

Faculty Directory Cheat Sheet

- All Faculty Members have automatic access to their profiles as long as they have a UT Southwestern ID.
- If another person will be responsible for editing a profile Internet Services will need express permission from the faculty member/department manager in email form delegating access rights.
- Please email [Melissa Manuel](#) with the Faculty person # and the UT Southwestern ID of the person needing access.
- In order to keep profiles as current as possible an email will be sent if a profile has not been edited in 5 months.
- [Password Validation](#) – check to see if your password is current.
- Password Resets – contact Information Resources-- x87600

A. Edit Profile

1. Go to <https://www8.utsouthwestern.edu/fisLogin.htm>
2. Log on using your UT Southwestern ID and Password
3. Select Name to Edit
4. Enter information in designated areas
5. You must check box on the professional page to be included in the Find a Doctor search:

Find A Doctor:	<input checked="" type="checkbox"/> Participating Physician (Include in UT Southwestern "Find a Doctor" website)
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6. Click **“Next”** to edit the other pages or, if you are finished editing, click **“Go Live/Publish”**
 - **Find a Doctor** has 5 pages to fill out:

1. Professional	4. Personal
2. Clinical	5. Contact Information
3. Research	
 - **Find a Faculty** has 4 pages to fill out:

1. Professional	3. Personal
2. Research	4. Contact Information
7. Preview the profile
8. **“Save Draft”** saves the profile as a working copy, in case you aren’t finished editing but need to end the session.
9. Click **“Go Live/Publish”** button at bottom of page to publish the profile
 - There is a “Go Live/Publish” button on every page. You can edit one page and launch it from the page you are on.

B. Searchable Fields:

<u>Faculty Directory</u>	<u>Find a Doctor</u>	<u>Both</u>	
Administrative Title	Specialty	First Name	Recent Publications
Academic Title	Department	Last Name	Significant Publications
School	Affiliated Hospitals	Education	Professional Affiliations
Department	Clinical Centers	Residencies	Endowed Title
Centers/Clinics	Health Plans/Insurance	Fellowships	Department Website
Programs	Gender	Honors & Awards	Lab Website
Research Interest	Languages Spoken	Board Certifications	Email

For Questions or to set up a training session please contact:

[Susan C. Hudnall](#) (Training Coordinator)– 214-648-7826
[Internet Services](#) Main Phone – 214-648-6484