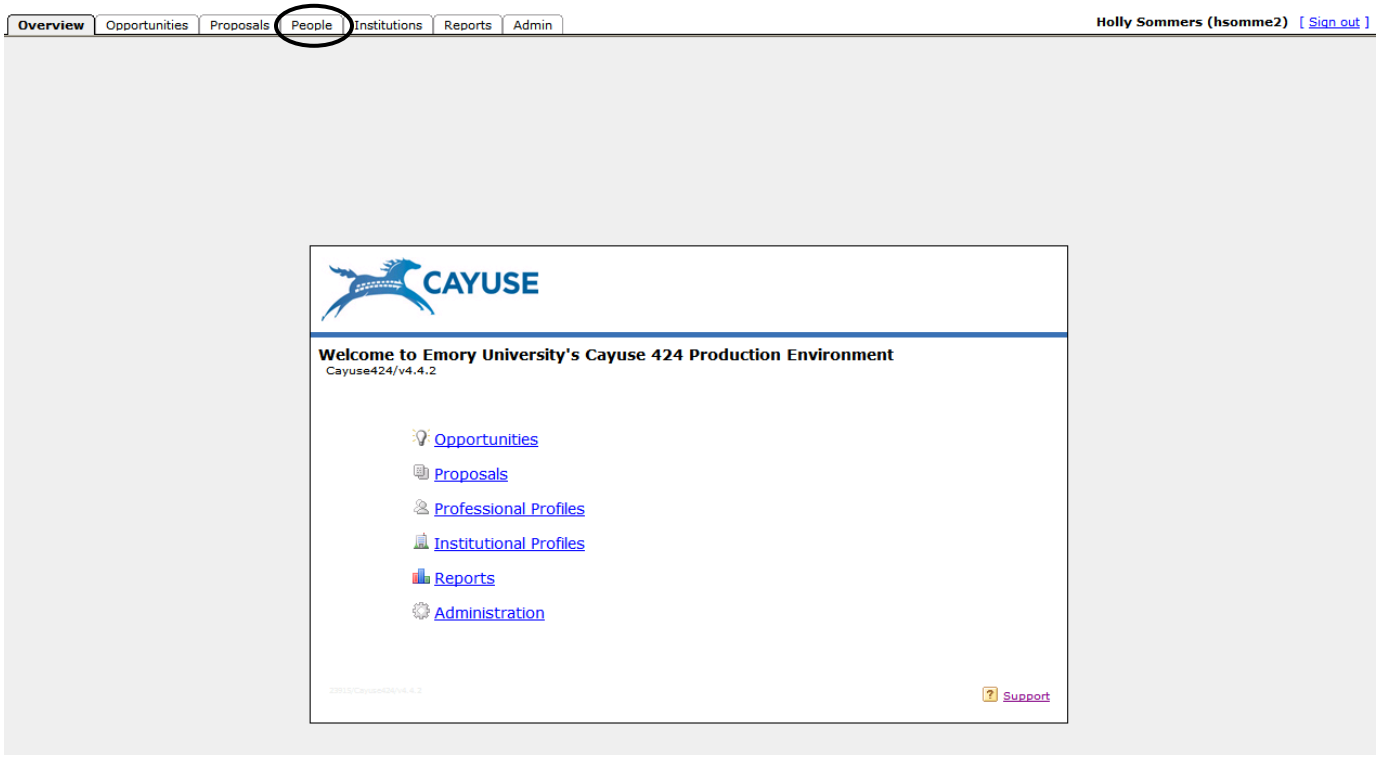
TO VERIFY PERSONAL PROFILE INFORMATION AND/OR ADD ERA COMMONS USER ID:

Navigate to People Tab from Main Page:



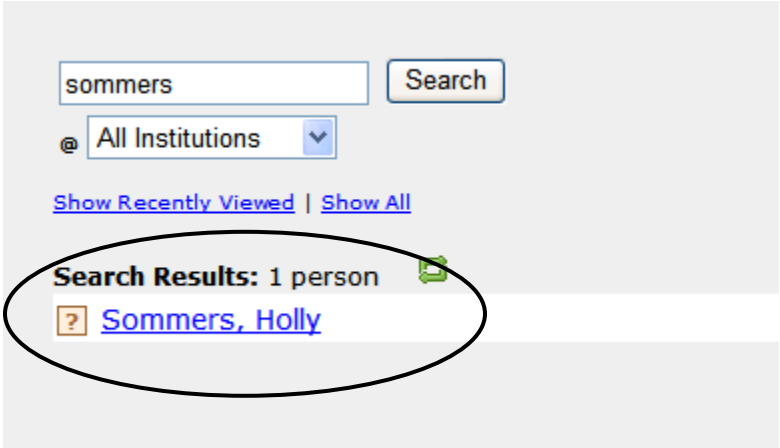
Cayuse424
https://emory.cayuse424.com/515/login.do
Screen clipping taken: 2/1/2011, 6:04 PM

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

Cayuse424
https://emory.cayuse424.com/515/login.do;jsessionid=D936BE3BC247F58B7874EAEC09568AED

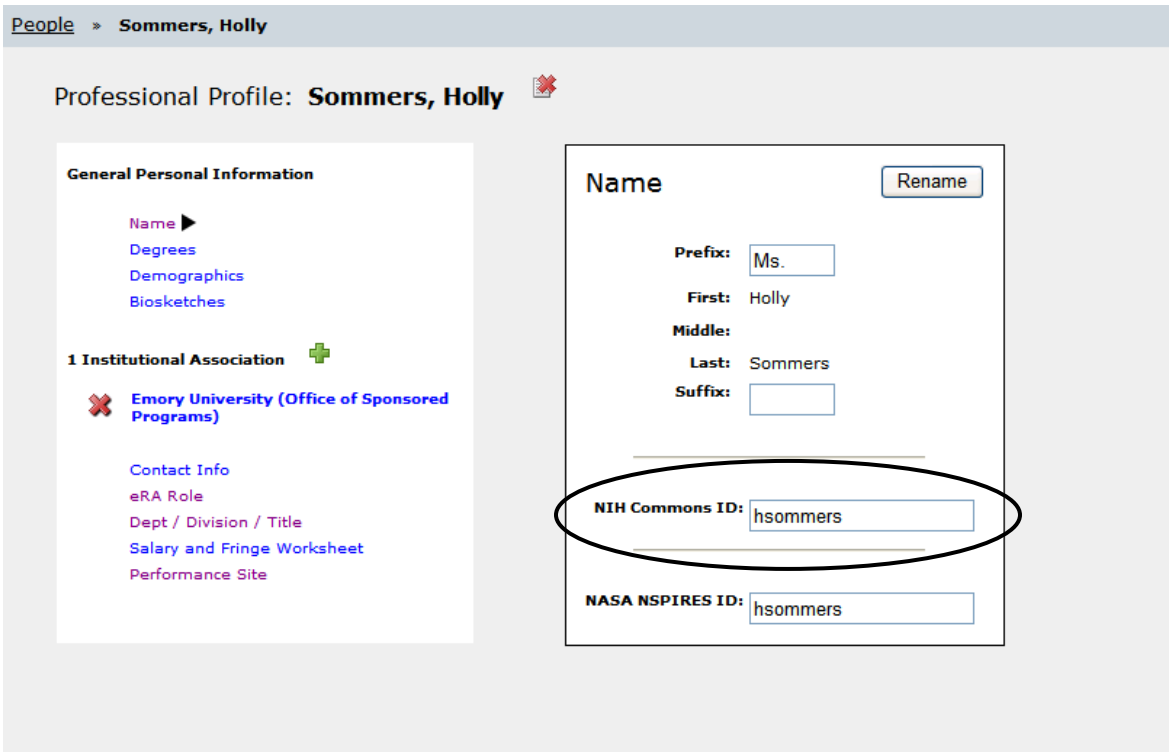
Screen clipping taken: 2/1/2011, 6:46 PM

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



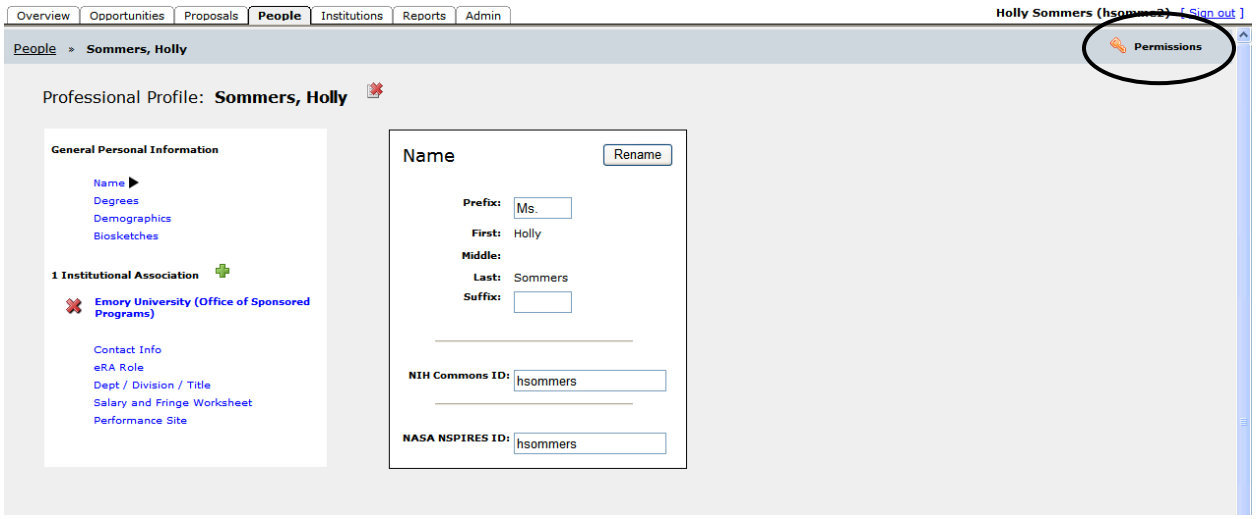
Cayuse424
https://emory.cayuse424.com/515/login.do;jsessionid=D936BE3BC247F58B7874EAEC09568AED
Screen clipping taken: 2/1/2011, 6:48 PM

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

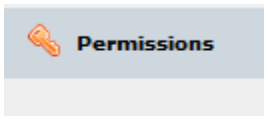


TO ALLOW AN ADMINISTRATOR OR OTHER USER ACCESS TO MAINTAIN YOUR PERSONAL PROFILE:

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):

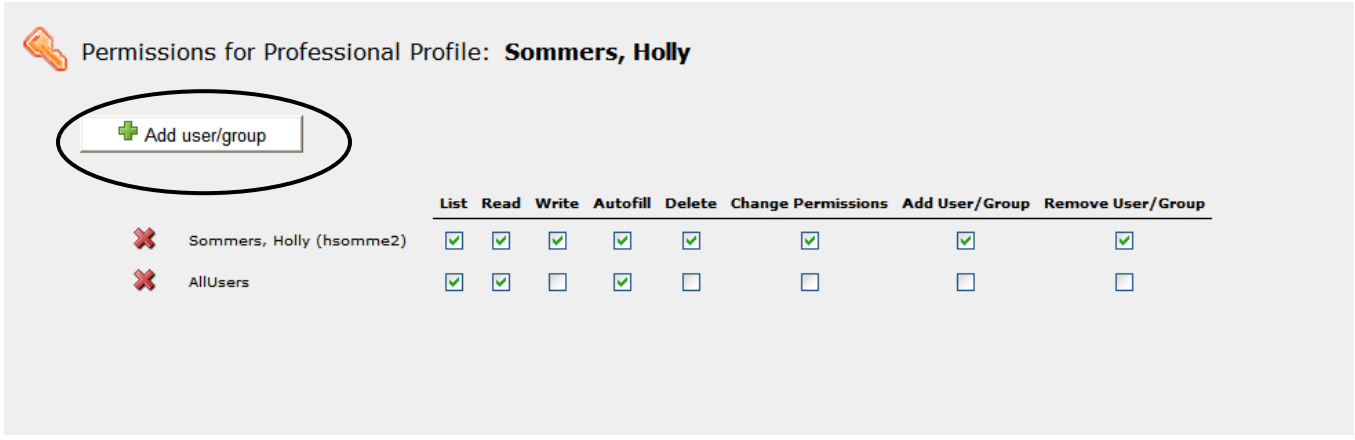


Icon close-up:



Cayuse424
https://emory.cayuse424.com/515/login.do;jsessionid=D936BE3BC247F58B7874EAEC09568AED
Screen clipping taken: 2/1/2011, 6:50 PM

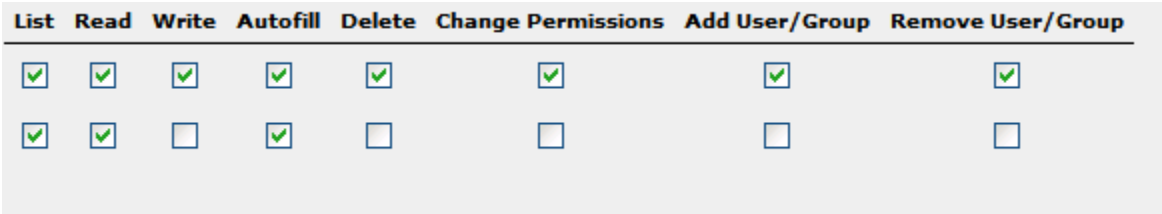
Click Add user/group:



Cayuse424
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:



Cayuse424
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.