

**Logging into Academic Profile (AP):** A link to the system is located at <http://academicprofile.msu.edu/>. MSU NetID and password are required to access AP.

Once you are logged in to the system, you will be directed to the Academic Profile home page.

## Home Page:

MICHIGAN STATE  
UNIVERSITY



Activities Manage Data Reports Tools ▾

Activities - Michigan State University  SEARCH Search Tips Rapid Reports DATA SHARE SETTINGS

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8

Administrative Data

- Permanent Data
- Yearly Data
- Primary Assignments
- Additional Assignments
- Salary
- Security and Permissions
- AACSB Information

General Information

- Personal and Contact Information
- Other Professional Positions
- Education
- Professional Development
- Licensures and Certifications
- Media Appearances and References to My Work
- Assignment Percentage of Time
- Memberships to Scholarly and Professional Organizations
- Recognitions, Honors and Fellowships
- Outside Work for Pay

Teaching

- Advising/Supervision
- Advising - General
- Graduate Committees
- Non-Credit Instruction
- Courses - Credit Courses at MSU | Course Section Details
- Additional Teaching

Scholarship/Research

- Sponsored Programs - Administered by MSU SPA - General Information | Proposed Investigators | Transactions by Investigator
- Biographical Sketch - NIH | NSF
- MSU Internal Awards and Other Funding
- Publications and Papers
- Patents at MSU
- Creative Works
- Intellectual Property not at MSU
- Presentations and Guest Lectures
- Exhibits and Performances
- Reviews of My Work

Service

- Service
- Mentoring Activities

Additional Activities and Impact Summaries

- Goals, Reflection, and Impact Narratives

- 1. Help & Support:** Links to the Academic Profile Instructions and Support web page which includes Quick Guides, Training Videos, Security, FAQ and Contact Information.
- 2. Log Out**
- 3. Notifications:** Receive updated information pertaining to Academic Profile.
- 4. Search:** Allows the user to search ALL records in their Academic Profile account.
- 5. Search Tips:** Provides users with tips on how to utilize the search feature to find specific records.
- 6. Rapid Reports:** Generate CV, Annual Review Report or Form on Progress and Excellence in Reappointment, Promotion or Tenure Action (Formerly known as Form-D).
- 7. Sections:** Divided into 6 sections (Administrative Data, General Information, Teaching, Scholarship/Research, Service, and Additional Activities and Impact Summaries).
- 8. Screens:** Clicking on the screen name will open the screen for data entry.

## Summary Screen:

### 9 < Publications and Papers

7 Search...

SEARCH

Search Tips

Rapid Reports

IMPORT

6

This screen captures information about work you have published, submitted, or that is in preparation.



2 DUPLICATE

3 COMPARE

4 ADD NEW

5 SELECT COLUMNS



2

3

4

1

8	CONTRIBUTION TYPE	YEAR, DATE PUBLISHED	CONTRIBUTION TITLE	TITLE OF LARGER WORK	RECORD OWNER
<input type="checkbox"/>	Article, Journal	2025	Contribution Title		Driver, Amy
<input type="checkbox"/>	Book, Chapter	2025	Contribution title	Title of larger work	Me

1. To add a new record, select the **ADD NEW** button.

2. To delete a record, select the appropriate check box next to the entry(ies) then select the button.

**Note:** Once a record is deleted, there is no way to recover that record. A new record must be added if a deletion occurs by mistake.

3. To copy an existing record, check the box to the left of the entry and select the **DUPLICATE** button. The system will create a duplicate record that you can modify and save in order to keep the copy.

4. To view and compare 2 or more records, check the box to the left of the entries you wish to compare and select the **COMPARE** button for a side-by-side view.

5. To select more (or less) columns to display on the summary screen, select the **SELECT COLUMNS** button. This allows you to choose which fields from the entry screen you wish to view as a summary for easier record identification.

6. To import records in bulk, select the **IMPORT** button. This will open the ability to import BibTex files or import from a third party such as Web of Science, Crossref or PubMed.

**Note:** The import function is only available on the Publications and Papers screen.

7. To search for a specific record within this screen, use the  **SEARCH** field. Click Search Tips for tips on improving your search results.

8. Records entered by another colleague at Michigan State University will appear with a icon. You can open the record and modify, if necessary. If the entry needs to be deleted, you need to contact the colleague who is the record owner or the Academic Profile (AP) office.

9. To return to the main menu, click the back arrow located in front of the screen name. This will take you back to the home page.

Similar to the home page, other features include Help & Support , Log Out , and Rapid Reports.

### Editable vs Locked Records:

AP contains system of record data that has been auto-loaded into several screens. These records **are locked and cannot be deleted**. The following screens are populated by system of record data:

Permanent Data

Additional Assignments

Education

Sponsored Programs – Administered by MSU SPA

Yearly Data

Salary

Graduate Committees

Primary Assignments

Personal and Contact Information

Credit Courses at MSU

Patents at MSU

Some system of record screens have manually-entered fields that **can** be populated, but fields populated by the system of record data **cannot** be edited.

**Note:** The **MSU Internal Awards and Other Funding** screen is a *partially* auto-loaded screen with internal grant proposals that were submitted using the eTransmittal system. Sponsored Programs Administration does not maintain award data for these proposals, so the AP screen fields are opened and can be edited by FAS to update and complete their proposal records. The only field that cannot be edited is the APP # field and the Legacy ID field.

### Edit Education

CANCEL

SAVE

You do not have access to modify some of the fields on this screen. If changes are needed, contact your Watermark Faculty Success Administrator, [AP\\_Help & Support](#).

→ This message will appear at the top of screens that contain system of record data.

This screen contains information about the degrees you have earned. Most of the data on this screen is pre-populated from the MSU Human Resources system.

#### Degree Description

Doctor of Philosophy

#### Degree Abbreviation

Ph.D

#### Highest Degree Relevant to Your Position

Yes

#### Degree Institution

MICHIGAN STATE UNIV

#### Degree Institution Alternate Name

#### Degree Received Start Date

Month Day Year  
January 1 1981

Month Day Year  
January 1 1981

#### Seq Nbr

0

#### Major/Emphasis (1)

1st Item Actions

Major/Emphasis

Food Science and Human Nutrition

ADD ROW

#### Honor/Distinction

→ Fields that have a white background can be populated/updated.

#### Advisor Information (1)

1st Item Actions

First Name Middle Name/Initial Last Name

ADD ROW

**DSA (Dynamic Sub Answers):** Allow multiple sub records to be entered for one main record.

The example below is from the Publications and Papers screen. The main part of the screen contains detailed information about the publication, but since a publication can have any number of authors, the DSA allows the user to enter as many records as necessary.

1st Author

4 Actions

1 Faculty and Academic Staff at MSU

2 First Name

Middle Name/Initial

Last Name or Full Organization Name

Institution/Company

Author's Role

If Student, What Level?

3 ADD ROW

- 1. Linking (sharing) records with Faculty and Academic Staff (FAS) at MSU:** Some screens have been designed with DSAs that include a dropdown of other FAS at MSU. This means a publication record (as well as Presentations, Internal Awards and Other Funding, Intellectual Property, Exhibits and Performances, Creative Works, etc.) can be **entered one time for all authors at MSU to share**. The only exception to this is the *Goals, Reflection, and Impact Narratives* screen. The records on this screen will **not** be linked to other FAS. **All FAS linked to a record will have the ability to edit the records, but only the record owner can remove a linked author. The AP staff also have the ability to remove linked authors and can assist users when shared records need to be adjusted.**
- 2.** These fields (first name, middle name, last name/ organization name) are used to enter a **maiden name, pen name, or the name of authors not at MSU** (or do not have an AP account). If a record is linked to a FAS at MSU, these fields will auto populate and the names entered in these fields can be modified. The names displayed will override the name in the drop-down menu for reporting. This allows the record to be linked while displaying the accurate author names in a citation.
- 3. Add Additional Authors:** To add more authors, editors, presenters, collaborators etc., click the **ADD ROW** button.
- 4.** To add an author above or below a specified row, click the **Actions** menu. From here you can also move a row to a desired position or delete a row.

## Adding an item:

You are encouraged to complete as many fields as possible that relate to the entry being added.

### Dates must be added to save any record.

#### Edit Publications and Papers

CANCEL

SAVE

SAVE + ADD NEW

1 This screen captures information about work you have published, submitted, or that is in preparation.

If your role in creation of the contribution is as an author, please be sure to include your name in the Authors section below. If your role was as an editor, please enter your name in the Editors section.

Contribution Type

Broad College of Business Journal List

Functional Area

AACSB Classification

Date Effort Began

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Submitted

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Revision Status

Revision Status

as of

Revision Status Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Accepted

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Not Accepted

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Published

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

1. **Summary Screen Text:** Each screen gives a quick summary of what should or should not be entered within that screen.
2. **Functional Area:** Several AP screens have a the functional area field. This is asking for the **primary focus of the accomplishment** (publication, presentation, exhibits & performances, awards, etc.). This classification is used for reporting purposes and is **very important**.
3. **Dates:** Users have the ability to capture publication dates from **Date Effort Began** to it being **Published**. Instead of entering each update individually, you can update your publication in one record. Other screens (Presentations & Guest Lectures, Reviews of My Work, Media Appearances and References to My Work, etc.) have **single dates** to capture when the contribution took place. Screens with a **set of dates** (Service, Exhibits and Performances, Mentoring Activities, etc.) have start and end date fields. This allows the user to capture activities that are ongoing or took place over a period of time.
  - For activities that **occurred on a specific day**, leave the Start Date Blank and enter the date it occurred as the End Date.
  - For Activities that are **ongoing or have not yet completed**, enter the Start Date and leave the End Date blank.
  - For activities that **have a specific duration**, enter both the Start Date and End Date.