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## Update Your Profile


Review and update your profile **monthly** with Papers, Presentations, Curriculum, Outreach Events, Degrees, Jobs, etc.

Do not enter **Last Effective Date** (end date) if you are continuing with CBBG (e.g., continuing from Masters to PhD).

\*If you change roles (i.e., if you complete your Undergraduate degree and begin a PhD program), keep the same profile, add Comments with your degree and graduation date in the **Notes** section.

## Add an Activity to Your Profile

There are two ways to add an *activity* (Papers, IP, Degrees, Jobs, Curriculum, Outreach, etc.) that is already in the Database with your profile.

1. Locate the Outreach/Impact and add yourself as a CBBG Author/Member, etc. or
2. Add the *activity* to your profile by clicking the .

From your profile, follow similar steps to add *activity*.

### Projects

1. To add your **Projects**, click the blue **+**

Projects + Show History

Project Name	Leader	Investigator	Project Role	From	To
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2. Select a project from the drop down and click **Add**. Add additional projects as appropriate.

Select a project ×

Start typing to search...

- (PR66) Angel Wing shells (cyrtopleura costata) inspired hard rock drilling
- (PR67) Bio-inspired underground communication
- (PR68) Mentoring Women through Critical Transitions in Engineering – Dev...
- (PR7) Microbially-Enhanced Iron-Modified Zeolite Permeable Reactive Barri...
- (PR71) Changes in methane emissions and microbes in landfill cells manipu...
- (PR72) Applications of MICP by Urea Hydrolysis for Iron Ore Mine Tailings
- (PR73) Fugitive Dust Mitigation via Enzyme Induced Carbonate Precipitation
- (PR75) CZC - ASU: Multi-scale Investigation of Bio-Based Mineral Precipitat...

3. Add the date on which you started working on each project in the **From** field and the end date in the **To** field (if appropriate).

Projects + Show Current Year Only

Project Name	Leader	Investigator	Project Role	From	To
(PR24) Education and Outreach	<input type="checkbox"/>	<input type="checkbox"/>		01/14/2021 <span>📅</span>	mm/dd/yyyy <span>📅</span>

If you cannot find a Project, it may already be on your profile. Click **Show History** to see projects prior to the current year.

Projects + Show History

Project Name	Leader	Investigator	Project Role	From	To
--------------	--------	--------------	--------------	------	----

## Papers

1. To add a Paper, click the blue **+**

Papers + Show History

Paper Name	Contact	Approved
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2. Search for and select a paper from the drop down and click **Add**.
3. Add additional Papers as appropriate.

If you cannot find a Paper:

- It may already be on your profile. Click **Show History** to see Papers prior to the current year.

Papers + Show History

Paper Name	Contact	Approved
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- It may not be in the database. See [Add Outputs/Impact to the Database](#).

## Outreach Events

1. To add an Event, click the blue **+**

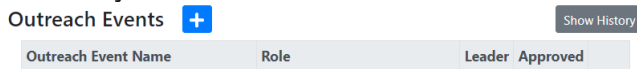
Outreach Events + Show History

Outreach Event Name	Role	Leader	Approved
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2. Search for and select the Event from the drop down and click **Add**.
3. Add additional Events as appropriate.

If you cannot find the Event:

- It may already be on your profile. Click **Show History** to see Papers prior to the current year.



- It may not be in the database. See [Add Outputs/Impact to the Database](#).

## Intellectual Property

1. To add IP, click the blue +



2. Search for and select the IP from the drop down and click **Add**.
3. Add additional IP as appropriate.

If you cannot find the IP:

- It may already be on your profile. Click **Show History** to see IP prior to the current year.



- It may not be in the database. See [Add Outputs/Impact to the Database](#).

## Curriculum Outputs

1. To add Curriculum, click the blue +



2. Search for and select the Curriculum from the drop down and click **Add**.
3. Add additional Curriculum as appropriate.

If you cannot find the Curriculum:

- It may already be on your profile. Click **Show History** to see Curriculum prior to the current year.



- It may not be in the database. See [Add Outputs/Impact to the Database](#).

## Degrees and Jobs

Only report degrees(s) earned *during* CBBG membership.

1. To add a Degree, click **Add New Degree**



2. Enter Degree, Institution, Degree Full Name, and Graduation Date

## Edit Degree and Post-Degree Job

Approved


Student: Mclaughlin, Caleb

Degree Level: Masters

Institution Awarding Degree: Arizona State University

Degree Full Name: Civil, Environmental, and Sustainable Engin

Graduation Date: 05/10/2024

I intend to continue with CBBG to earn the next degree 

Post Graduation Job Acquired

Check this if, for example, this record is for your BS degree and you intend to get your MS within CBBG, or if this is for your PhD and you intend to do your Post Doc within CBBG.

3. If appropriate, check *I intend to continue with CBBG to earn the next degree*

For example, you are adding your BS degree and intend to get your MS within CBBG,  
or you are adding your PhD and intend to do your Post Doc within CBBG.

4. To add a Job, check *Post Graduation Job Acquired* and enter details.


Post Graduation Job Acquired

Employer Sector: Select

Employer Center Membership: Select

Employer Name:

Job Title:

Hire Date: mm/dd/yyyy 

Placement Service Used: Select

5. Add Comments as needed.

## Personnel Exchanges (internships, industry, etc.)

1. To add a Personnel Exchange, click **Add New Exchange**



Personnel Exchanges [Add New Exchange](#) [Show History](#)

Exchange Host	Exchange Type	From	To
---------------	---------------	------	----

2. Select Dates, Center Member, Exchange Type, Related Project, Description, and Comments. Click Save.

### New Personnel Exchange

Approved

First Effective Date: 01/04/2024  Last Effective Date: mm/dd/yyyy 

Center Member: Folkestad, Leah

Exchange Type: Select

Related Project: Select

Description:

Select

Student internships in industry

Faculty working at member firm

Member-firm personnel working at ERC

Student working at another ERC institution

Comments:

[Save](#) [Cancel](#)

## Mentorships (mentor or mentee)

1. To add a Mentorship, click **Add New Mentorship**

Mentorships **Add New Mentorship**

Mentor	Mentee	First Effective Date	Last Effective Date
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2. Select Mentor, Mentee, and Dates, add Comments, and click Save.

### New Mentorship

Approved

Mentor	Select	▼
Mentee	Select	▼
First Effective Date	01/04/2024	☐
Last Effective Date	mm/dd/yyyy	☐

Comments

## Add Notes

1. Include any CBBG or institutional committees you serve on and awards you have been given. For example, Student Leadership Council, Engineering Task Force, Curriculum Committees, Regina Sanborn Outstanding Volunteer Award, Perfect Pitch, etc.

### Notes

Committee Memberships	<input type="text"/>
Awards	<input type="text"/>

2. Add Comments, for example, changed roles (Undergrad to Graduate) and date. Once you have updated and added everything, then remember to save the changes by selecting the blue save button at the bottom.

Comments

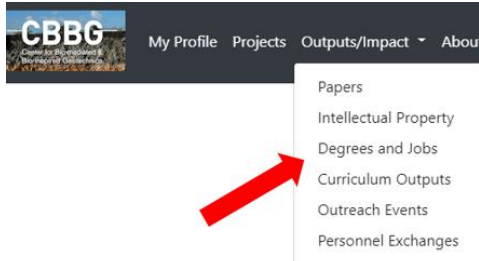
**Save** Cancel

Click Save to save any profile updates.

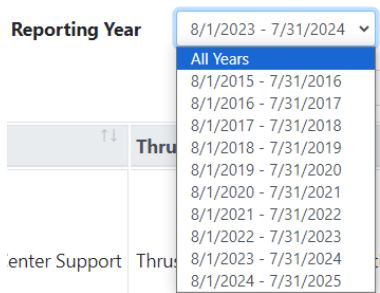
## Add Outputs/Impact to the Database

To add a **NEW** activity (Papers, Intellectual Property, Degrees and Jobs, Curriculum Outputs, Outreach Events, or Personnel Exchanges) that is not already in the database:


1. Click **Outputs/Impact** and select the activity from the dropdown.



2. Change the **Reporting Year** to **All Years**.



3. **Search** for the *Activity* to make sure it is not already in the Database.

If in Database, make sure you are CBBG Author/Member, etc. or link yourself by clicking the . You can also add the *Activity* from your Profile (see [Add an Activity to Your Profile](#)).