

Updating Your Center's Online Directory

Dear Data Coordinators,

This is a good time of year to make sure that your Center's Directory is updated. There are several reasons to do so:

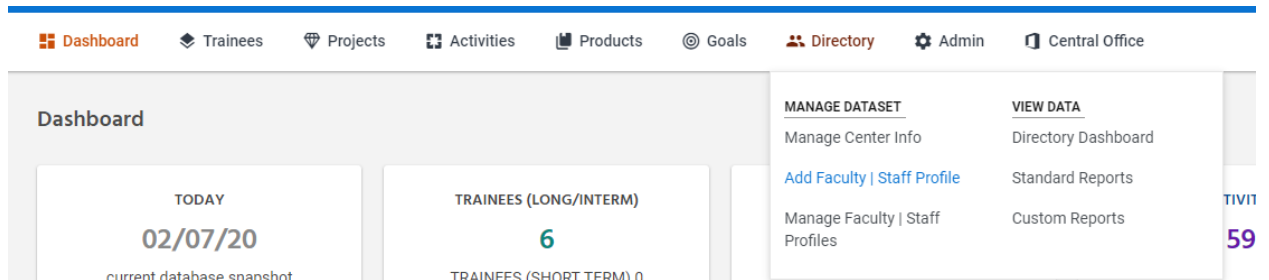
- **General use of Directory** – The online Directory is used to identify network members with particular areas of expertise. For this purpose, network members are encouraged to complete the sections on Professional Areas of Interest and Expertise and Vita or Bio, as well as upload a photo. Federal agencies, Hill staff, other organizations, network members and AUCD staff all use the directory to find network members based on their expertise, so it is very helpful if staff profiles are complete and accurate.
- **Promotional information** – by posting your Annual Report online (the public facing one), you can make sure that others have easy access to learning about your Center's activities and accomplishments. You can now also include your Facebook and Twitter links, if you use social media.
- **Diversity data** – the information in the AUCD directory is used by the Multicultural Council (and by AUCD staff) to measure changes in the diversity of UCEDD and LEND faculty and staff. This information is only accurate if the directory is complete. Thus, it is really important that faculty and staff complete their online profiles.

Below is some helpful information on how to make directory updates:

1. **Staff profiles: using NIRS:** Directors/Data Coordinators (NIRS accounts with Admin access level): after logging in to NIRS, go to the Directory tab on the main menu.
- To edit a profile: in the Directory drop-down menu, click on Manage Faculty/Staff Profiles. This will list all the profiles in NIRS. To update one of them, click on the Edit button to its the left.

The screenshot shows the NIRS Dashboard interface. At the top, there is a navigation bar with the following tabs: Dashboard (selected), Trainees, Projects, Activities, Products, Goals, Directory, Admin, and Central Office. Below the navigation bar, the main content area is divided into two columns. The left column contains a 'Dashboard' header and two summary cards: 'TODAY 02/07/20 current database snapshot' and 'TRAINEES (LONG/INTERM) 6 TRAINEES (SHORT TERM) 0'. The right column contains a sidebar menu with two sections: 'MANAGE DATASET' and 'VIEW DATA'. Under 'MANAGE DATASET', there are links for 'Manage Center Info', 'Add Faculty | Staff Profile', and 'Manage Faculty | Staff Profiles' (highlighted in blue). Under 'VIEW DATA', there are links for 'Directory Dashboard', 'Standard Reports', and 'Custom Reports'. On the far right edge of the sidebar, there are partial labels 'TIV' and '5'.

- To add a profile: in the Directory drop-down menu, click on Add Faculty/Staff Profile.



2. **Staff profiles: using the online Directory:** Faculty and staff can manage their profiles via the online Directory. Below is the link that they can use to verify that their profile is up-to-date. <http://www.aucd.org/template/login.cfm>

For new profiles that need to be created in the online Directory, please share the link below with faculty and staff:

http://www.aucd.org/directory/dir_contact_edit.cfm?staffid=0

Note for Directors/Data Coordinators: New/updated profiles will not be listed in the online Directory until a NIRS user with Admin access level approves them. To approve a profile, go in NIRS to Directory -> My-To-Do-List> New Staff Applications Waiting for Approval and change the Status field from “Waiting” to “Display” for each record that needs to be displayed/updated online.

A few important notes for all Programs:

- All required fields are marked with a red asterisk (*), and they must be completed in order to be able to save a profile.

- Position field: This is a required field, which is comprised of six sections:

- o Leadership
- o Leadership Administrative Staff
- o Primary Activity Coordinators
- o Discipline Coordinators
- o Specialty Resource Contacts
- o Project/Program/Clinic Contacts

Since Position is a required field, at least one selection/entry must be made in just one (any) of the sections listed above. Certainly, if applicable, multiple selections can be made in the different sections.

Please note that Leadership, Primary Activity Coordinators and Discipline Coordinators are lists of checkboxes that can be scrolled down for more options.

- Primary Discipline field: If you select Other, please type the specific discipline in the textbox provided after the Discipline(s) field (the list of checkboxes).

- The second section on Additional Information (starting with “Check if you are a Former MCHB-trainee” and through the last question on the page) will not be displayed in the online profile. The information entered here will be stored for the purpose of statistical analyses only, and it will not be available for public search on AUCD’s website.

3. **Center information (including the Annual Report):** this is managed through NIRS, by going to Directory > Manage Center Info. Under Manage Center Information, click on Edit, and make any necessary updates. At the bottom of the page (see screenshot below), you can enter your Twitter and Facebook links, as well as upload your Center's brochure (Annual Report). To see an example of what the social media links look like in the online directory, click [here](#).

Dashboard Trainees Projects Activities Products Goals Directory Admin Central Of

Add a New Staff Profile

+ Add Staff Profile

Manage Center Information

Edit

UCEDD,LEND Program:
AAA Test UCEDD Program
 Great University
 Best Department in the office
 100 Sunshine Street
 Big Bucks Donation Building # 920
 Washington, DC 54321
 Main Phone: 555-555-5555
 Main Fax: 222-222-2222
 Website: <https://www.aucd.org>
 Twitter: https://twitter.com/intent/user?screen_name=AUCDNews
 Facebook: <https://www.facebook.com/AUCDnetwork>

MANAGE DATASET	VIEW DATA
Manage Center Info	Directory Dash
Add Faculty Staff Profile	Standard Repor
Manage Faculty Staff Profiles	Custom Report

