Colorado PROFILES

Maintain Your Publications
Access to Edit Your Profile

Editing your list of publications will require Login to the Colorado PROFILES system.

Users with a UC Denver email (ucdenver.edu) or UC Boulder email (colorado.edu) can login to edit their profile.

Affiliate users with Person of Interest (POI) access can also login to edit their profile. Affiliates who do not know their POI access information may contact the issuing department for assistance.

See the tutorial “How to Login” for additional information.
Publication List Development

Publications are added both automatically from PubMed and manually by you or your proxy. The algorithm used to automatically add articles attempts to minimize the number of incorrect publications added to your profile; however, this method results in some missing publications.

We encourage you to login to the website and add missing publications or remove incorrect ones.
Publication Caveats

Users with common names, those who publish using names not matching the CU Human Resources system (nicknames, middle names, etc.) or those whose names have changed are most likely to have incomplete publication lists.

In addition, articles written at institutions other than CU Denver may not be listed.

Manually updating profiles under these caveats may improve future automatic publication list updates.
PubMed Status Requirement

Publications must have a PubMed status of “in process” in order to be automatically added to your Profile – status is part of the information supplied by PubMed with the results of a PubMed query.

Publications with status of “in data review” or “ahead of print” will not be automatically added to your Profile until PubMed changes the status to “in process”.

Edit Your Publications

If you are NOT logged in, you will have a “Login” option in the Menu.

If you ARE logged in, you will have a “Logout” option in the Menu.

Use commands to Add publications by searching PubMed, entering ID codes, or creating custom additions.

Use Delete command for multiple deletions OR use Trash Can symbol next to an individual publication to remove that single listing.

See the tutorial “How to Login” for editing access.
Use the “Add PubMed” Process
(Search PubMed and Add Multiple Articles)

1. Click the “Add PubMed” link to view the search criteria for this option

2. Enter your search criteria

3. Click the “Search” link to have Colorado PROFILES search PubMed for additional publications
4. Review search results based on your search criteria.

5. Identify publications to be added to your Profile by checking individual boxes next to each publication. You may also identify all publication to be added by clicking the "All" option.

6. Be sure to click "Save" to complete the update.
Use the “Add by ID” Process
(Add one or more articles using codes, e.g., PubMed ID)

1. Click the “Add by ID” link to view the search criteria for this option

2. Enter one or more PubMed ID’s.

(Separated by comma or semicolon, or one ID per line)

3. Be sure to click “Save” to complete the update.

4. Review you modified list and use the Trash Can symbol to delete any incorrect additions.
Use the “Add Custom” Process
(Enter your own publication using an online form)

1. Click the “Add Custom” link to view the search criteria for this option

2. Select from a list of publications types view the data entry screen for a particular publication type
3. Complete the required fields based on the type of publication selected.

NEW – ALL data entered (not just MESH terms!) is now “searchable” when using the Find Research option in the Menu.

4. Don’t forget to Save your information.
Use the “Delete” Process
( Remove multiple publications from your Profile)

Click the “Delete” link to view multiple-delete options.

Click the “Delete only PubMed citations” link to remove ALL PubMed citations. You will receive a confirmation notice before all PubMed citations are removed. This will be the only confirmation you will receive.

Delete a single publication by clicking the X to the right of the citation.
Future Developments: Other Faculty Databases

Adding or deleting publications in Colorado PROFILES will not update your publications in other faculty databases (i.e. Domino, FIDO, etc.).

We are currently reviewing opportunities for synchronizing publication information between these various applications.
Additional questions?
Email: profiles@ucdenver.edu

Go to Colorado PROFILES