Colorado PROFILES

Edit Your Profile

Access to Edit Your Profile

Editing your profile will require Login to the Colorado PROFILES system.

Users with a UC Denver email (ucdenver.edu) or UC Boulder email (colorado.edu) can login to edit their profile.

Affiliate users with Person of Interest (POI) access can also login to edit their profile. Affiliates who do not know their POI access information may contact the issuing department for assistance.

See the tutorial "How to Login" for additional information.

About Editing Your Managed Descriptions

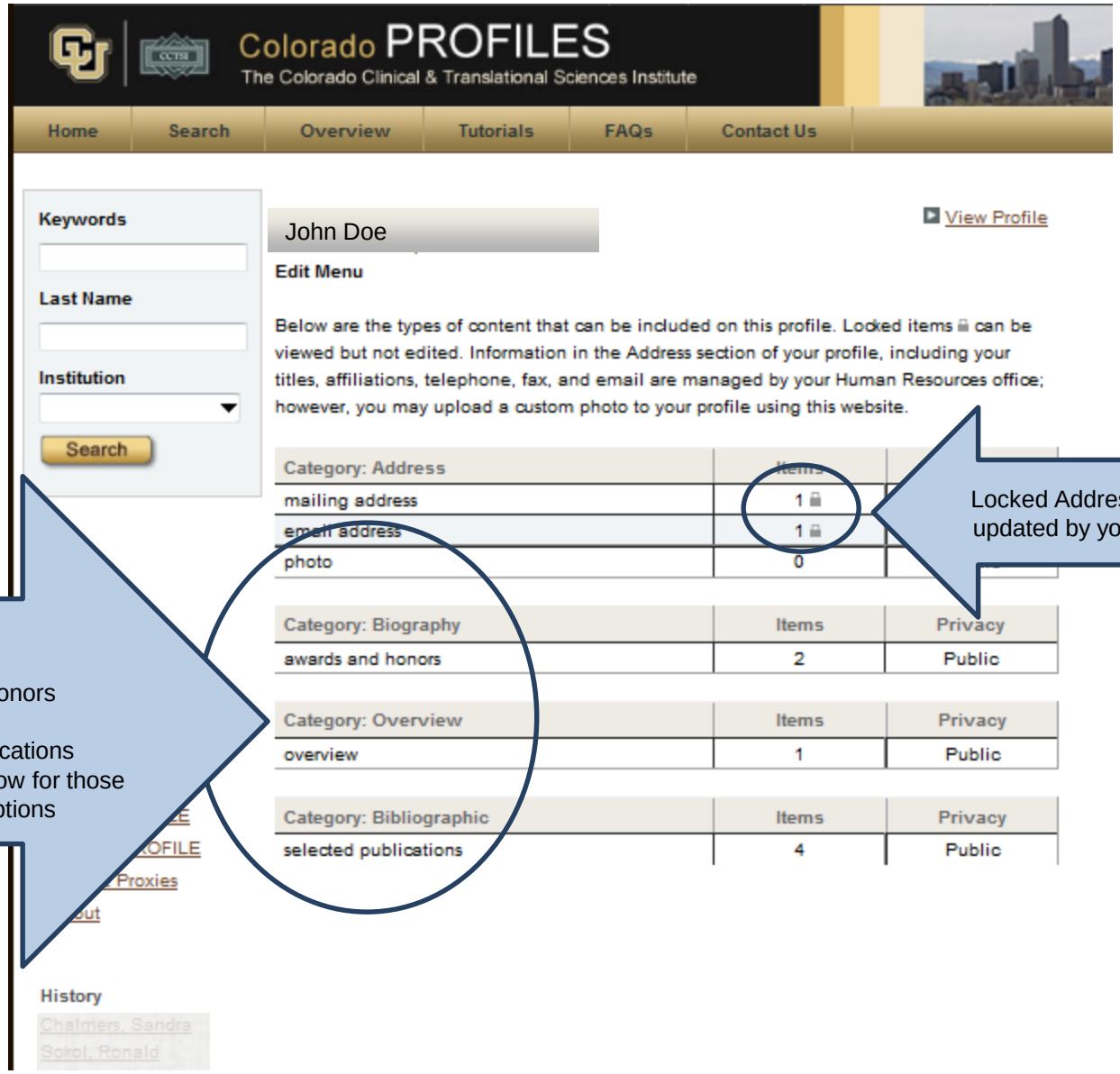
Managed Descriptions can be customized by you or your proxy.

Managed Descriptions are updated within 72 hours of modification by you or your proxy, and include editing your:

- photo
- biography with awards & honors
- overview narrative
- bibliographic with publications

Access Edit Menu

Navigate Edit Menu

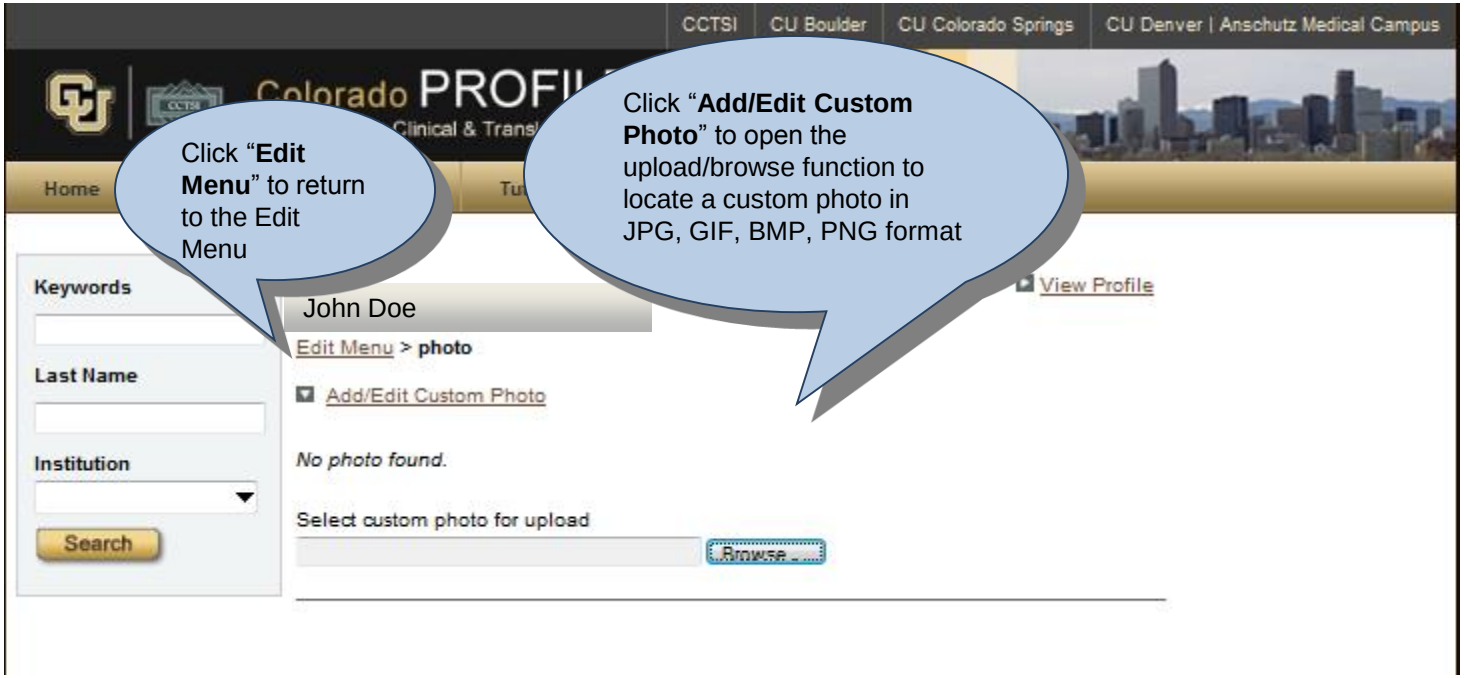


Click on the line for:
- photo
- awards and honors
- overview
- selected publications

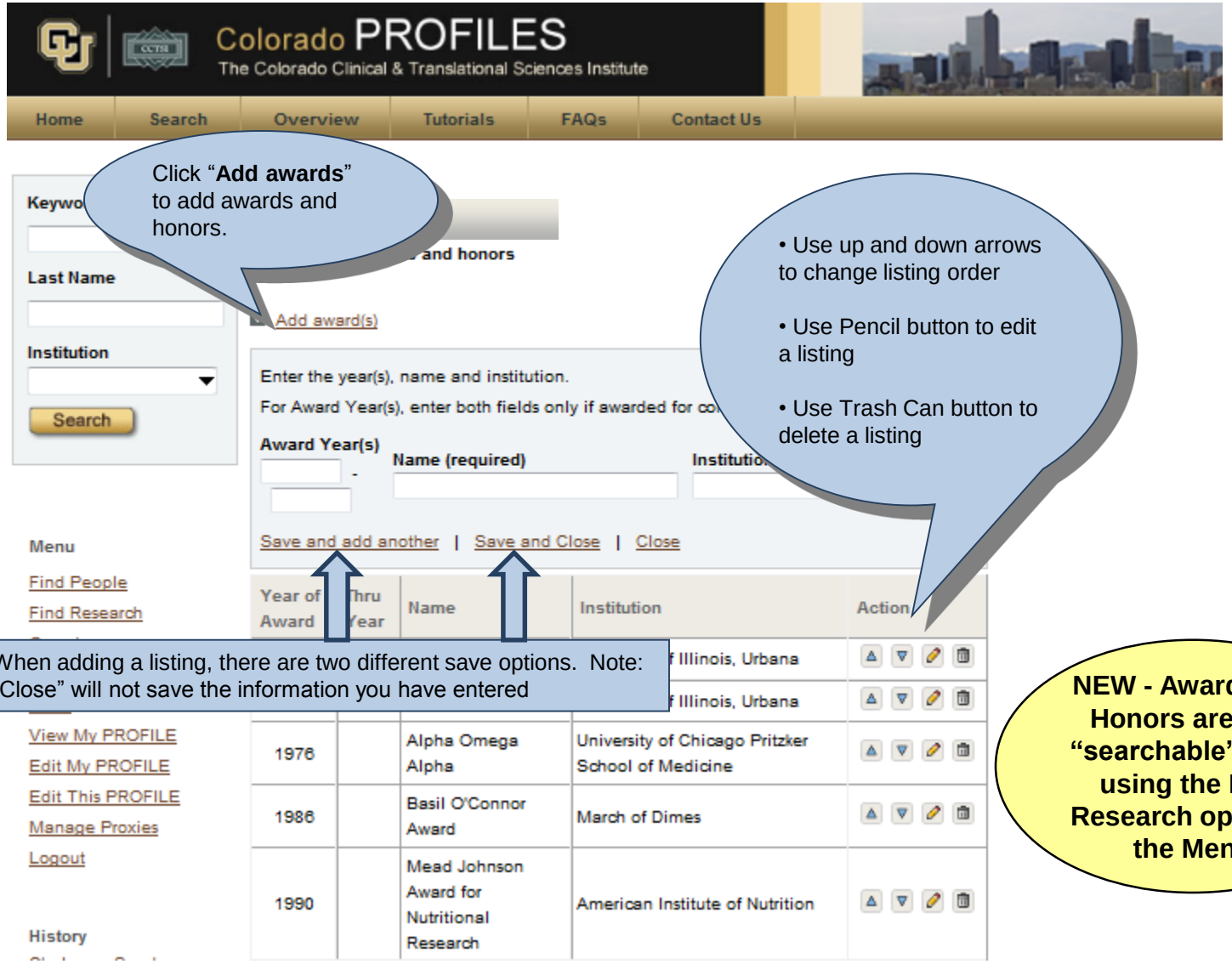
to access the edit window for those managed descriptions

Locked Address items can only be updated by your HR Administrator

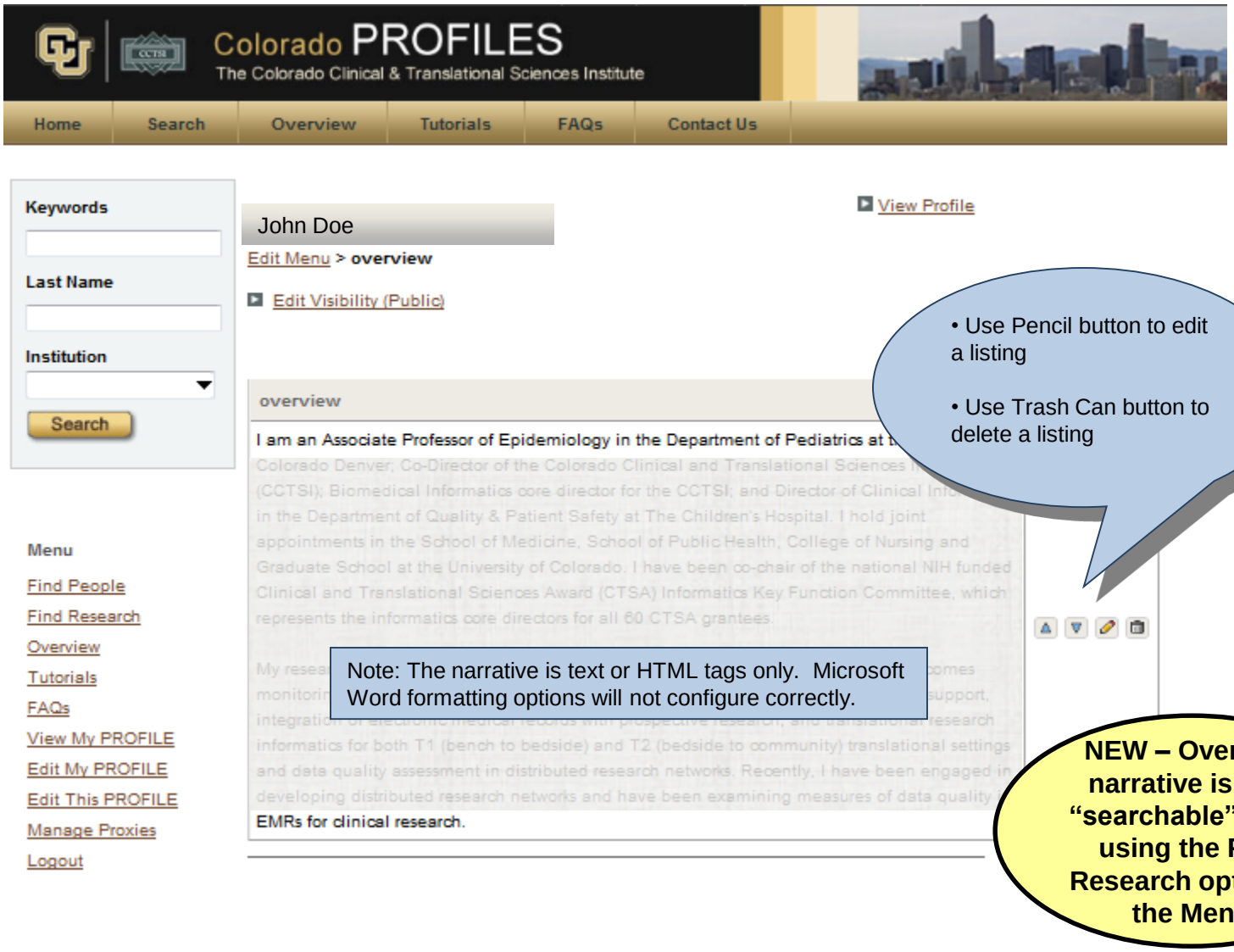
Edit a Photo


CCTSI
CU Boulder
CU Colorado Springs
CU Denver | Anschutz Medical Campus
Home
Keywords
Last Name
Institution
Search
John Doe
View Profile
Edit Menu > photo
Add/Edit Custom Photo
No photo found.
Select custom photo for upload
Browse . . .
Click "Edit Menu" to return to the Edit Menu
Click "Add/Edit Custom Photo" to open the upload/browse function to locate a custom photo in JPG, GIF, BMP, PNG format

Editing Awards and Honors



Edit Your Overview Narrative



Publication List Development

Publications are added both automatically from PubMed and manually by you or your proxy. The algorithm used to automatically add articles attempts to minimize the number of incorrect publications added to your profile; however, this method results in some missing publications.

We encourage you to login to the website and add missing publications or remove incorrect ones.

See the tutorial "Maintain Your Publications" for detailed publication management information.

Publication Caveats

Users with common names, those who publish using names not matching the CU Human Resources system (nicknames, middle names, etc.) or those whose names have changed are most likely to have incomplete publication lists.

In addition, articles written at institutions that are not CCTSI affiliates may not be listed.

See the tutorial "Maintain Your Publications" for detailed publication management information.

Edit Your Publications

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Manage Your Proxies

You can add a proxy to make changes to your profile. A proxy is someone who has permission to edit your profile, such as your research or administrative assistant.

In order to prevent unauthorized people from editing your profile, you must set up your profile to allow edit control for a proxy.

Once logged in to Colorado PROFILES, you can add or remove proxies using "Manage Proxies" found under Menu in the left panel.

Navigate the Manage Proxies Page

1. Click here to access the Manage Proxies page

2. See Proxy users with access to edit your profile

3. Use the delete button to remove a Proxy

4. Click here to add a new Proxy

5. See list of all profiles you have access to edit as a Proxy

6. Use the delete button to remove a Proxy

Add a Proxy

1. Click here to access the Manage Proxies page, then select Add Proxies to reach this page.

2. Search for the Proxy to be added by last name, first name, institution, or department.

3. Click on the listing in the Proxy Search Results to add them as a Proxy for your profile.

4. If you cannot locate the person you wish to name as a Proxy, contact profiles@ucdenver.edu with the name and department of that person for entry into the Colorado PROFILES system. Once entry is completed, you will be notified so you can proceed with the Proxy setup process.

Additional questions?

Email: profiles@ucdenver.edu

Go to Colorado PROFILES