

Instructions for adding individual information to MSU Extension’s new online staff database

Access to MSUE educators and experts is essential for us to deliver our programs across the state. A new system is available to allow the public to find the best person to answer their questions and provide the information that they need in a quick and efficient manner.

This new database, www.people.msue.msu.edu, is a resource designed to allow people who need MSUE resources to search by name, place, topic or program.

But the program will only be as good as the information that is entered into the database.

We need **every MSUE educator** to enter profile information into the system before we launch and promote this resource. We would like this to happen before Feb. 28, 2011. It shouldn’t take more than 5 or 10 minutes to log in and update your information.

Currently, the site only has information about MSU Extension educators as assigned by the institute directors. We will expand the database to include all academic staff in early spring.

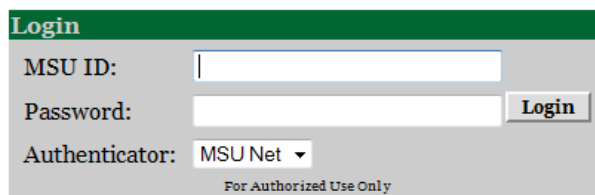
Instructions on how to edit your profile in www.people.msue.msu.edu

1. Go to www.people.msue.msu.edu. Type in your name and click search.
2. Click on “Show Detail” to get additional information on yourself.
3. Go to the Edit My Information at the bottom of the page. Click on this link.
4. A new browser will open. Log into the database using your MSU NetID to edit your record and save changes.

Login

In order to sign-on you need to enter your MSU NetID or Community ID and password in the boxes below.

NOTE: In order to use this application your browser must accept cookies.



MSU ID:

Password:

Authenticator: MSU Net ▾

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5. Update your listing with information that pertains specifically to your role. Remember to think like a user. If you work in the area of economic development, consider entering terms such as “jobs,” “job

growth,” “new business,” “new business expansion” and the like. The more you can think like our constituents, the more helpful this database will be.

Remember, you cannot edit bolded fields – only HR can edit those fields.

Detail Information

JANET DOE

Alternate First Name (up to 3): Jane Janie ?

Alternate Last Name (up to 3): Do ?

Email Address: jdoe@msu.edu

Phone: 555-433-2232 x222

Cell Phone: 555-123-3321

Address: 221 Agriculture Hall

Address2: Room 221

City: East Lansing State: MI Zip: 48824

County (Coverage Area): Statewide

Institute: Enhance Michigan's First Green Industry: Agriculture and Agribusiness
Description: Develop and deliver programming related to special projects that address priority needs for animal agriculture
Role: Livestock educator
Role: Food and Animal Systems

Add social media sites that you use in your MSU Extension work. (One site per line.)

facebook.com/janeDoe Facebook

www.twitter.com/janeDoe Twitter

Select

Add More Media Information Delete Media ?

Add websites. (One site per line.)

msue.msu.edu

Add More Website Information Delete Website ?

Add keywords or phrases. (One keyword or phrase per line and no commas or quotes marks.)

educator

live stock

livestock

Add More Keyword Information Delete Keyword ?

Submit

Your Name

If you have a commonly misspelled name or a nickname, enter up to three alternatives in the “Alternate First Name” and/or “Alternate Last Name” fields.

Your Phone Number(s)

Only enter information you want shared publicly. If you don’t want your cell phone number broadcast to all users, don’t enter it.

Social Media

You are not required to share your social media information. However, if you use social media for MSUE business, we encourage you to share it here. Again, only supply information you want to share publicly. That may mean that you choose not to enter your personal Facebook page, but you may want to enter your LinkedIn page or the Facebook fan page for your program area (if one exists).

Websites

Enter any MSU- or MSUE-owned websites that you contribute to or that you feel contribute to your area of expertise. Do NOT enter websites that are not housed on MSU or MSUE servers.

Keywords

Though your new role may define you in MSUE terms, the keyword search gives you an opportunity to think like a user. Enter in keywords that will help link you to people who need your services. Example: instead of “small ruminants,” enter “sheep,” “lamb,” “lambs,” “goat” and “goats.”

6. Submit (Save)

Once you have submitted your changes, click the “Submit” button to save your information. You may further update your information at any time.

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animal systems

educator

live stock

livestock

Add More Keyword Information Delete Keyword ?

Submit

7. After you have made all your changes and submit them, close this window and return to the Search window.

For questions and assistance on entering your information, please contact Nancy Axtell, MSU Extension Human Resources manager, at axtelln@anr.msu.edu or by calling 517.353.9108.