

Faculty Interests Database Editing Instructions

1. Go to "Faculty Interests Database"
(https://www.medschool.lsuhs.edu/faculty_interests/SearchResearch.aspx)
2. Select "Faculty Tools"
3. Log in using your LSUHSC username and password
4. Then select "Edit Interests"
5. Select "Edit Person"
 - a. This will allow you to:
 - i. Add a secondary Department or Center affiliation
 - ii. Include a link to your research or clinical website
 - iii. Identify whether you have served on any Grant Review Committees
 - b. Once this is complete select "Update"
6. This takes you to a page with several headings. The first is "Keywords Associated with Work"
 - a. Select "Add"
 - b. Then select "Search for a MeSH Keyword"
 - c. This will open a search box
 - d. Enter your keyword (e.g. cancer, cardiovascular, etc.)
 - e. This should give you several options. You can select the one that is most appropriate, by clicking on "Select".
 - f. Then select "Insert"
 - g.
 - h. If you do not get any options, you can "Cancel Search". This will bring you back to the *Add Keyword page*.
 - i. You can then select "Use Custom"
 - j. This will give you a box where you can enter any keyword(s) that you like.
 - k. Then select "Insert"
 - l. Finally, select "Return to Main Search Page" (Near the top on the right side)

The mesh headings generally work well for the (a) Keywords, (b) Primary and (c) Secondary Research Interests. "Use Custom" works better for the other categories.