

Managing your Research Publications

To manage your Research Publications please follow the order of the steps below. You will first need to log in your faculty user account.

1. Start on the Front Page of the Schools Website: <http://www.dlsph.utoronto.ca>
2. Click on the link Faculty Login



(Center and Bottom of Page)

3. Login:

A screenshot of a web form for logging in. At the top, there are two links: "Log in" and "Request new password". Below them is the heading "User account". There are two input fields: "Username *" and "Password *". Under the "Username" field, it says "Enter your Dalla Lana School of Public Health username." Under the "Password" field, it says "Enter the password that accompanies your username." At the bottom of the form is a "Log In" button.

4. Once you have logged in,

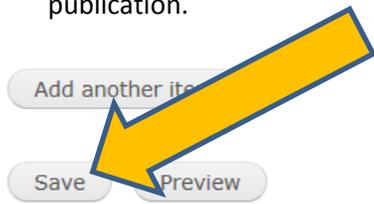
ADD A PUBLICATION

- a. Click on “Add Research Publications” in the Grey Bar that will appear in the top of your BROWSER page.



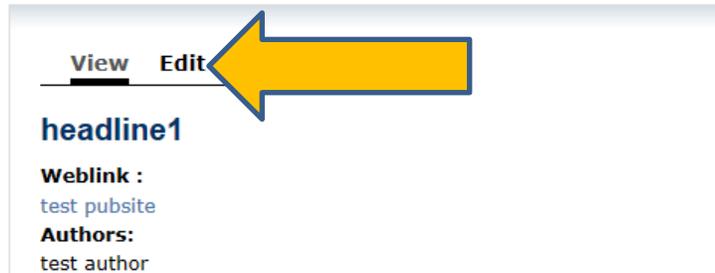
- b. Continue to Add / Fill out the web form with related content.

- c. Click on “Save ” – located at the very Bottom Left of the Web Form – to save your publication.



EDIT YOUR PUBLICATION

- d. Once you have logged in as per bullets 2 – 4.
- e. Open the research publication page(<http://www.dlsph.utoronto.ca/page/research-publications>)
- f. Click on the “**Headline**” (this will be the name of the publication) then ‘CLICK’ **Edit**



- g. Click on “Save ” – located at the very Bottom Left of the Web Form – to save your changes to the publication.



FINALLY LOG OUT – located in the GREY BAR – at the top of your BROWSER Page.

END