

BU PROFILE FAQ's

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Who is listed in Profiles?

Initially University and community faculty, investigators, trainees, and research and clinical staff involved in basic science, clinical or translational research at Boston University. In the future, expansion of BU Profiles to other populations within the larger University system is under consideration.

Who can view Profiles?

People both inside and outside the BU community via our public website. However, BU researchers with a BU login can login for additional features, such as profile editing.

How do I login to Profiles?

BU Profiles is integrated with the University's BU login username and password single sign-on. Use your **BU login and Kerberos password**. You can get to BU Profiles by going to <http://profiles.bu.edu>, then log in by clicking "Login to BU Profiles" from the right-hand navigation menu. You will also be prompted to login when clicking "Edit My Profile."

If you don't remember your BU login or password, contact the BUMC IT Help Desk at 617-638-5914 Monday - Friday, 8:00 AM – 5:00 PM (EST) or email bumchelp@bu.edu

How do I edit my profile?

- Click "Edit My Profile" from the menu on the left-side navigation bar. If you're viewing your profile while logged in, you should also see the option to "Edit This Profile."
- Each profile is divided into several sections:
 - directory information & positions
 - photo
 - awards and honors
 - research expertise and professional interests
 - NIH reporter grants
 - self-described keywords
 - publications
- You can make changes using the various "Add", "Edit", and/or "Delete" links in each section.
- Display or hide each section, except directory information, by clicking the hide/show links.
- BU Profiles uses the campus directory for contact information. To make changes to this data log in to the Employee Self Service page by clicking this link to the BUWorks Central Portal. Select the "Employee Self-Service" tab and then click the "Personal Information" link. You can make changes to your office address and phone number there.
- Changes made to that data may not show up in BU Profiles immediately.
- Custom photos can be uploaded. See below under 'How do I add and edit my photo?'
- You can edit the content in the awards, narrative, and publications sections.
- Concepts cannot be edited directly because they are derived automatically from the PubMed articles listed with your profile. You can improve these lists by keeping your publications up to date. See below under 'Can I edit my concepts?' for more information.
 - For suggestions and problems you can request help at <http://profiles.bu.edu/Feedback/>

How do I add and edit my photo?

- Choose "Edit My Profile" or "Edit this Profile" if you're already logged in and viewing your profile.

- Within the “Address” section click “Photo”
- Click "Add/Edit Custom Photo", then click "Choose File" to locate the picture file which you want to use as your profile photo.
- Once you've added the photo, don't forget to “Edit Visibility” to make it visible.

The maximum file size is 256K and the photo will be reduced to a square of 120 x 120 pixels. If the picture you chose to upload did not originally have square dimensions then some distortion of the picture will occur.

You can change your profile photo at any time using the procedure detailed above.

You can hide your profile photo from public view by clicking "Edit Visibility" once you've clicked on “Photo” within the Address section. You can change the privacy settings to any of the 4 settings displayed on that screen (see [privacy settings](#) for more info). Currently there is no mechanism for deleting a profile photo.

How can I modify the degrees displayed next to my name?

Contact support staff by utilizing the feedback form (<http://profiles.bu.edu/Feedback/>) with details and we will customize the display of your degrees in Profiles

Privacy Settings / Can I hide information in Profiles?

Only you (or your assigned Proxy) has control over your information and only you can select which sections of your profiles page is displayed or hidden. Each section has a privacy setting, which can be changed by clicking on “Edit Visibility” after clicking on the desired item to change. There are 4 different privacy visibility settings:

- Owner: Only the profile Owner and special authorized users who manage the website
- Users: Limited to people who have logged into BU Profiles (so generally the BU community)
- No Search: Open to the general public, but blocked to certain (but not all) search engines such as Google.
- Public: Open to the general public and may be indexed by search engines. This is typically the default, and recommended setting.

Your positions are publically visible and cannot be changed. Individual records in the same section cannot be set with different visibility settings at this time. For example, you can't set some awards/honors as public and others as owner. That may change in a future release.

What are the sources of data for Profiles?

All default data on individual profiles is currently available on other public web sites or has been approved by each school for release. These include:

- Human Resources data from SAP.
- Appointment information from the BU faculty database
- Publications from MEDLINE/PubMed citation database.
- NIH RePORTER grants
- Researchers also contribute their own information as part of editing a profile.

Can I allow someone else to edit my profile?

In BU Profiles you can assign a proxy to manage your profile. There are many default proxies who can assist you with editing a Profile. To view or manage your Proxies, log in and click **manage proxies**. If the person you want to add to manage your profile is not listed, you can [request help](#). Provide us with his or her name and contact information and they will be loaded into the system and made a proxy for you.

Who maintains Profiles?

BU Profiles is managed by the BUMC IT department at the Medical Campus with support from the BUMC IT Help Desk. You can [request help](#) or contact us if you have ideas on how to improve Profiles. We look forward to hearing from you if BU Profiles has enhanced your research or educational experience in any way

Where can I get help with using BU Profiles?

If you have questions about BU Profiles, need help editing a profile or have issues with profile data, please request help at <http://profiles.bu.edu/Feedback/>