

## Editable User Reference- Publications Guide

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Collaborators were unable to make changes to listed publication records that showed spelling errors or incorrect author names. With the editable user reference feature now added to FPT/Digital Measures, Collaborators are now able to update records.

Please note that this feature does not allow collaborators to delete publication records.

### Login Steps:

URL: <https://my.utrgv.edu/home>

1. Log into your my.utrgv.edu using your UTRGV credentials.
2. Click on the FPT icon in your application section.
3. Under Scholarship/Research section, click on Publications (Intellectual Contributions)

### Screen Example:

The screenshot shows the UTRGV Activities page. At the top, there is a navigation bar with the UTRGV logo and tabs for 'Activities' and 'CV Imports'. Below the navigation bar is a search bar labeled 'Search All Activities...'. The main content area is divided into two columns. The left column lists various activity categories, including 'Directed Student Learning and Research (e.g., theses, dissertations)', 'Non-Credit Instruction Taught', and a section titled 'Scholarship/Research' which is expanded to show 'Artistic and Professional Performances and Exhibits', 'Contracts, Fellowships, Grants and Sponsored Research', 'Publications (Intellectual Contributions)' (highlighted in yellow), and 'Biographical Sketch - NIH | NSF'. The right column lists 'College Course Evaluation Averages', 'Non-UTRGV Courses Taught', 'Service Learning', 'Intellectual Property (e.g., copyrights, patents)', 'Presentations', 'Research Currently in Progress', and 'Field Work'.

## 1. Please click on the publication that needs to be edited

The screenshot shows the 'Publications (Intellectual Contributions)' page. At the top, there is a navigation bar with a back arrow and the title 'Publications (Intellectual Contributions)'. To the right of the title are four buttons: 'Import', 'Add New Item', 'Duplicate', and a trash icon. Below the navigation bar is a table with the following columns: 'Item', 'Include in Web Profile? Yes', and a checkbox. The table contains one entry: 'Entered By: Kazansky, Alexander', 'Novel nanotechnology approach to target cancer disease by switching an alternative splicing', 'October (4th Quarter/Autumn) 2013', and 'Include in Web Profile? Yes'. A blue arrow points to the title of this publication entry.

## 2. Make your change(s) in the edit page and click save.

Edit Publications (Intellectual Contributions) Cancel Save Save + Add Another

Include in Web Profile?

**Contribution Type**  
Journal Article, Academic Journal

**Includes a service learning or community engagement component**  
Yes

**AACSB Classification**

**Current Status\***  
Published

**Title of Contribution**  
Novel nanotechnology approach to target cancer disease by switching

## 3. Return to your Publications (Intellectual Contributions) list to confirm the changes were made.

< Publications (Intellectual Contributions) Import Add New Item Duplicate

Item	
INSIGHT ON PLANNING AND ASSESSING THE TEACHING-LEARNING PROCESS Include in Web Profile? Yes	<input type="checkbox"/>
Entered By: Kazansky, Alexander Novel nanotechnology approach to target cancer disease by switching an alternative splicing October (4th Quarter/Autumn) 2013 Include in Web Profile? Yes	<input checked="" type="checkbox"/>

