

Participation Data - Campus Community

Publications

Description

The Publications page allows the UMS to keep track of publications of employees and students. The UMS does not anticipate using this page, but it would be valuable to track if you know it and have a reason to store it.

Process Steps

Navigation:

Campus Community > Personal Information (Student) > Participation Data (Student) > Accomplishments > Publications


Step 1: The Publications Search Page

Follow the above navigation to bring up a Search Page for entering Publications information. Enter information required to locate the student in the database.

1.1 Entering Search Criteria

Publications
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID: begins with 

Academic Career: =


National ID: begins with

Campus ID: begins with

Last Name: begins with

First Name: begins with

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

1.1.1 **EmplID:** If you know the student's EMPLID, enter it here. This is the most efficient way to search for a student.

1.1.2 **Academic Career:** This is not required, but enter it if known.

- 1.1.3 **National ID:** If you know the student's National ID number (Social Security Number for USA, Social Insurance Number for Canada), enter it here.
- 1.1.4 **Campus ID:** The University of Maine System is not currently using the Campus ID.
- 1.1.5 **Last Name:** You can enter a portion of the last name as search criteria.
- 1.1.6 **First Name:** You can enter a portion of the first name as search criteria.
- 1.1.7 Click **Search** to continue or **Clear** to have the system clear all of the text boxes so you can start again.

Step 2: Publications

After finding the student in the database, the Publications page is displayed.

2.1 Entering Publications Information

Paul Bunyan 0066880

Publication Detail Find | View All First 1 of 1 Last

*Publication Number: 1

Publication Type: Article Author Type: Author

Publication Title: Clear Cutting in Northern Maine: Power of the Ax

Publication Name: North Country Forestry Journal

Publisher: National Forester Association

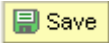
Publication Information

Date Format (PowerPlay Only) Date: 05012004

Volume: 29 Issue: 5 Page Number(s): 14-17

Notes: Copy on file in tenure folder in Dean's Office. JHH 12/02/05

- 2.1.1 **Publication Number** is a counter that will increment automatically as you add publications for the individual.
- 2.1.2 Select a **Publication Type** from the drop down list.
- 2.1.3 Select an **Author Type** from the drop down list.
- 2.1.4 Enter the **Publication Title**; that is, the title of the article, chapter, poem, story, or book for which the individual is responsible.

- 2.1.5 Enter the **Publication Name**; that is, the name of the journal, anthology, or other compilation if not a stand-alone publication, in which the publication appears. **Publication Name** and **Publication Title** may be the same.
- 2.1.6 Enter the Publisher.
- 2.1.7 In the next section enter the **Date, Volume, Issue** and **Page Number(s)**. Ignore the checkbox for **Date Format for PowerPlay**; it pertains to external software the UMS is not using.
- 2.1.8  your work.

Source Documents

We chose not to allow self service entry.
The publication.
Graduate admissions application

Security Roles

Maintained by: Graduate admissions, Academic Affairs

Viewable by: Everybody

APPROVED and TESTED by Admissions and Campus Community Team on January 17, 2006