Contents

New Users

Your information provides a comprehensive snapshot of CBBG and is not reported at the individual level. If you need help or have questions, please do not hesitate to reach out to Charlotte Bowens (charlotte.bowens@asu.edu).

Access the Database

Send your following details to Amar Mohite (amohite@asu.edu) or Charlotte Bowens (charlotte.bowens@asu.edu).
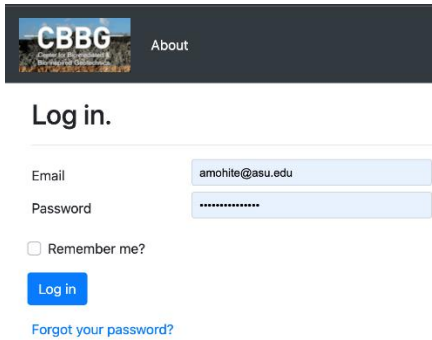
1. First Name
2. Last Name
3. Email
4. Institution
5. Role (see options below)

> Senior Faculty
> Junior Faculty
> Research Staff
> Visiting Faculty
> Industry Researcher
> Postdoc
> Doctoral Student
> Master's Student
> Undergraduate Student
> Other Visiting College Student

6. Point of Contact name (your CBBG faculty supervisor / Senior Investigator)
7. Date you started with CBBG

Log In and Complete Your Profile

1. Access the CBBG Database https://erc-cbbg.engineering.asu.edu/
2. Attempt to Login (the first time you log in you will be prompted to reset your password)
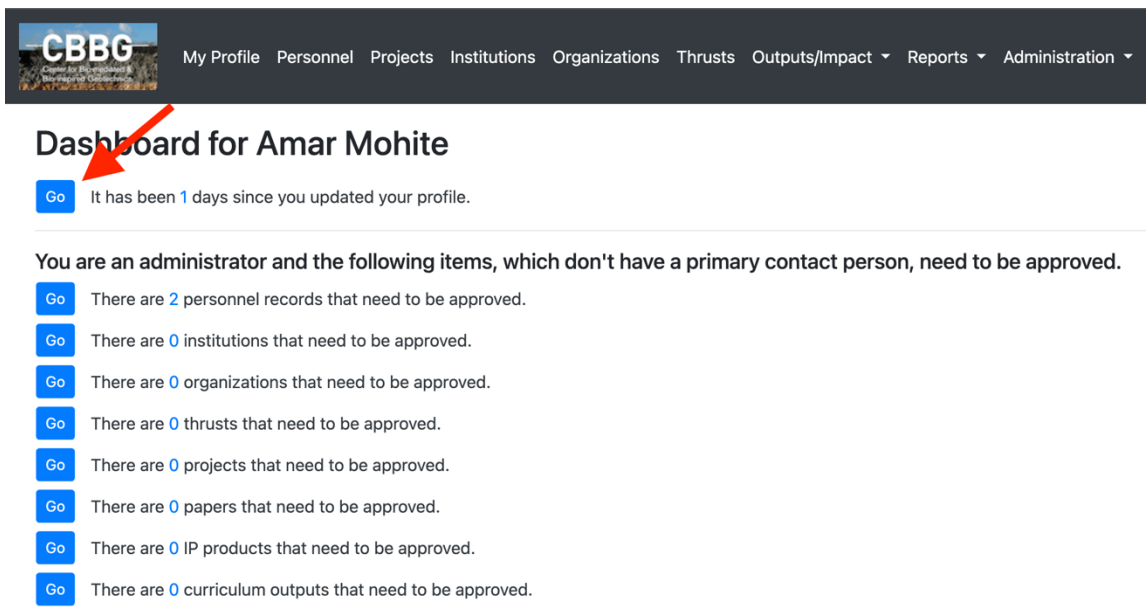3. Follow the instructions to set or reset your password

4. Once you have logged in, you will see your Dashboard. Click the blue **Go** button or **My Profile** tab to complete your profile.

5. Add the following: Profile Picture, Citizenship, US Armed Services Veteran, LinkedIn, Gender, Disability, Ethnicity, Race, Additional NSF Classifications and Personnel Types

6. Select your role within CBBG in the **NSF Classification and Personnel Types** section.
   - Select at least one role. Most roles within CBBG are under **Research Role**
   - Students – select **Research Role**.

- Summer Participants – select one of the following:
  Pre-College Role – RET or Young Scholars
  Community Coll. Role – RET teaching at Community College
  REU Student Role – REU (ERC's own REU)

- Add additional roles as appropriate. Select **Curriculum Role** if you are on the curriculum committee.

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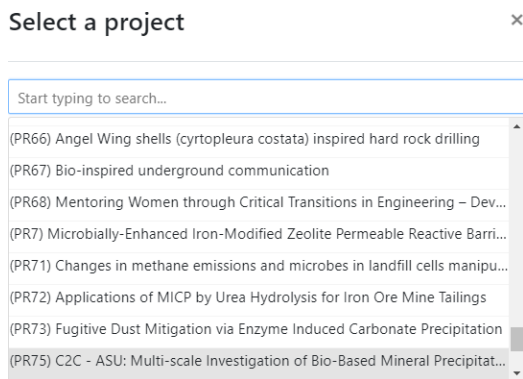
*If you change roles (i.e., if you complete your Undergraduate degree and begin a PhD program), keep same profile, add Comments with your degree and graduation date in the **Notes** section.

Add Projects

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

Projects +					Show History
Project Name	Leader ⓘ Investigator ⓘ	Project Role		From	To

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) C2C - 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).
4. If you cannot find a project, it may already be on your profile. Click **Show History** to see projects prior to the current year.

Add Activity to Your Profile

Follow similar steps to add the following:

- Papers
- Outreach Events
- Intellectual Property
- Curriculum Outputs
- Degrees and Post-Degree Jobs
- Personnel Exchanges (internships, industry interaction, etc.)
- Mentorships

1. If the activity is in the database,
   - Click the click the blue **+** next to the *activity* you would like to add.

   - Select the *activity* you would like to include.
2. If you cannot find a paper, it may already be on your profile.
   - Click **Show History** to see *activity* prior to the current year.

If an *activity* is not found, follow instructions to **Input Outputs/Impact**.

Add Notes

In the Notes section,

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.

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