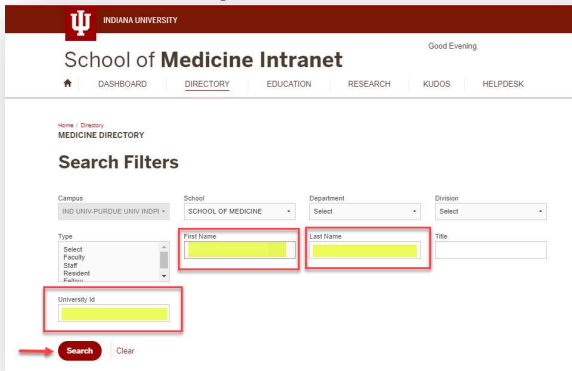


## Getting Started:

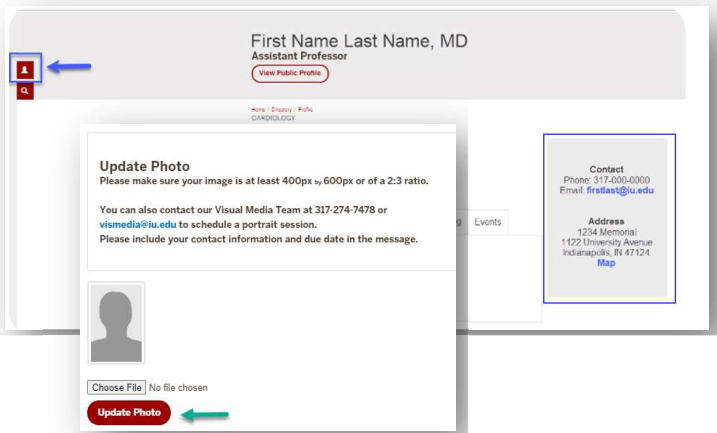
1. Go to <https://portal.medicinedept.iu.edu>
2. Click the 'Directory' label to open the Directory Page.



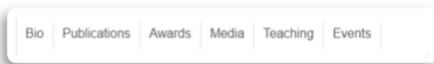
3. On the directory page, enter search criteria and click the 'search' button to begin search.



4. Click on the profile icon found on the left pane to open the editing functionality.
5. On the right side, click 'edit' to update contact information, update social information, manage delegates and publications.
6. You may also add/update a CV or Photo. Choose a file first, then click Update photo.

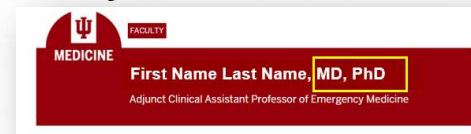


## Select Tab to Update:

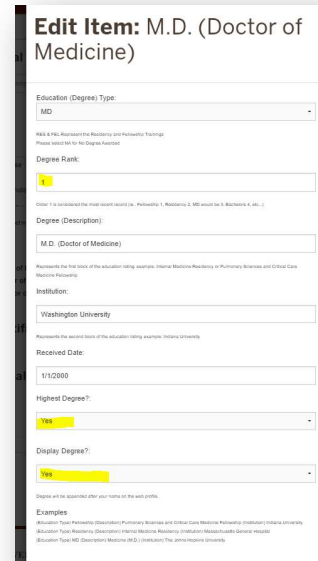


- Bio Tab:** Biography, Add CV Information, Photo, Research Interests, Highlighted Publications, Clinical Interests, Community Service, Professional Interests, Expertise
- Information, Education Section, Board Certifications, and Professional Organization information.**
- Publications Tab:** Add Recent Publications
- Awards Tab:** Add Honors/Awards
- Media Tab:** Add Recent Media/News
- Teaching Tab:** Add Courses and Teaching details
- Events Tab:** Add current event details

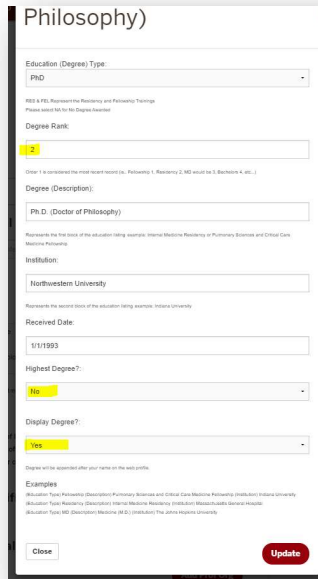
## Update Degree Information After the Faculty Member's Name:



- Go to <https://portal.medicinedept.iu.edu>
- Go to directory and search for the faculty member
- Enter into Edit Mode
- Scroll down to the education section and if the education record exists click edit or add the necessary records.
- For the first degree to appear you must have the Degree Rank = 1, Highest Degree = Yes & Display Degree = Yes
- Click 'Update' **Update**



- If an additional degree should be displayed click on that record and the Degree Rank = 2, Highest Degree = No and Display Degree = Yes
- Click Update **Update**



\*Note: Changes are applied overnight and are available the next day.  
Click [HRMS to Submit name changes to HRMS](#)  
Questions? Contact: [iusm@iu.edu](mailto:iusm@iu.edu) or Call: 317-274-8157