Instructions for VIICTR Profiles

1. Navigate to https://profiles.viictr.org

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2. Under the top menu section, click 'Login'.

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3. After the redirection, under the 'Choose your institution', choose your institution according to your main appointment and click the 'Continue' button.

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		Choose your institution. Baylor College of Medicine Rice University University of Houston MD Anderson
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4. After the redirection, login to your institutional authentication system, and you will be redirected back to Profiles, now logged in.

Baylor College of Medicine
You are accessing: VIICTR Profiles
Username
Password
Login
VIICTR Profiles
For assistance, contact the IT Help Desk at 713-798-8737 Password assistance is available from
BCM Password Manager
8CM Federated Login

- 5. Navigate to your profile if necessary.
- 6. In the menu on the top of your profile, click 'Edit This Profile' or 'Edit My Profile'.

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 This will take you to the section where you can edit any of your profile data you wish. Click the appropriate section heading to work with editing the profile data (e.g. 'mailing address' or 'overview').

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- 8. To edit publications:
 - a. To begin working with your publications, click on the area called '*selected publications*', under the category '*Bibliographic*' section. From here, the 'selected publications' page, you can verify, add, edit, and delete your

Category: Bibliographic	ltems	Privacy
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publications.

- b. PubMed publications can be added or deleted, not edited. Custom entries can be added, edited, and deleted. Review each publication. Edit any publications that are inaccurate; delete those that are not yours.
 - PubMed publication

selected publications	Action	i
1. Real-Time Reporting of Complications in Hospitalized Surgical Patients by Surgical Team Members Using a Smartphone Application. Jt Comm J Qual Patient Saf. 2024 Jun; 50(6):449-455.	٦	
Custom entry		

To edit a custom entry, click the pencil icon to the right of the publication, \checkmark

2. Pediatric Septic Shock Collaborative Improves Emergency Department Sepsis Care in Children. Pediatrics. 2022; 149(3).	1 🖉	
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c. To delete an entry, click the garbage can icon to the right of the publication,

- d. To add PubMed publications
 - i. Click the 'Add PubMed' link near the top of the 'selected publications' page and fill in all the relevant information about the publications. You do not have to complete all the fields to start adding entries that are retrieved. Entering last name and clicking 'Search' can return useful results.

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- ii. When you have finished finding PubMed publications to add, click any or '*All*' at the top of this generated list, and then click the '*Add Selected*' button at the bottom of that list. That adds the PubMed publications.
- e. To add non-PubMed publications, click the '*Add Custom Publication*' link near the top of the 'selected publications' page, choose the publication type from the drop-down menu, and complete the form.

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- f. When you have finished, hit '*Save and close*'. If you make a mistake, you or a Proxy can edit custom entries at any time.
- 9. To assign a Proxy:
 - a. After logging in (as a faculty member), navigate to your Profiles page.
 - b. Click the 'Manage Proxies' link on the top.

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Manage Proxies Proxies are people who can edit other people's profiles on their behalf. For example, faculty can designate their assistants as proxies to edit their profiles. If you have a profile, then one or more proxies might be assigned to you automatically by your department or institution. You also have the option of designation your own proxies. Users who can edit your profile									
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c. Click 'Add a Proxy'. Complete the search fields as required and click 'Search'.

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First Name	vivek				
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Department	Select		~		
	Search Reset	Cancel			

Proxy Search Results					
Name	Institution				
RAMANATHAN, VIVEK	Baylor College of Medicine				
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d. Click on the name in the list that is displayed. This individual is now authorized to edit your VIICTR.org profile.

- 10. Managing Privacy Settings
 - a. The settings of your VIICTR profile allow it to be indexed and searchable by all search engines by default. If you wish to limit who sees your profile, follow the instructions below. These instructions can also be used by a Proxy.
 - b. Login and go to your profile page. Faculty will click on the '*Edit My Profile*' link/Proxies will click on the '*Edit This Profile* 'link from the menu on the left.

From this profile edit page, please note the table towards the center of the page, as well as the '*Privacy*' columnar entries toward the right of the page.

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Note that these settings are granular and are specific to each item in each row. See the descriptions of these privacy settings under the table and below.

Privacy Levels

Level	Description	
Owner	Only RAMAMURTHY, UMA and special authorized users who manage this website.	
Users	Limited to people who have logged into website.	
No Search	Open to the general public, but blocked to certain (but not all) search engines such as Google.	
Public	Open to the general public and may be indexed by search engines.	

- i. **Only Me** Only the logged in profile owner and authorized Proxies can see this information.
- ii. Users Only currently logged in users of VIICTR profiles can see this information. Note that VIICTR.org is multi-institutional, so if you chose this privacy option, individuals with valid logons from other institutions still might be able to see this information.
- iii. **No Search** With this setting "well behaved" search engines such as Google, Yahoo and Bing will not index this information, however, other, lesser-known search engines that do not follow typical search engine exclusion rules still could.
- iv. Public Your information will be indexed and searchable by Internet search engines. All individuals who search for you, with this information, may find you.
- c. To change the privacy setting for an individual privacy item, click on an item in the table. This will take you to the next page. Note: The '*Edit Visibility*' link near the top of the page is the privacy setting for the selected item. If you click this link, you are then presented with a grid with four radio buttons (corresponding to the four privacy settings listed above).

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۲	Public Open to the general public and may be indexed by search engines.						
Mailing Address							
Mailing Address comes from an automatic data feed from Human Resources.							

- d. Click your preferred privacy setting. The change will be applied immediately.
- e. Repeat steps 2 and 3 for each item in which you wish to change the privacy setting.