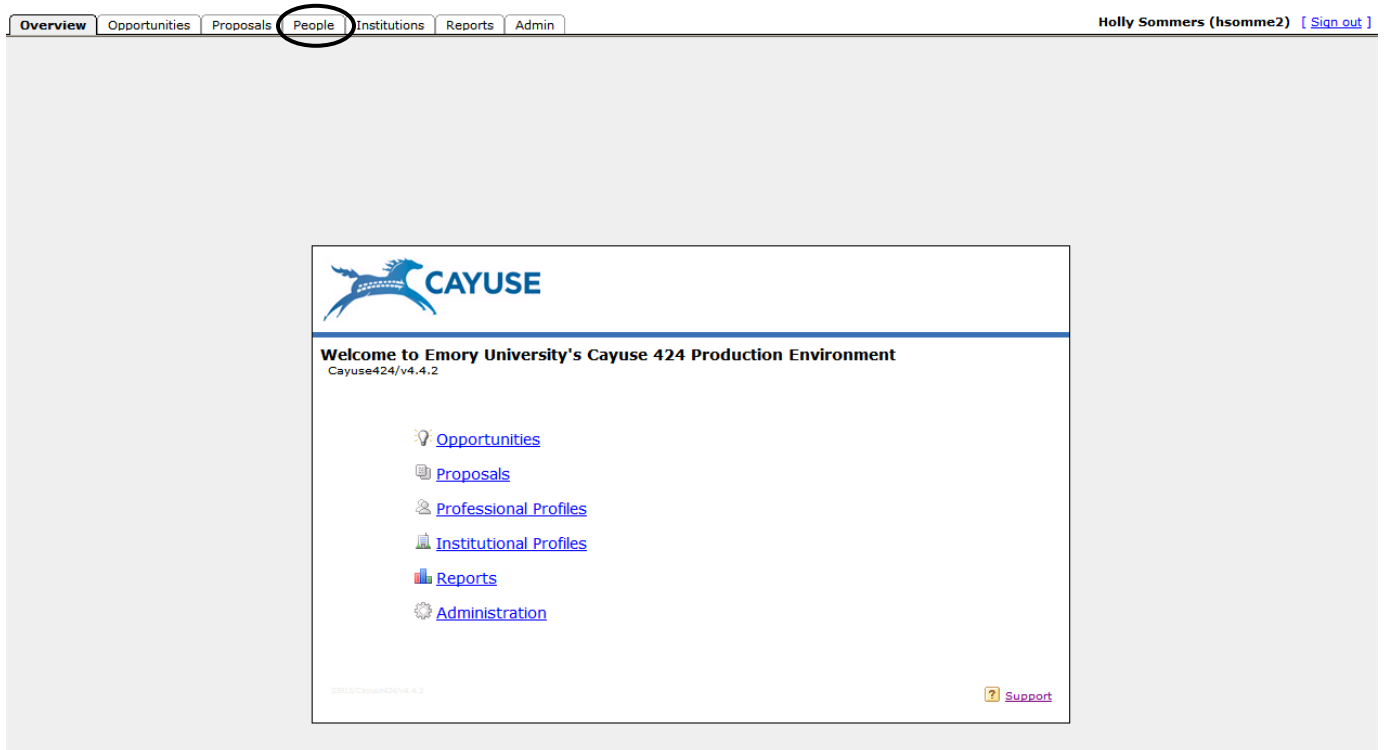


TO VERIFY PERSONAL PROFILE INFORMATION AND/OR ADD ERA COMMONS USER ID:

Navigate to People Tab from Main Page:



Cayuse424
<https://emory.cayuse424.com/515/login.do>
Screen clipping taken: 2/1/2011, 6:04 PM

Search for your profile by entering your last name in the search field:



Cayuse424
<https://emory.cayuse424.com/515/login.do?jsessionid=D936BE3BC247F58B7874EAEC09568AED>

Screen clipping taken: 2/1/2011, 6:46 PM

Select your profile by clicking the hyperlink for your name in the Search Results section:

A search interface with a text input field containing 'sommers' and a 'Search' button. Below the input is a dropdown menu set to '@ All Institutions'. There are two links: 'Show Recently Viewed' and 'Show All'. The search results section shows 'Search Results: 1 person' with a green plus icon. Below this, a single result is listed: a question mark icon followed by the name 'Sommers, Holly' in a blue hyperlink. This result is circled in black.

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<https://emory.cayuse424.com/515/login.do?jsessionid=D936BE3BC247F58B7874EAEC09568AED>

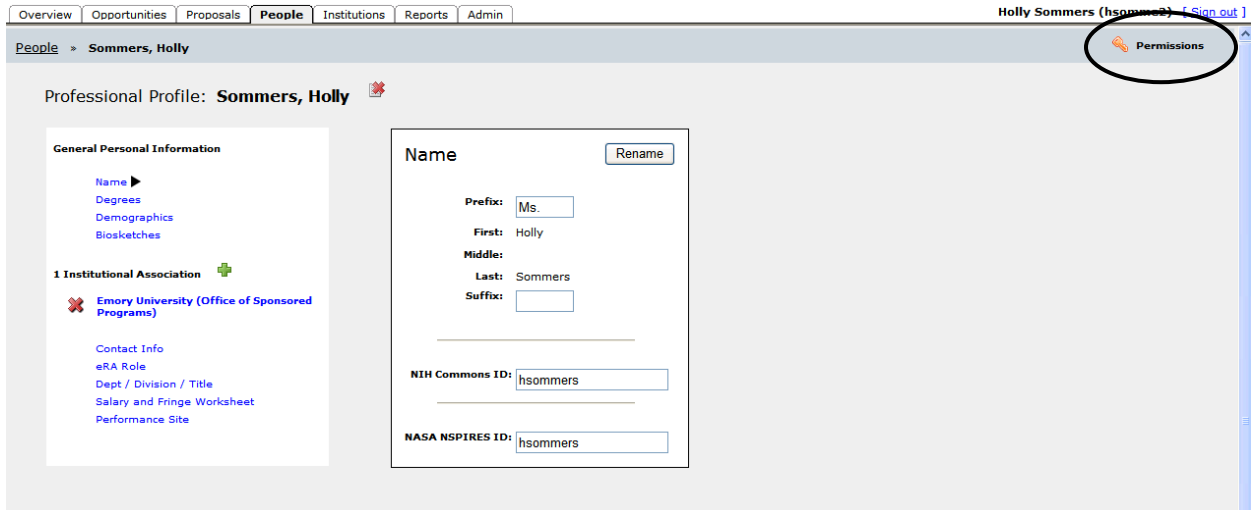
Screen clipping taken: 2/1/2011, 6:48 PM

In Name Section, add information in NIH Commons ID field, then navigate through the various sections noted at the left to verify all information:

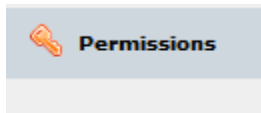
The 'Professional Profile' page for 'Sommers, Holly'. The page has a breadcrumb 'People > Sommers, Holly'. The main title is 'Professional Profile: Sommers, Holly' with a red 'X' icon. On the left is a sidebar with 'General Personal Information' (Name, Degrees, Demographics, Biosketches) and '1 Institutional Association' (Emory University (Office of Sponsored Programs) with a red 'X' icon). Below the association are links for 'Contact Info', 'eRA Role', 'Dept / Division / Title', 'Salary and Fringe Worksheet', and 'Performance Site'. On the right is the 'Name' section with a 'Rename' button. It contains fields for 'Prefix' (Ms.), 'First' (Holly), 'Middle', 'Last' (Sommers), and 'Suffix'. Below these are two ID fields: 'NIH Commons ID' (hsommers) and 'NASA NSPIRES ID' (hsommers). The 'NIH Commons ID' field is circled in black.

TO ALLOW AN ADMINISTRATOR OR OTHER USER ACCESS TO MAINTAIN YOUR PERSONAL PROFILE:

Navigate to your personal profile as described above. Click the “Key” Icon to allow grant permissions to other users. (This icon is found in the upper right corner of the screen):



Icon close-up:

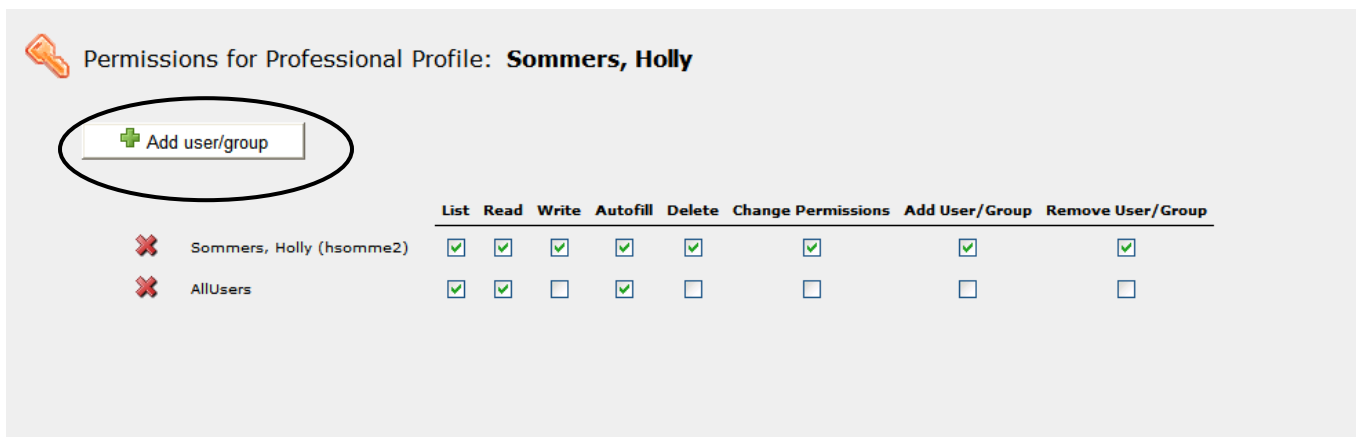


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<https://emory.cayuse424.com/515/login.do?jsessionid=D936BE3BC247F58B7874EAEC09568AED>

Screen clipping taken: 2/1/2011, 6:50 PM

Click Add user/group:



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<https://emory.cayuse424.com/515/login.do>

Screen clipping taken: 2/1/2011, 6:12 PM

Search for the user who will assist with maintenance of your profile by entering their last name in the search field. Select the user from the resulting list if the search returns multiple individuals.

Once you have selected the individual, assign them the desired set of permissions from the list:

List	Read	Write	Autofill	Delete	Change Permissions	Add User/Group	Remove User/Group
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<https://emory.cayuse424.com/515/login.do?jsessionid=D936BE3BC247F58B7874EAEC09568AED>

Screen clipping taken: 2/1/2011, 6:54 PM

In order to change your profile, you must allow them access to “Write” to your profile. It is also recommended that you leave “List,” “Read,” and “Autofill” checked. These are the default settings for the university. (You will note that a group/person identified as “AllUsers” has permissions to your profile. “List” allows your profile to be searched from a list, “Read” allows other users to view your profile, but not change it, and “Autofill” allows you to be added to a proposal and your contact information automatically loaded in the proposal. Investigators should leave “List,” “Read,” and “Autofill” checked for AllUsers to enable the full functionality of Cayuse to be used.)

If you wish to allow that person to also allow others to grant permission to maintain your profile, you may also check the “Change Permissions,” “Add User/Group,” and “Remove User/Group” options. The level of access granted to a profile is at any individual PI or user’s discretion.