Faculty Expertise Database [FEDs] Instructions

If you would like to add or update a picture for a faculty profile, have any questions, or would like to report inaccurate data, please contact FAPD: facaffrs@pennmedicine.upenn.edu.

To Access FEDs
- Go to my.med.upenn.edu and log in
- Click on Faculty Expertise Database (FEDS) under Faculty Tools

Update Settings for Public Contact Information*
1. Select Contact Information (from menu list on left hand side)
2. Click “Edit”
3. Delete any information you do not want displayed on your publicly facing pages

Note: All internal contact information should be edited in My Directory Information/ U@Upenn. Only Penn colleagues will be able to reach you via this directory

Update Settings for Publications on Your Faculty Profile
1. Select Public Profile Information (from menu list on left hand side)
2. Click on the second tab, Expertise Output
3. Click “select public publications” (from menu list on left hand side)
4. Here you can select “manual” or “automatic.” Manual enables you to select to show your top overall publications in your preferred order; automatic will show your ten most recent publications.

Update Settings for Additional Expertise Statements
1. Click “expertise statements” (toward the bottom of menu list on left hand side)
2. Find the area you would like updated and click “update” and/or enter any new areas you would like to add
3. Use these fields to describe your areas of research, clinical procedures performed, educational expertise, or any other specialized knowledge you possess. In general, enter research-related expertise in the "research" field, clinical-related expertise in the "clinical" field, and anything additional in the "other" field.

Note: Any information entered here is displayed to the public