

# How to Update Your Faculty Profile

## Logging into T4:

SOM faculty are automatically granted access to their faculty profile in T4. If you log in, and don't see your Faculty Profile, please contact Digital & Web Communications:

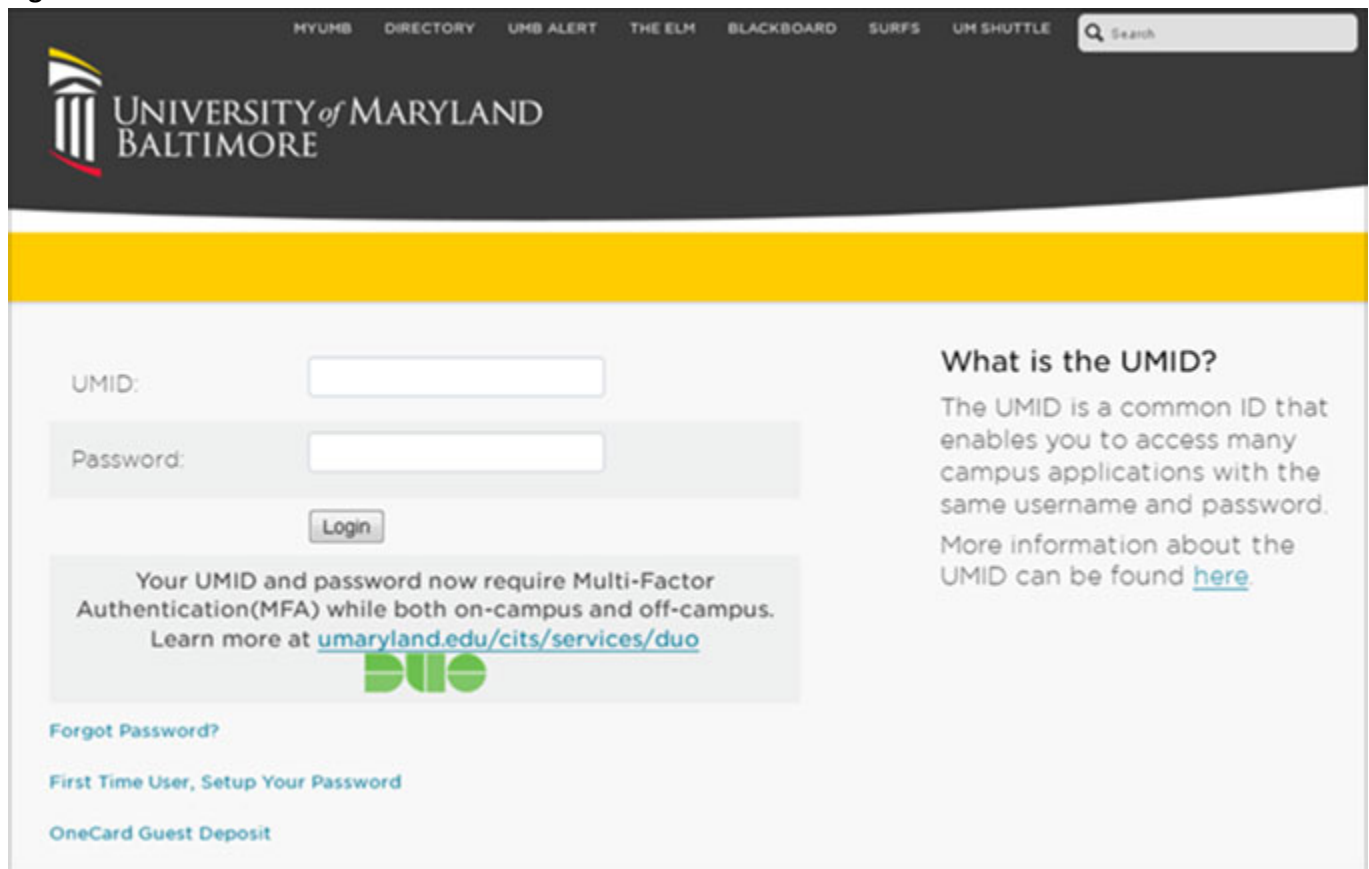
[www.medschool.umaryland.edu/public-affairs/Digital--Web-Communications](http://www.medschool.umaryland.edu/public-affairs/Digital--Web-Communications)

1. Log into T4: <https://sitemanager.umaryland.edu> or [www.umaryland.edu/t4](http://www.umaryland.edu/t4)

**TIP:** Bookmark the URL

2. Permission to access T4 is granted through your UMID. Enter your UMID username and password on the UMID screen. If you need assistance, click "Forgot Password?" After entering your credentials and clicking "Login", you will be taken to the T4 home screen.

Figure A



The screenshot shows the University of Maryland Baltimore website header with navigation links: HYUMB, DIRECTORY, UMB ALERT, THE ELM, BLACKBOARD, SURFS, and UM SHUTTLE. A search bar is located in the top right. The main content area features the University of Maryland Baltimore logo and a login form. The form includes fields for 'UMID:' and 'Password:', a 'Login' button, and a message stating: 'Your UMID and password now require Multi-Factor Authentication (MFA) while both on-campus and off-campus. Learn more at [umaryland.edu/cits/services/duo](http://umaryland.edu/cits/services/duo)'. To the right of the login form is a section titled 'What is the UMID?' with text explaining that the UMID is a common ID for campus applications and a link to 'here' for more information. Below the login form are links for 'Forgot Password?', 'First Time User, Setup Your Password', and 'OneCard Guest Deposit'.

3. You will see a list of sections you have permission to edit. If you don't see the area you want to work in, contact the Digital & Web Communications team to request access.

[www.medschool.umaryland.edu/public-affairs/Digital--Web-Communications](http://www.medschool.umaryland.edu/public-affairs/Digital--Web-Communications)

## Adding and Editing Content:

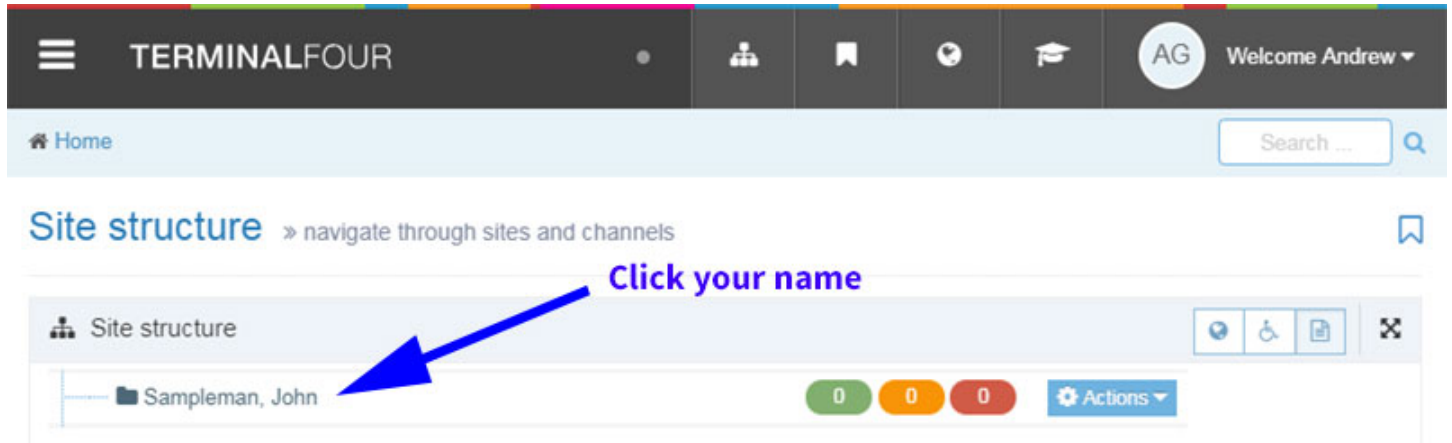
After logging in, you will be taken to the T4 landing page.

1. **Click Your Name** (Figure B)

Note: If you don't see your name, contact Digital & Web Communications:

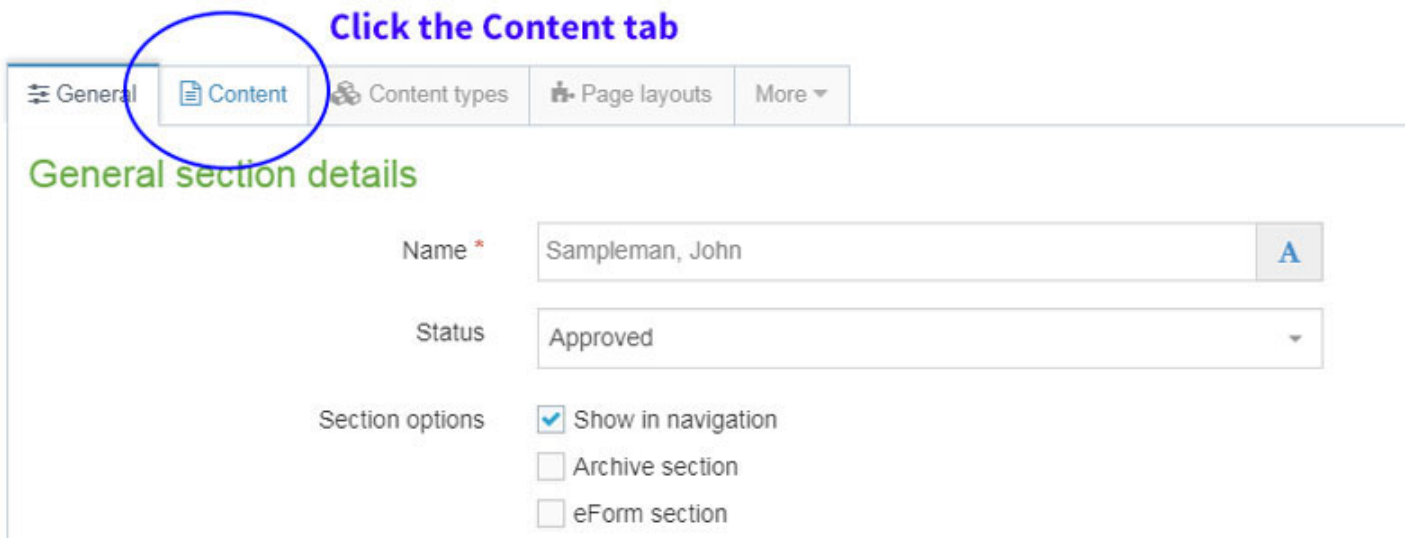
[www.medschool.umaryland.edu/public-affairs/Digital--Web-Communications](http://www.medschool.umaryland.edu/public-affairs/Digital--Web-Communications)

Figure B



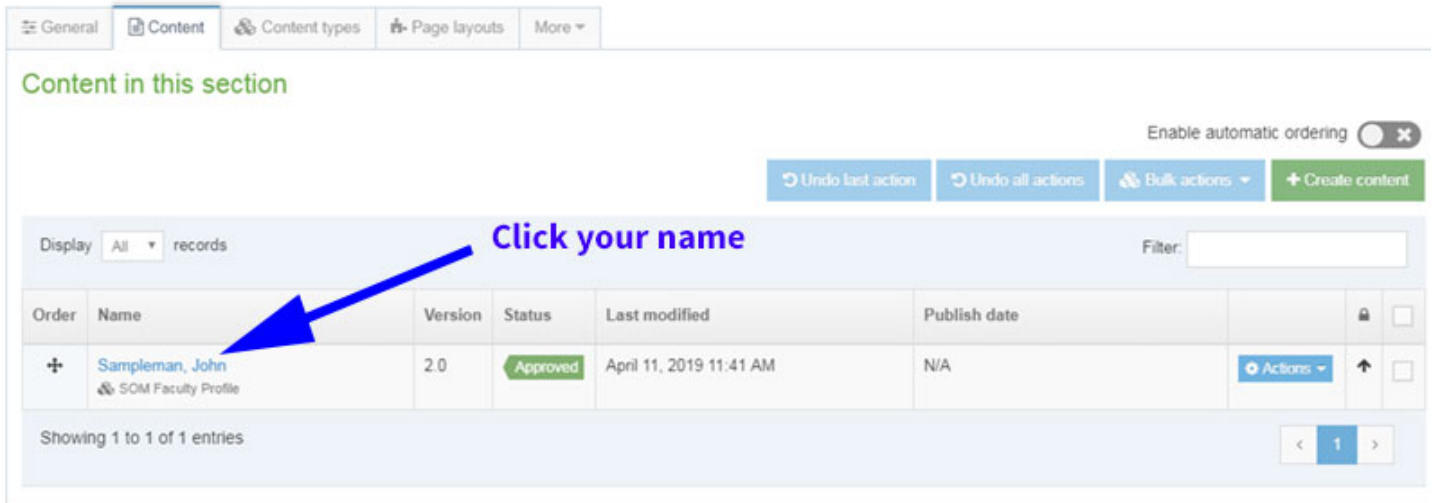
2. **Click the Content Tab** (Figure C)

Figure C



### 3. Click Your Name (Figure D)

Figure D



### 4. Update Your Faculty Profile.

**TIP:** If you are not sure what type of information to add, use the following faculty profile as a model:  
<http://www.medschool.umaryland.edu/profiles/mccarthy-margaret/>

After clicking your name, an online form will open. Please review, add and revise the information on your faculty profile to ensure everything is accurate. You are encouraged to complete all the categories, however, only the following categories are required:

- Education and Training
- Biosketch
- Research/Clinical Keywords (words or phrases someone might enter in a search engine)
- Three to Five Publications Citations (if applicable)

**NOTE:** If you upload a CV, make sure there is **no personal information** such as your home address. Faculty Profiles are part of the UMSOM website, which is public.

### 5. Information in Your Faculty Profile that is NOT managed in T4

Your faculty profile contains more content than you will see in T4. The following information is imported from a database managed by the OAA. If you need to change any of the following, contact Debra Hudson ([dhudson@som.umaryland.edu](mailto:dhudson@som.umaryland.edu)).

- Name (including professional names)
- Degree(s)
- Academic Title
- Primary and/or Secondary Appointment(s)

## 6. Faculty Portraits

Faculty portraits are **not** added or managed in T4. SOM Staff Photographers upload them directly to the web server after taking your photo and optimizing for the web. For more information, visit: <http://www.medschool.umaryland.edu/newprofile/Official-Faculty-Profile-Portraits/>

## 7. Preview Changes

Click the green **Preview button** (Figure E) located on the top right side of the online form in T4.

Figure E



## 8. Publish Changes

When you ready to send your profile live, click the green **Publish button** (Figure E above). This will save your changes in T4 **and** publish your updated faculty profile. Your updated faculty profile will appear on the live website within 15 minutes. You can also publish your changes by clicking “Save and Approve” at the bottom right of the online form. See Figure F in step 9.

**TIP:** If after 15 minutes your updated faculty profile does not appear, refresh your web browser (F5)

## 9. Save Changes Without Publishing

If you would like to save your changes but **not** have them publish, click the blue “**Save changes**” button on the bottom right of the online form (Figure F). This is useful if you are making edits in multiple sessions.

Figure F

