

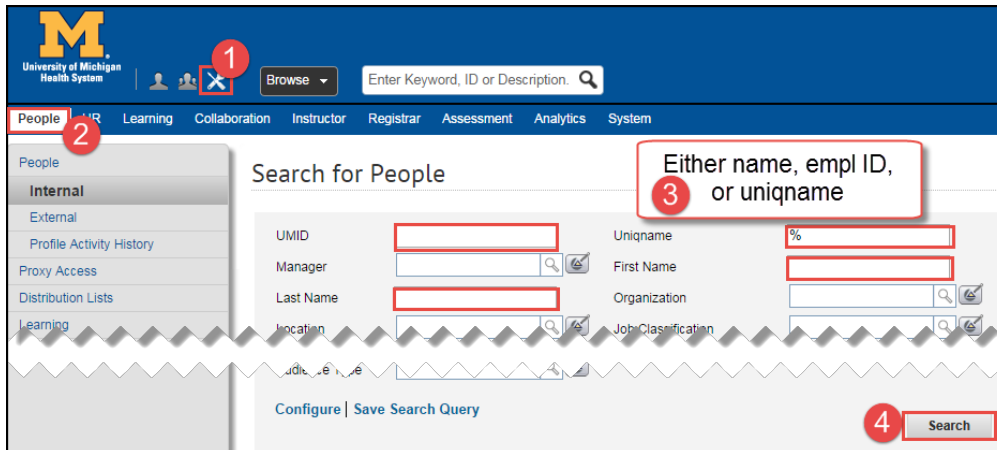
## Facilitator: Searching for Faculty and Staff to View and Edit the Profile

Part I, II, III below are different options for obtaining names or lists.

Part IV covers activities available to the Facilitator from results.

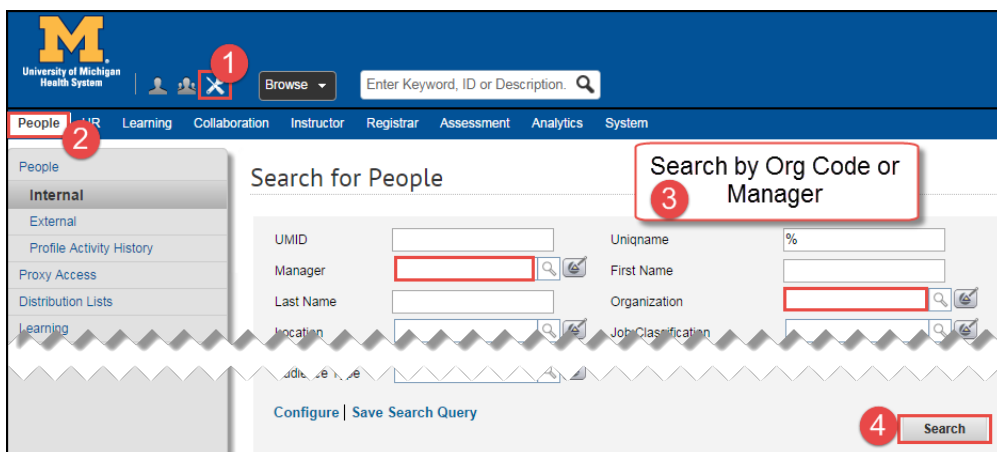
### Part I: Search for an Individual user

1. **Admin** icon.
2. **People** tab.
3. Enter name, empl ID or unickname in the **Search Fields**.
4. Click **Search**.



### Part II: Search for users in an Organization (Domain) or Search by Manager

1. **Admin** icon.
2. **People** tab.
3. Enter Organization Code or Manager name in the appropriate **Search Fields**.
4. Click **Search**.



### Part III: Search for all Faculty or Staff for which the Facilitator has access:

1. **Admin** icon.
2. **People** tab.
3. Click **Search** (leave all search fields blank).

## Part IV: Accessible Activities from the Search Results of Parts I, II, III

Search Results								Print   Export   Modify Table
Last Name	First Name	Uniqname	UMID	Organization	Manager Name	Job Level	Person Type	Actions
Armadillo	Allison	TEST7	TEST7	01C Testing Org	Barbara Eckstein			<ol style="list-style-type: none"> <li>1 Edit Profile Information</li> <li>2 View Profile Snapshot</li> <li>3 View Full Profile</li> </ol>

### 1. Edit Profile Information



- Limit your changes to areas identified by the Check Marks in the screen shot below.
- Just because there is EDIT capability... does not mean the field should be EDITED!
- Contact MLearning for assistance with other changes.

### Edit Profile Of Allison Armadillo

**Main** | Contact Information | Address | Password | Preferences | Privileges

Uniqname\*

Last Name\*

Domain\*

Home Domain\*

Organization\*

**Manager** 1

Additional Approver for Orders

Location

Start Date

Terminated On

Manager Access

Time Zone\*

**Additional Organizations** Add Additional Organizations

No items found.

**Alternate Managers** Add Alternate Manager

No items found.

**Alternate Team Members** Add Alternate Team Member

No items found.

**Deeplink URLs**

Person's Profile Deeplink <https://trainingportal.med.umich.edu/Saba/Web/Cloud/goto/IndividualProfileDeepLinkURL>

Team Member's Profile Deeplink <https://trainingportal.med.umich.edu/Saba/Web/Cloud/goto/ManagerFullProfileDeepLinkURL?detailId=emplo00000000068452&callerPage=/common/party/person/fullProfile.rdf>

Team Member's Profile Snapshot Deeplink <https://trainingportal.med.umich.edu/Saba/Web/Cloud/goto/ManagerProfileDeepLinkURL?detailId=emplo00000000068452&callerPage=/common/party/person/jobProfile.rdf>

**Other Information**

Clinician

Researcher 2

Patient Care Area

GUID

**Approvers** Add Approver

No items found.

Employment Type

UMID

Discount

Job Level

**Update the Manager field directly in MLearning ONLY for non-employees, e.g. Volunteers, Contractors, Students, & Agency Temps.**

**To update manager for employees, both permanent and temp update Supervisor ID in MPathways (Wolverine Access).**

**CAUTION**

EDIT ONLY the fields identified by the **Numbers** and the **Check Marks!** If other fields need editing, contact MLearning for assistance.

**CAUTION**

### 2. View Profile Snapshot

- Link shows a limited view of Faculty and Staff information.
- **Do Not Edit** the location! Contact MLearning for assistance.

**Allison Armadillo's Profile**

Snapshot | Full Profile | Resource | Quicklinks

Allison Armadillo X Edit Your Location

Personal Objective

**Professional Profile Information**

Uniqname: TEST7	Person ID: TEST7
Organization: 01C Testing Org	
Manager: Barbara Eckstein	Alternate Manager:
	Status: Active

**Official Contact Information**

Office Phone:

Email Address: [beckstei@med.umich.edu](mailto:beckstei@med.umich.edu)

Timezone: (GMT-05:00) Eastern Time (US & Canada)

**Other Information**

Clinician: N	Researcher: N
Patient Care Area: N	GUID:

**Email address can be copied but not edited.**

### 3. View Full Profile

- Further information about each Faculty or Staff member is under the tabs in Full Profile.

**Allison Armadillo's Profile**

Snapshot | Full Profile | Quicklinks

Expand All | Collapse All | Resume View | Printer View | Export to PDF

▶ Snapshot

- ▶ Current Job Information
- ▶ Employment History
- ▶ Licenses and Certifications
- ▶ Edit Other Information

**Information for each tab is accessed via the arrow to the left of the Title**



**Remember:** Just because there is EDIT capability... does not mean the field should be EDITED!

**Contact MLearning** for assistance in correcting errors OR  
for questions regarding editing the User Profile.