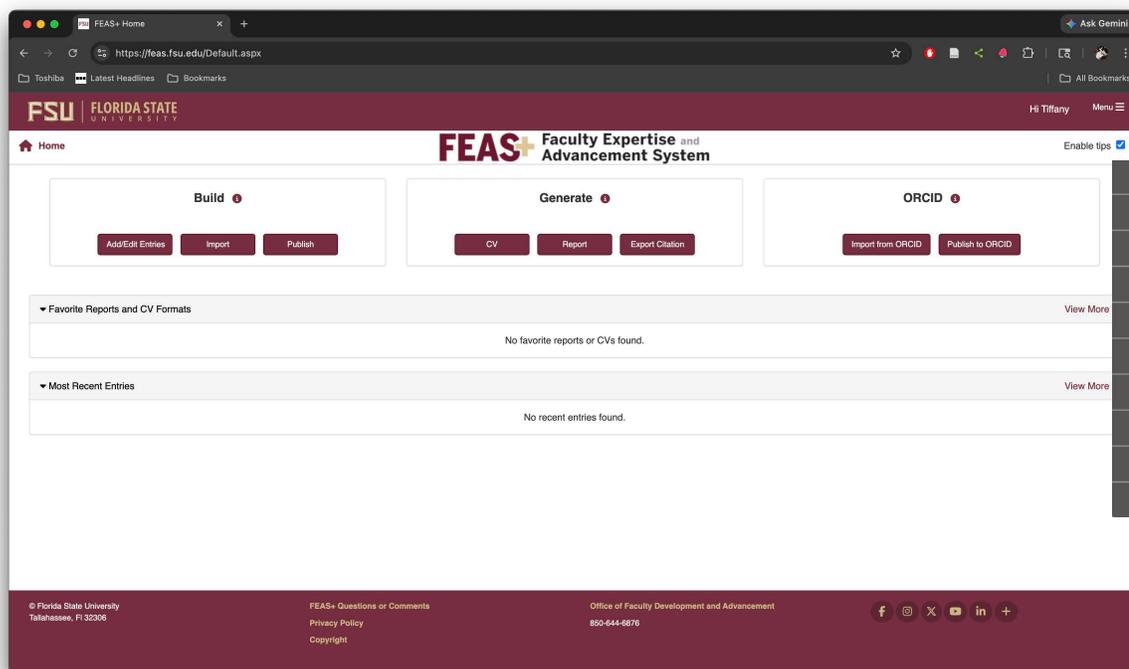




Faculty Quick Start Guide



Welcome to the Faculty Expertise and Advancement System, also called FEAS+!

When you first log in to <https://feas.fsu.edu>, you will see 6 important sections:

- Build
- Generate
- ORCID
- Favorite Reports & CV Formats
- Most Recent Entries
- Menu (located in the top right corner)



Add/Edit Entries – enter data into the CV Builder

Import – transfer data from Student Central, Grad Student Tracking, RefWorks, EndNote, or BibTeX

Publish – get a permanent URL and share your CV with anyone

CV – download a CV using a variety of options

Report – view various reports for evaluation

Export – save a copy of your publication information

ORCID

Import from ORCID

Publish to ORCID

ORCID (Open Researcher and Contributor ID) is an international non-profit organization developed by the research community. Your ORCID iD is a 16-character digital identifier that distinguishes you from other researchers with the same or similar names and allows you to link your research to your iD, ensuring that your work is correctly attributed to you.

Options are provided to import entries into the FEAS+ database. The content imported by a faculty member may be found in the "Import" section.

Entries imported by delegates are found under "Needs Review". These entries *must be accepted by the faculty member* to be included in the CV.

"Analyze Works" will analyze your FEAS+ publication records and list which of them can be published to ORCID and which cannot be published until you add additional information to the record(s) in FEAS+ (e.g., a DOI or URL)

"Select Entries" will allow you to select a subset of your FEAS+ publication records to publish to your ORCID account.

"Publish to ORCID" will publish all eligible publication records from your FEAS+ to your ORCID record, with no intermediary step

Import ORCID  

You are connected to ORCID.

 <https://orcid.org/0000-0003-XXXX-XXXX>

You have granted FSU permission to **read public data** from your ORCID record.

To proceed with importing **public data** from your ORCID record, use the buttons directly below.

If you would like to import **public and private data** from ORCID, you must grant FSU permission to **read all data** from your ORCID record.

To grant this permission, click '[Update Connection]' below.

Publish Citation to ORCID  

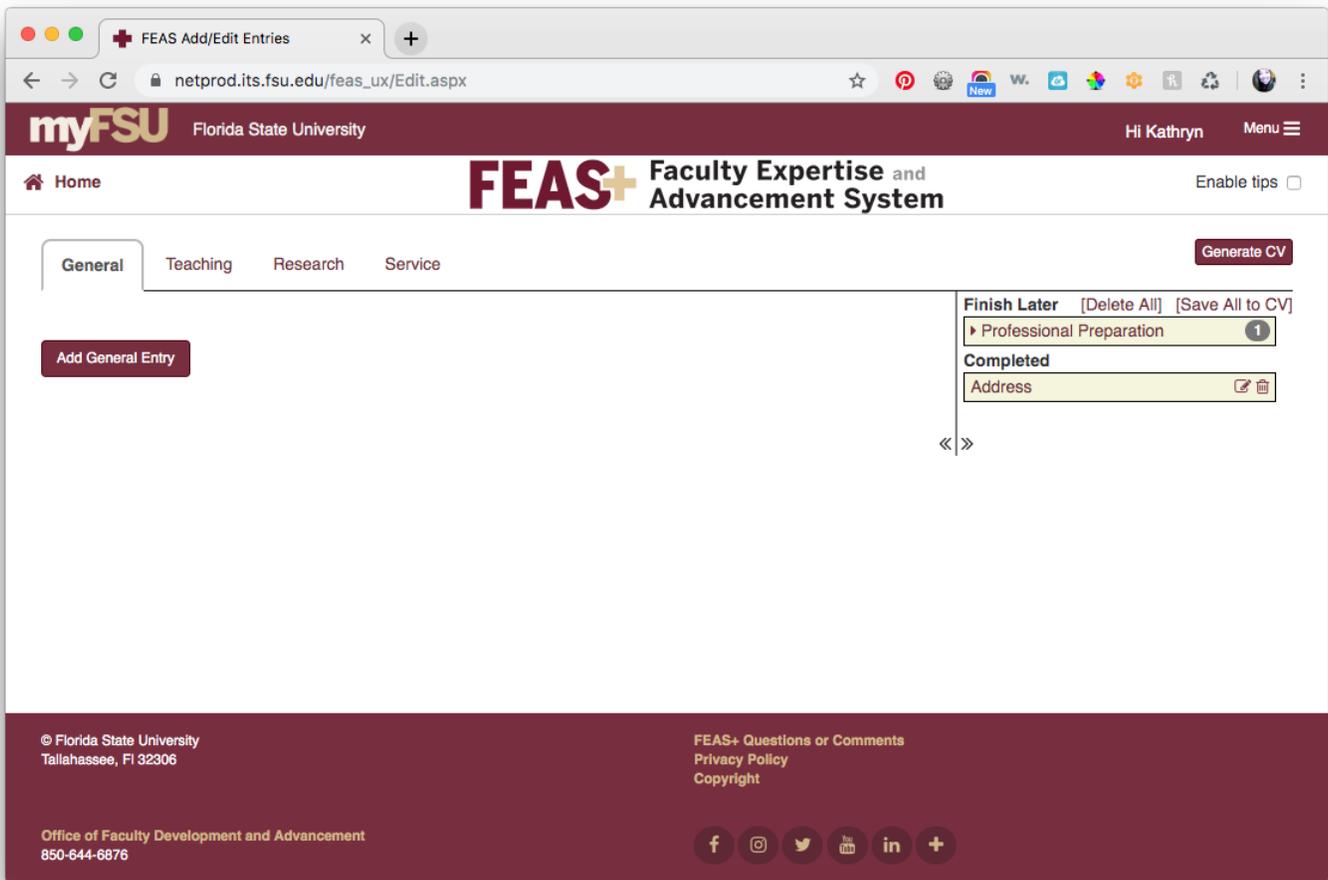
You are connected to ORCID.

 <https://orcid.org/0000-0003-XXXX-XXXX>

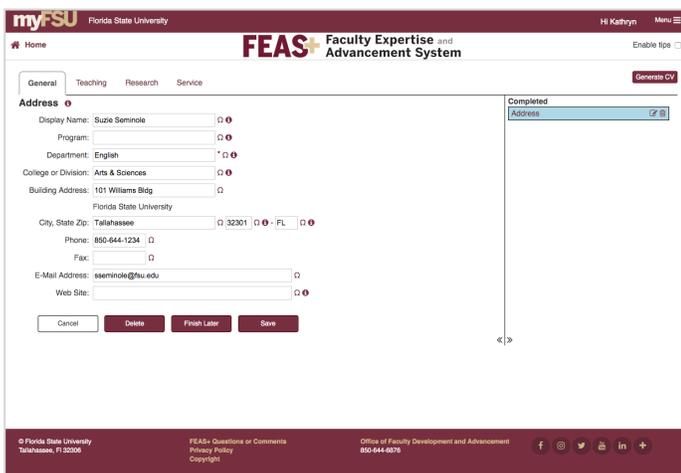
You have granted FSU permission to **read and update data** in your ORCID record.

If you'd like to change this permission level, click '[Update Connection]' below.

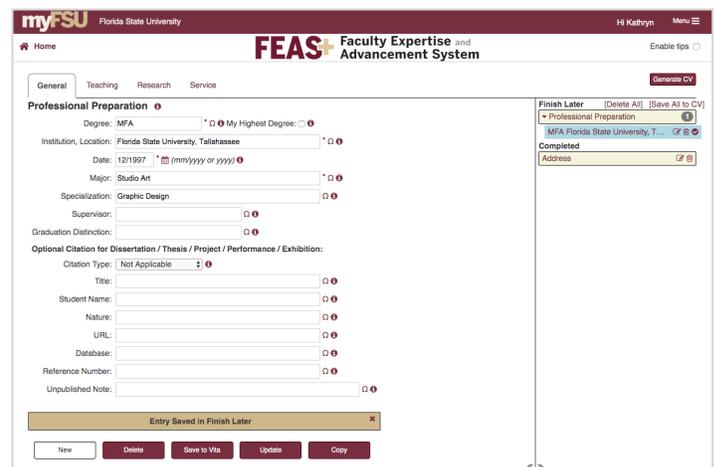
0 RUH IQRUP DMRQ DERXW 2 5 &,' may be found on
our website ORCID @ FSU:
<https://orcid.fsu.edu>



By clicking on the “Add/Edit Entries” button under Build, you will enter the CV Builder screen. Simply click on “Add General Entry” and select the type of information you would like to fill in. You may also enter Teaching, Research, and Service information by clicking on the corresponding tab.



After entering all required information, click “Save.” Your new citation will appear in the righthand column under “Completed.”



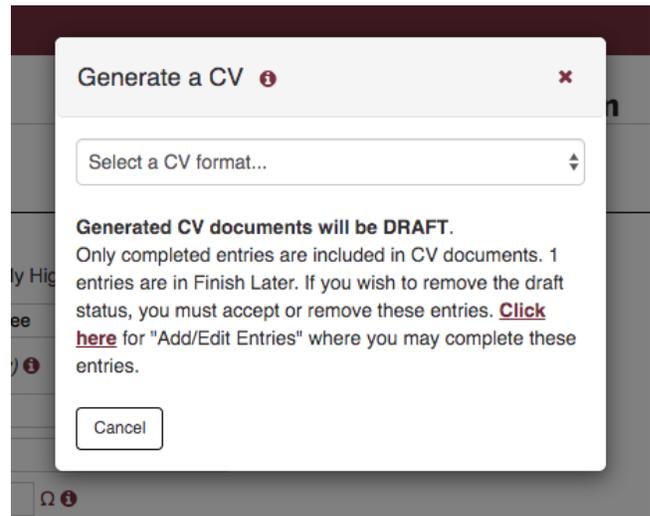
If you are unsure of any required information, you may choose “Finish Later,” which will save the information so that you may enter it at a later time.

Note: Items under Finish Later will not appear on your CV until you add the required data and “Save to Vita.”

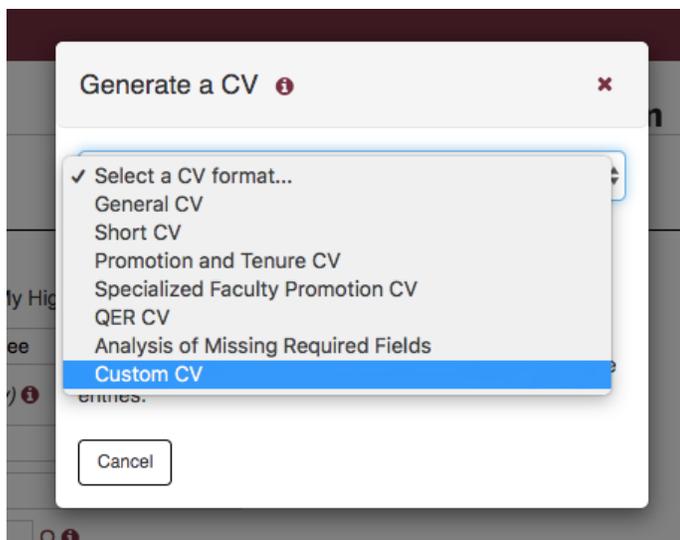
At any time while entering information, you may click on the “Generate CV” button at the top, right corner to see what the information looks like in citation form.

Generate CV

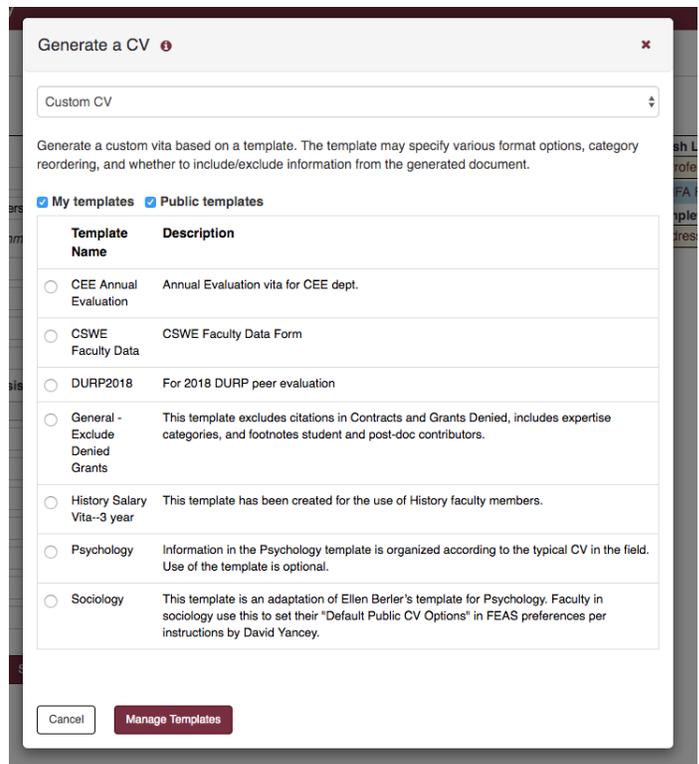
After clicking the button, a list of CV choices will appear. Select the format and click on “Generate” to view a Word document.



Creating a Custom CV



One of the available choices for CV formats is the Custom CV. This will let you choose which features you want to appear on your CV. You may have multiple different configurations of the Custom CV, if you wish.



To create your own Custom CV, select “Manage Templates” from the bottom of the screen.

Creating a Custom CV Cont.

myFSU Florida State University Hi Kathryn Menu

Home FEAS+ Faculty Expertise and Advancement System Enable tips

Manage Custom Vita Templates

You may select, edit, delete, and use vita templates that were created by or for you. You may use or copy shared vita templates. The Generate CV function will apply the selected template to the delegated faculty member's database citations.

Select from my templates
Select from shared templates

Vita Template: required template name Save Quit Delete Pre-Set Options

Data Display Options (Click to show details...)

Courses Taught Display Options (Click to show details...)

Entry Exclusion by Status (Click to show details...)

Entry Exclusion by Age (Click to show details...)

Entry Exclusion by Category (Click to show details...)

Individual Entry Exclusion (Click to show details...)

Reorder Generated Vita Categories (Click to show details...)

Diagnostic Display Options (Click to show details...)

Template Sharing Options (Click to show details...)

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Office of Faculty Development and Advancement 850-644-6876

FEAS+ Questions or Comments
Privacy Policy
Copyright

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Vita Template: Your Custom Report Name Save Quit Delete Pre-Set Options

Data Display Options (Click to hide details...)

- Exclude "additional information" that may have been entered on various forms.
- Exclude section prefaces that may have been entered for the teaching, research, and service categories.
- Exclude summary statistics that report scope for each presentation category.
- Exclude P&T footnotes indicating items that occurred at another institution or before last promotion.
- Number publications. (Only available if P&T footnotes are excluded above.) Use ascending numbers
- Include citations from the "Finish Later" category.
- Include citations from the "Needs Review" category.
- Include citations from the "Imported" category.
- Include dates for submitted, accepted, contract, and in-press research citations.
- Include footnotes designating citation contributors tagged as students and post-docs.
- Include footnotes designating citation contributors tagged as the lead contributor.
- Bold citation contributors tagged as students (undergrad, masters, doctorate, and professional students).
- Use MLA citation formatting (default: APA formatting).

Be sure to enter a name for your report, then click on Save.

After saving the template, you may choose it from the drop-down list, then click on "Generate CV" to download a Word document.

Instructions for creating your Custom CV are provided on the righthand side of the templates page.

Click on the blue headings to view the available options.

Publish

Publish ⓘ

You do not currently have a published CV available on the public web site.

No preference for published CV format has yet been selected. The General format will be used when your CV is published.

When you publish, your CV will be DRAFT.
Only completed entries are normally included in published CVs. 1 entries are in Finish Later awaiting acceptance. If you wish to remove the draft status, include these entries in your published CV. [Click here](#) for "Add/Edit Entries" where you may complete these entries.

Cancel Set Preference Publish

Once your information is up-to-date, you will want to publish your CV! This will upload a copy of your CV to our web space so that your CV is searchable. You will also receive a permanent URL that you may distribute in your email signature, on your departmental website, or any other distribution.

The permanent URL will be displayed at the bottom of the confirmation message.

For assistance and/or training:
Faculty Development and Advancement
Website: <https://fda.fsu.edu/FEAS>
Email: fda-faculty-awards@fsu.edu
Phone: 850-644-6876