

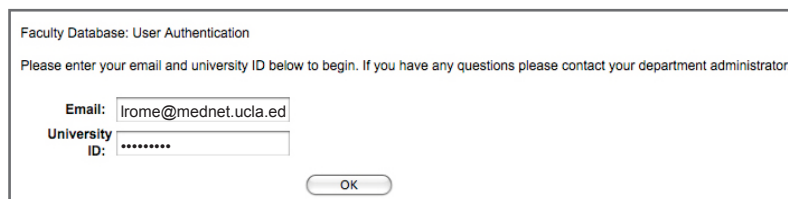
Faculty Database : How to Update Your Data

Go to <http://dgsom.healthsciences.ucla.edu/login/>

Enter in your email and your university identification number (UID). If you have multiple email addresses, please try your mednet.ucla.edu address first.

New users may need to contact their department administrator to have an account created for them.

Enter in your University ID number, then press OK.
After successfully logging in, you will be directed to Your Profile Page, from which you may update your faculty data.



Faculty Database: User Authentication

Please enter your email and university ID below to begin. If you have any questions please contact your department administrator.

Email:

University ID:

OK

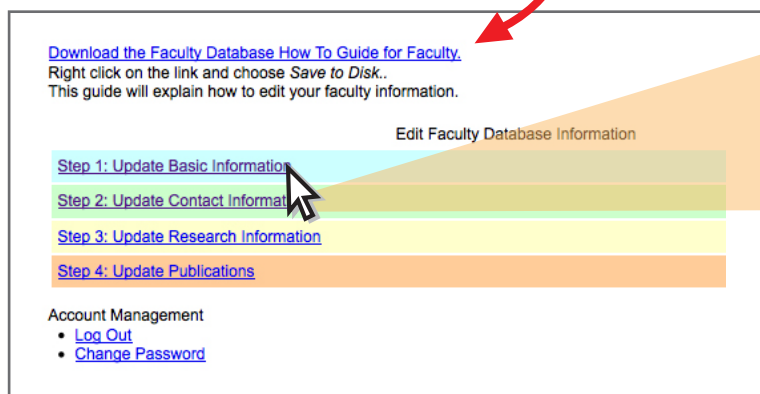
Your Profile Page

Underneath the header Edit Faculty Database Information, there will be a series of categorized color-coded steps that will allow you to edit your faculty information. The four steps involve:

- [step 1: updating your basic information;](#)
- [step 2: updating your contact information;](#)
- [step 3: updating your research information;](#) and
- [step 4: and updating your publications.](#)

Note: some of the data in these sections contain required fields, which are denoted using a red asterisk *.

You can also download a more detailed guide here.



[Download the Faculty Database How To Guide for Faculty.](#)
Right click on the link and choose *Save to Disk*.
This guide will explain how to edit your faculty information.

Edit Faculty Database Information

- [Step 1: Update Basic Information](#)
- [Step 2: Update Contact Information](#)
- [Step 3: Update Research Information](#)
- [Step 4: Update Publications](#)

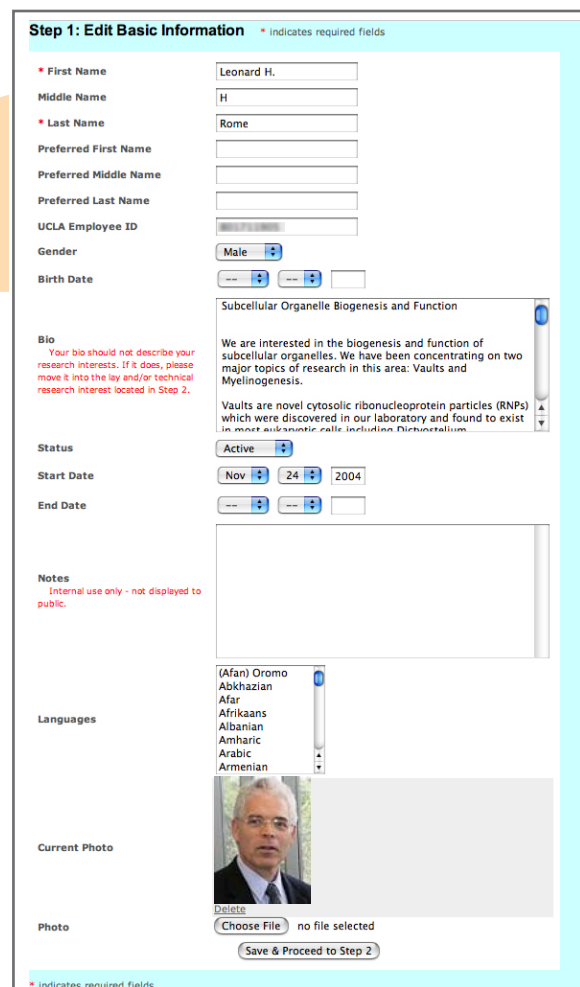
Account Management

- [Log Out](#)
- [Change Password](#)

Step 1: Edit Basic Information

Your basic information consists of: your complete **name**. (First, middle and last name. * Your first & last name are required.)
your **preferred name**. (Any other name you wish to go by that differs from your complete name- most people will not need this)
Your **Bio**. (Your bio should be written in the third person. Your bio is different from your research information- that's step 3.
You can also upload a **Current Photo** of yourself from your computer.

When you are done with editing your Basic Information, click on the [Save & Proceed to Step 2](#) button at the bottom of the page. Doing so takes you directly to step 2.



Step 1: Edit Basic Information * Indicates required fields

* First Name

Middle Name

* Last Name

Preferred First Name

Preferred Middle Name

Preferred Last Name

UCLA Employee ID

Gender

Birth Date

Bio Your bio should not describe your research interests. If it does, please move it into the lay and/or technical research interest located in Step 2.

Subcellular Organelle Biogenesis and Function

We are interested in the biogenesis and function of subcellular organelles. We have been concentrating on two major topics of research in this area: Vaults and Myelinogenesis.

Vaults are novel cytosolic ribonucleoprotein particles (RNPs) which were discovered in our laboratory and found to exist in most eukaryotic cells including *Drosophila*.

Status

Start Date

End Date

Notes Internal use only - not displayed to public.

Languages

Abkhazian

Afar

Afrikaans

Albanian

Amharic

Arabic

Armenian

Current Photo

Photo no file selected

Save & Proceed to Step 2

* Indicates required fields

Step 2: Your Contact Information

Your Contact information consists of:

Your **Addresses** . (you can have more than one entered into the system. This is true for all categories of contact information. for Addresses, click on the [Add an Address](#) link and follow the simple instructions.)

Your **Email Addresses**.

Your **URLs**.

Your **Phone Numbers**.

Step 2: Contact Information

Leonard H Rome
(Preferred Name: n/a)

User Login: lrome@mednet.ucla.edu

Addresses: [Addresses](#) (click name below to view)
[Lab Office](#)
[Laboratory](#)
[Office](#)
[Add an Address](#)

Email Addresses: [Email Addresses](#) (click email below to view)
[lrome@ucla.edu](#)
[lrome@mednet.ucla.edu](#)
[Add an Email Address](#)

URLs: [URL](#) (click url below to view) | [Labor](#)
[www.vaults.arcc.ucla.edu](#)
[Add a URL](#)

Phone Numbers: [Phone Numbers](#) (click # below to view)
[310-825-0709](#)
[310-825-0397](#)
[Add a Phone Number](#)

Step 3: Updating Your Research Information

Your Research information consists mainly of:

Your **Titles**. (a person can have multiple titles; if you have more than one title, they should be listed separately. Please contact your administrator if your titles are incorrect. You may request updates to your titles through the system.)

Your **Lay Research Interest**. (This is a description of your research interests appropriate for general non-technical readers.)

Your **Technical Research Interest**. (If the information in your *Bio* is more suited for this field, please copy and paste that information here.)

Your **Degrees/Certifications**. (your degree/certification info includes the *Type* (Ph.D., M.S. etc), *Certifying Party* (the university or institution that it's from), and *Credentials* (field the degree/cert. is in).

Your **Resumes/CVs**. (You may either type one in, copy & paste it from a file, or upload a text or html file.)

Step 3: Research Information

Titles:

Professor, Biological Chemistry	Remove
Director, Cancer Cell Biology	Remove
Member, JCCC Basic Research	Remove
Senior Associate Dean, School of Medicine	Remove

[Create/Edit Titles]

Research Interests:

Type	Title	Research Interest	Action
Lay	n/a	n/a	Edit Delete
Technical Vault Function and Engineering of New Vault Functions		We are interested in the biogenesis and function of subcellular organelles. We have been concentrating on novel cytosolic ribonucleoprotein particles (....	Edit Delete

[Add A Research Interest](#)

Degrees/Certifications:
[Click Here for an Example](#)

Degrees/Certifications	Type	Action
Biological Chemistry	M.S.	[Edit Delete Permit]
Chemistry	B.S.	[Edit Delete Permit]
Biological Chemistry	Ph.D.	[Edit Delete Permit]

[Add a Degree/Certification](#)

Step 4: Updating Your Publications

You can update your publications by entering them in one at a time using the [Create a New Publication](#) link, or use the [Search PubMed Database](#) link to do a bulk import of your publications from the PubMed database. Publications are normally arranged by publication year during import. You can [arrange your publications](#) however you wish- click on the link and sort them using the sorting tool.

Step 4: Publications

Publications: [None](#)
[Create a New Publication](#) | [Search PubMed Database](#) | [Upload Your EndNote Publications](#) |

Siva, A.C., Raval-Fernandes, S., Stephen, A.G., LaFemina, M.J., Scheper, R.J., Kickhoefer, V.A. and Rome, L.H.: Upregulation of Vaults May Be Necessary but Not Sufficient For Multidrug Resistance.. Int. J. Cancer 2001; (92): 195-202
[Edit](#) [Remove](#)

Stephen, A.G., Raval-Fernandes, S., Huynh, T., Torres, M., Kickhoefer, V.A. and Rome, L.H.. Assembly of vault-like particles in insect cells expressing only the major vault protein.. J. Biol. Chem. 2001; (276): 23217-23220
[Edit](#) [Remove](#)

Kickhoefer, V.A., Rajavel, K.S., Scheffer, G.L., Dalton, W.S., Scheper, R.J., and Rome, L.H.. Vaults are up-regulated in multidrug resistant cancer cell lines.. J. Biol. Chem. 1998;