

How to Grant Access to Individual Faculty Records in FEDS

Important Notes

- ❖ If a new FEDS record is needed, please submit the request [here](#)
 - ❖ All users must have an active PennKey to access FEDS records; You may test your PennKey [here](#)
 - ❖ Email chelsp@upenn.edu to report any duplicate FEDS records or login issues
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Instructions

1. Log into [My.Med](#) with PennKey and password
2. Under Faculty Tools, open FEDS
3. Search for and select appropriate faculty record
 - a. *If unable to locate a record, search with “SOM Faculty Status” set to All*
4. On the profile screen, click “grant feds access” tab along the top toolbar
5. Select the type of access you will be granting
 - a. Expertise Individual Access – Provides rights to view, download, and edit
 - b. Expertise Individual Access (read only) – Provides rights to view and download only
6. Click “Add New Expert Access”
7. Search for and select user who should have access; repeat as necessary if multiple users
8. Close out of FEDS and notify requester that they now have access