

## **Faculty Profiles**

ExpertFile Editing Tips

11/29/2018 v2



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# Edit your profile

To make changes to your profile log into ExpertFile using your USC net ID credentials and then click on the “edit your profile” link located in the upper left hand corner of the Dashboard pages.

<https://dworakpeck.usc.edu/edit-faculty>



## Non-editable fields

All the Fields under “**Account Info**” are non-editable fields and will be overwritten within 24 hours by the HR records in Workday.\*

**First and Last Name:** You may change how your name is displayed in ExpertFile by updating the “**Preferred Name**” (not the “Legal Name” field) within your USC Workday profile.

### Workday Instructions (Preferred Name):



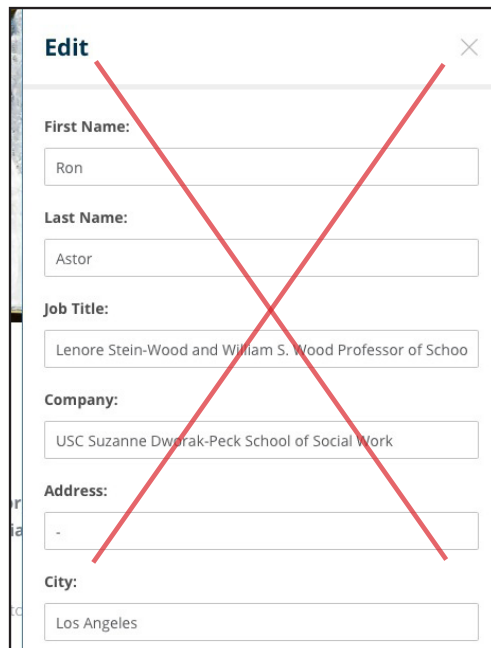
- Log into Workday and select “Personal Information” icon under “Applications”.
- Under the “Change” Menu, click the “More (2)” link to display “Preferred Name” tile.
- Click “Preferred Name” and edit the “First Name and or Last Name field as desired.
- Click the yellow “Submit” button. (this name will now display in your ExpertFile faculty

**\* For any changes to your official HR records with the school contact:**

Laylani De La Vega - Email: ldelaveg@usc.edu - Phone: (213) 740-0366

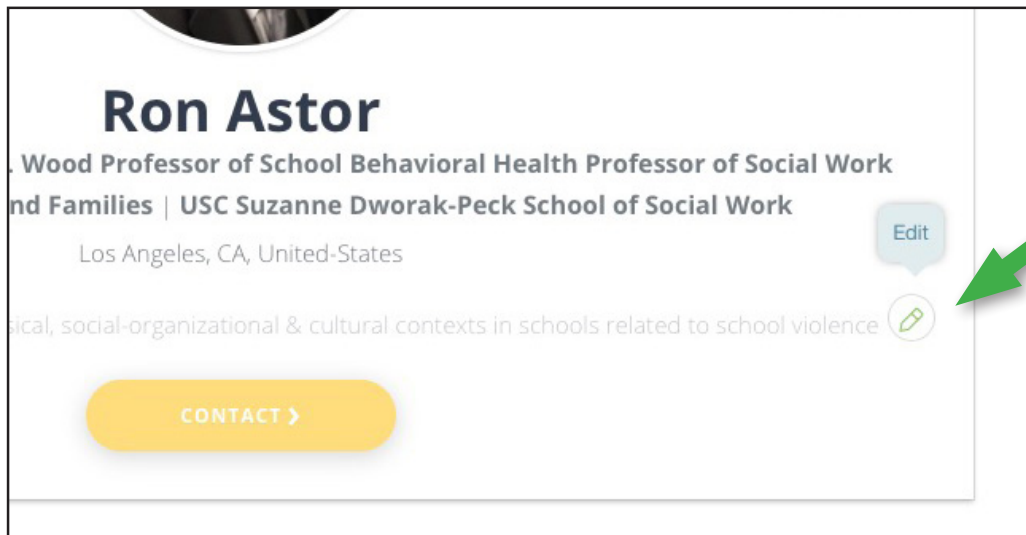
### Restricted fields in ExpertFile:

First Name\*\*  
Last Name\*\*  
Company  
Department  
Job Title  
Phone Number  
Email  
Address  
Building  
Office Number  
City  
Country  
State/Prov.

A screenshot of a web form titled 'Edit' with a close button in the top right corner. The form contains several input fields: 'First Name' (containing 'Ron'), 'Last Name' (containing 'Astor'), 'Job Title' (containing 'Lenore Stein-Wood and William S. Wood Professor of Schoo'), 'Company' (containing 'USC Suzanne Dworak-Peck School of Social Work'), 'Address' (containing '-'), and 'City' (containing 'Los Angeles'). A large red 'X' is drawn over the entire form, indicating that these fields are restricted or non-editable.

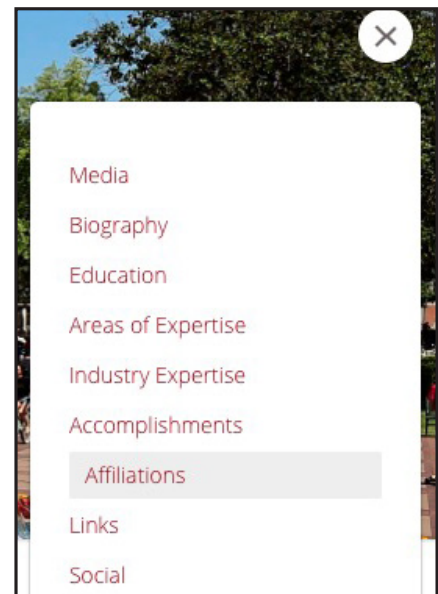
## Headline field

The “Headline” field is edited by clicking on the area above the yellow contact button. This field allows a maximum of 140 characters



## Edit profile menu

Most items on your profile can be accessed using the menu located on the top right of the page. Items will only appear in this list after some data has been entered in that field.



# Articles & Publications (date format)

Please note that when adding a new publication the date field requires a day, month and year format. If you choose to display only the year or another format, the date field may be left blank and your custom date format entered in the “Details” text field area.

## Add Articles & Publications ✕

**Title:**

« **May 2018** »

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

05/16/2018

**URL:**

**Details:**  
*(max. 2500)*

2018

details about the publication content....