LSU Health

NEW ORLEANS

<u>Faculty Interests Database Editing Instructions</u>

1. Click the link to go to **"Faculty Interest Database"**.
2. Select **"Faculty Tools"**.
3. Select **"Log In"** and log in using your LSUHSC credentials.
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. If you do not get any options, you can **"Cancel Search"**. This will bring you back to the *Add Keyword page*.
   h. You can then select **"Use Custom"**.
   i. This will give you a box where you can enter any keyword(s) that you like.
   j. Then select **"Insert"**.
   k. Finally, select "**Return to Main Search Page**". (Top 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.