

# TGS Graduate Student CV User Guide

## Contact Information

Padmini Jyotishmati: 847-491-8501

[tgs-it@northwestern.edu](mailto:tgs-it@northwestern.edu)

## URL's

The Graduate School website can be found here: <http://www.tgs.northwestern.edu/>

The administrative tool can be found here:

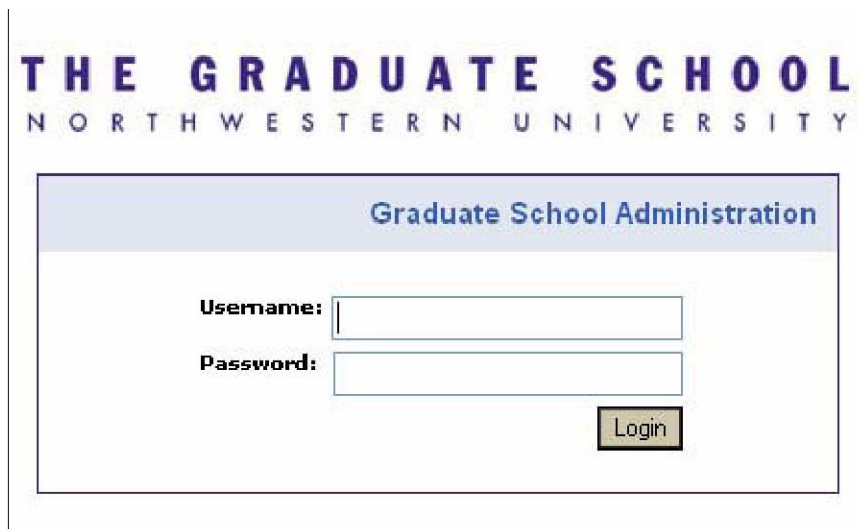
<http://www.tgs.northwestern.edu/admin>

Your student bio page will be found here:

<http://www.tgs.northwestern.edu/students/yournetid/>

## Logging in

1. Open your web browser and go to the admin site (<http://www.tgs.northwestern.edu/admin> )



The image shows a screenshot of the login page for the Graduate School Administration. At the top, the text "THE GRADUATE SCHOOL" is displayed in a large, bold, blue font, with "NORTHWESTERN UNIVERSITY" in a smaller, blue font below it. Below this, a light blue header bar contains the text "Graduate School Administration". Underneath the header, there are two input fields: "Username:" followed by a text box, and "Password:" followed by a text box. To the right of the password field is a "Login" button with a dark background and light text.

2. Login with your netid and password



THE GRADUATE SCHOOL  
NORTHWESTERN UNIVERSITY

Graduate School Administration

Username:

Password:

Login

3. If you are unable to log in, email your administrator. You may not have been entered into the system as a user. Please contact TGS-IT for an account: <mailto:tgs-it@northwestern.edu>



THE GRADUATE SCHOOL  
NORTHWESTERN UNIVERSITY

Graduate School Administration

Your login failed - most likely because of a wrong netid or password.

Username:

Password:

Login

4. The first time you log in to the system you will be asked to agree to the terms and conditions of using this system. Once you agree your page is automatically created and is ready to be edited.

**THE GRADUATE SCHOOL**  
NORTHWESTERN UNIVERSITY

Graduate School Administration

Lopped in: Grad Student Test TEST (logout) [help for this page](#)

**My Profile** **Welcome, Grad Student Test!**

Last login:  
Fri, Nov 03 at 09:28AM from vpn157048.vpn.northwestern.edu

This service is not comparable to that previously offered by "pub web" or currently offered by such sites as "My Space." The purpose of this site is for professional use only, to present research and accomplishments and to assist our students in their professional development and promotion. To guarantee this circumscribed utilization, we offer here the "rules of the road" for participation.

- \* Enter information into data fields only as prompted.
- \* Do not link to external web pages unless these pages are directly related to your professional, academic research.
- \* Update your profile annually. You will be reminded to do so each year via our e-newsletter.
- \* Do not use this site simply to post a link to an existing curriculum vitae. The data fields in your profile must be filled in order for the page to update on your departmental page.

Failure to comply with these requirements will automatically exclude you from the privilege of having your professional information hosted on this or any other university TEL. If you have questions about what is or is not legitimate for posting, please discuss with your director of Graduate Study.

Questions/comments: [tgsw ebmaster@northwestern.edu](mailto:tgsw ebmaster@northwestern.edu)

Internet 100%

5. After you agree to the terms click on the link “My Profile” on the left side of the screen. You will see all the options for data that you can place on your page.

THE GRADUATE SCHOOL  
NORTHWESTERN UNIVERSITY

Graduate School Administration  
Logged in: Grad Student Test TEST (logout) help for this page

My Profile  
Update Your Profile

Add Profile Editor  
Advising  
Awards  
Biographies  
Biography Files  
Committees  
Courses  
Current Works  
Curriculum Vitae  
Dissertation  
Editorial Boards  
Education  
Lab Affiliations  
Philosophy  
Presentations  
Professional Service  
Publications  
Research Funding  
Research Interests  
Significant Works  
Titles  
Websites  
Work Experience

Personal Information  
Salutation: (none) [v]  
First name\*: Grad Student Test  
Middle name: [ ]  
Last name\*: TEST  
E-mail: [ ]  
Suffix: [ ]  
Nick Name: [ ]  
NetId: [ ]  
Your AD login is used to login - or use your email address if you don't have a AD login.  
Sex:  Male  Female

Spouse  
Salutation: (none) [v]  
First name: [ ]  
Middle name: [ ]  
Last name: [ ]  
Suffix: [ ]  
Sex:  Male  Female

Home Address  
Make Home Addresses Public?  Yes  No  
Address 1: [ ]  
Address 2: [ ]  
City: [ ]  
State: (none) [v]  
Zip Code: [ ] [ ]  
Phone: [ ] [ ] [ ]

Only fields that you have filled out will display on your page. All sections are optional but we strongly encourage you to fill out as much as you can.

Here are some helpful hints about some of the sections that are available to you.

**Add Profile Editor:** Use this to give other people with NetIDs permission to edit your profile. This could be another student, a faculty member, or a staff member. Keep in mind that people with permission to edit your profile have the same ability as you to edit, delete, or create new information on your webpage.

**Biographies:** Your biographies will appear at the bottom of your webpage. Different entries in the biography section will be shown as new paragraphs. Use this space to explain anything about yourself that you want to share.

**Committees:** Add any committees or organizations that you have been a part of. If you do not enter dates, the display will have just empty parentheses ( ). To change the order of the committees, add a display number: 1 will be listed first, etc. Otherwise, the entries will be listed in the order that you enter them.

**Curriculum Vitae:** Use this section to upload a resume or CV to share with potential employers or others. You can upload more than one document and give them different names; they will appear as a link on your website that opens in a new page.

**Dissertation:** You can upload your entire dissertation to your webpage, or just excerpts. The title that you provide will be a link that opens in a new page to display your dissertation.

**Philosophy:** Use this section to explain your teaching philosophy. Different entries will appear as separate paragraphs within the same section of your webpage.

**Presentations:** Add your recent presentations here, with as much detail as you would like. Entries will appear in citation format.

**Publications:** Add any publications you have had here. Entries in the “Unique Name” section will not be displayed on your webpage, they are just there to help you organize these entries. Enter as much detail as you want in the “Publication” section, for example, the name of the publication, your article’s title, the date, and a summary of the article.

**Research Interests:** The information on your Research Interests section will be listed on your department’s page and there will be a link to this bio page from your department as well.

**Titles:** Add your titles here—for example, “lecturer” or “researcher”, etc. The titles will appear in bold at the top of your webpage under your name. You can specify the department or organization in which you hold that title or you can leave that field blank.

**Thesis:** Use this section to upload a copy of your thesis to your webpage. If you don’t want to post a copy you can enter just the title of your thesis, but this will still be displayed as a link to a blank page on your website.