

How to update your faculty profile for websites

Updated instructions can be found at: <https://iteams.usc.edu/faculty-information-update-instructions>

Here are 3 step procedures to update your faculty profile information which will be used to propagate to all our department websites.

STEP 1

Update your CTSI Profile

- Go to CTSI website and update your bio sketch and publications:
<https://profiles.sc-ctsi.org/login>
(Note: if the CTSI profile site is down, please proceed to step 2).
- Click on the USC Logo
- Log in with your USC credentials
- Click on “Edit This Profile”

Add or edit your **overview**, **awards and honors**, and **publications** sections. These three items will be copied to your Preventive Medicine profile on a daily basis.

STEP 2

Update your PM Profile

- Go to our Department of Preventive Medicine Faculty Portal:
<https://pmfaculty.usc.edu>
- Log in with your USC credentials
- Click on the “Update Profile” button or you can navigate top menu “Faculty Profile”→ “Update Profile”
Your changes will be saved automatically.

STEP 3

Submit a Photo

This section is especially for faculty with no profile photos or poor-quality profile photos. If you have a professional headshot, you can submit them to andrewz@usc.edu. The photos must be in a high-resolution portrait that is well lit.