# UPDATING YOUR PROFILE IN FACULTY INSIGHT

EDITING YOUR ACCOUNT PROFILE

This is where you can add, view and edit keywords we've selected for you based on your works, as well as add your own. Keywords are used when suggesting scholars, funding and awards.

1. Click on your **Name** or **the Drop-Down Arrow** in the upper right-hand corner of the page.
2. Select **Edit Profile** to edit your information on this page.
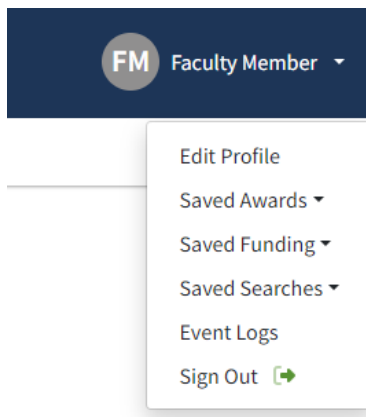
3. Click the **Edit icon** next to the profile icon to add your profile picture.
4. Click **Edit** to edit your email address and phone number.
5. Add your **Research Summary** in the text box.

6. Click on the **Add research interest** button to enter your interest then hit the **Plus Sign** to add it (Repeat as necessary) to remove interest hover over it then hit "X.

Research Interests

Enter broad areas of academic interest (e.g. "macular degeneration," "medieval literature").

medieval literature   Add research interest   +

7. Click on the **Add research keyword** button to enter your keyword then hit the **Plus Sign** to add it (Repeat as necessary) to remove keyword hover over it then hit "X.

Research Keywords

Keywords are intended to be narrow terms associated with broad research areas (e.g. "drusen," "Beowulf"). You can add your own and remove generated keywords. Keywords are utilized to produce related scholars as well as suggested funding opportunities. Additionally, if your institution licenses an external discovery site, these terms will be shown to public users who may view your profile.

AcA Keywords Badge   Self-entered Keywords Badge   Removed AcA Keywords Badge

AcA Keywords Badge   Add research keyword   +

8. Click the **Save** button at the top right side of the page to save any changes.

Reset   Save

FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu