# Faculty Expertise Database [FEDs] Instructions

If you would like to add or update a picture for a faculty profile, have any questions, or would like to report inaccurate data, please contact FAPD: <u>facaffrs@pennmedicine.upenn.edu</u>.



## **To Access FEDs**

- Go to my.med.upenn.edu and log in
- Click on Faculty Expertise Database (FEDS) under Faculty Tools

## **Update Settings for Public Contact Information\***

- 1. Select Contact Information (from menu list on left hand side)
- 2. Click "Edit"
- 3. Delete any information you do not want displayed on your publicly facing pages

Note: All internal contact information should be edited in My Directory Information/<u>U@Upenn</u>. Only Penn colleagues will be able to reach you via this directory

### **Update Settings for Publications on Your Faculty Profile**

- 1. Select Public Profile Information (from menu list on left hand side)
- 2. Click on the second tab, Expertise Output
- 3. Click "select public publications (from menu list on left hand side)
- 4. Here you can sect "manual" or "automatic." Manual enables you to select to show your top overall publications in your preferred order; automatic will show your ten most recent publications.

Switch to Manual Switch to Automatic (all publications)
List of current publications
Title
Association of HLA-DRB1 genetic variants with the persistence of
Prevalence of inappropriate antibiotic prescriptions among US am
Zoster vaccination is associated with a reduction in zoster in elde
Association of diabetic foot ulcer and death in a population-based
What's new: Management of venous leg ulcers. Part 1.
Predictors of malignancy in patients with chronic pruritus.
The Effect of Total Household Decolonization on Clearance of Cold
Statins may be associated with six-week diabetic foot ulcer healin
Optimizing technology use for chronic lower-extremity wound hes
Health literacy and diabetic foot ulcer healing

### **Update Settings for Additional Expertise Statements**

- 1. Click "expertise statements" (toward the bottom of menu list on left hand side)
- 2. Find the area you would like updated and click "update" and/or enter any new areas you would like to add
- 3. Use these fields to describe your areas of research, clinical procedures performed, educational expertise, or any other specialized knowledge you possess. In general, enter research-related expertise in the "research" field, clinical-related expertise in the "clinical" field, and anything additional in the "other" field.

Note: Any information entered here is displayed to the public