Faculty Profiles
ExpertFile Editing Tips
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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.
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.