## OVERVIEW

Although LSU Elements pulls publications and grants from various repositories, there will be activities that need to be manually entered on your profile. This is especially true for professional activities.

MANUALLY ADD AN ACTIVITY

- While on your LSU Elements homepage, scroll down to your activity buckets. For publications, grants, professional activities, and teaching activities, you will see the **ADD NEW** button. For this example, add a new professional activity by clicking on the **ADD NEW** button under Professional activities.
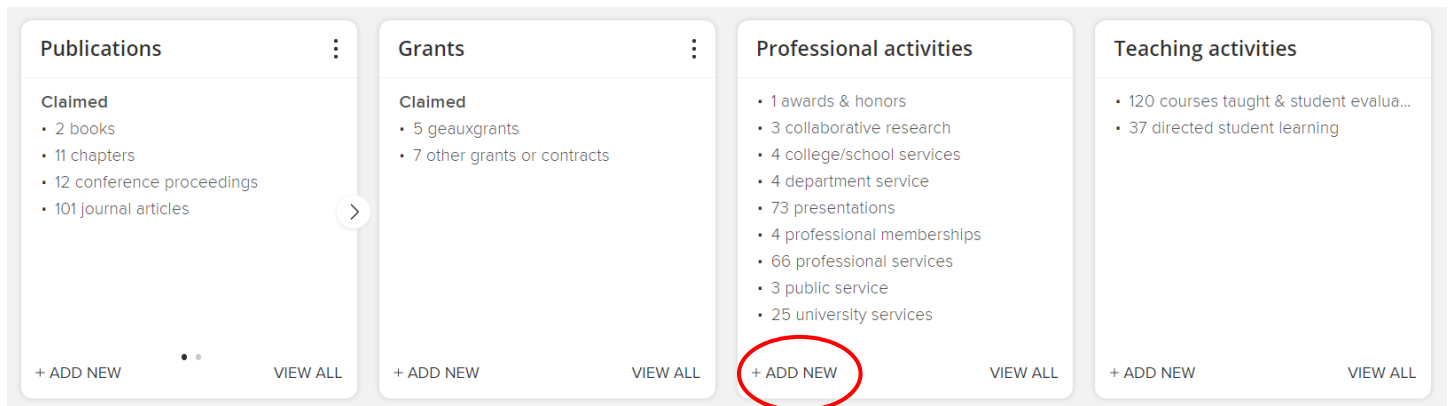
- The Add a new professional activity screen will appear. Select the appropriate activity type (University Service has been selected for this example).
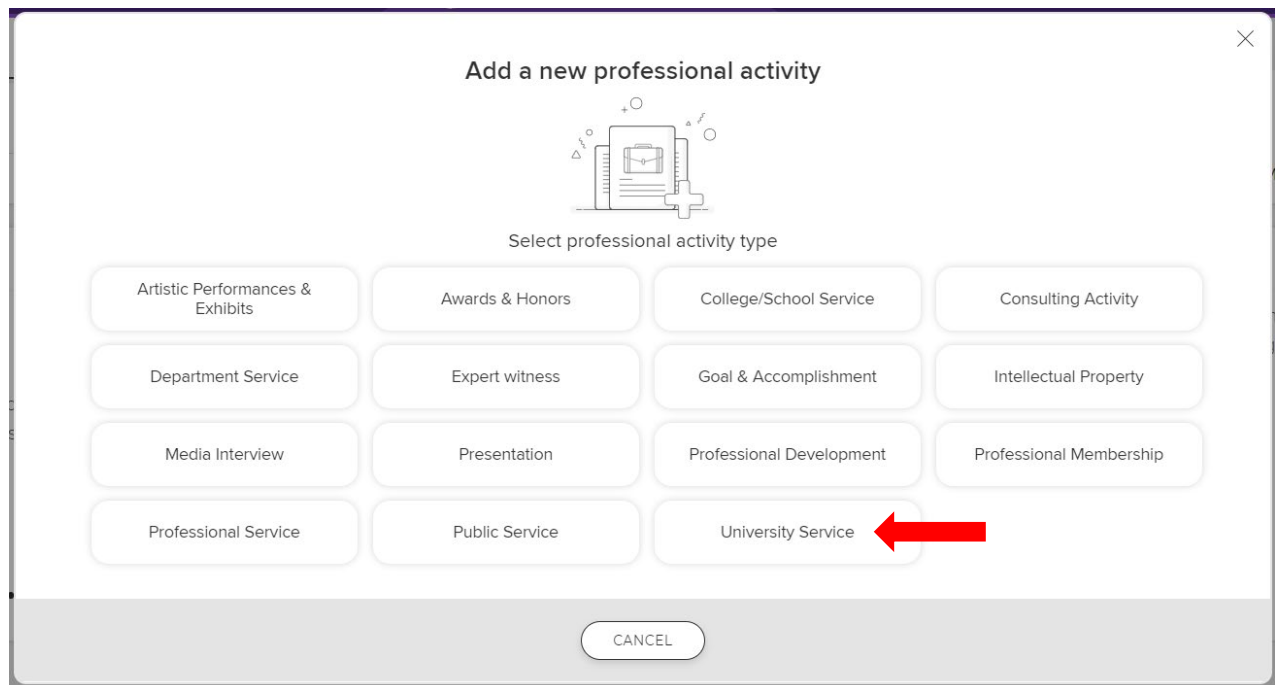
- The information form related to the chosen activity type will appear with various fillable fields. Fields marked with an * are required. For university service, both the Start Date and the Committee Name are required fields.

Add university service

Information entered on this form is discoverable by other users of the professional activities module.

Essential Information

* Start Date   01 Apr 2022

End Date   10 Jun 2022

* Committee Name   College of HSS Dean Search Committee

- Once you have provided information for the required fields and any other information you would like to appear on the activity, click the **SAVE** button.

Position/Role   Chairperson

Number of Weekly Hours   2

CANCEL   SAVE

- If you need to edit information manually added for the activity, you can click the **Edit record** button on the activity's detail screen.

College of HSS Dean Search Committee

University Service ✏️

Labels
There are no labels on this professional activity. Add labels

Data sources

⚙️ Manual   ✏️ Edit record
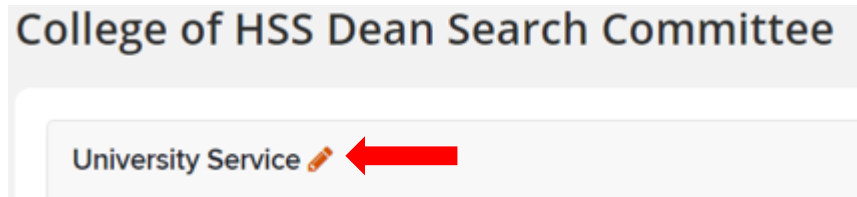
ID: CF4F480C-B3F1-4464-A66A-574452236366

Start Date   01 Apr 2022

End Date   10 Jun 2022

Committee Name   College of HSS Dean Search Committee

- If you need to change the activity type, you can click on the pencil icon ( ).

- Select the appropriate activity type from the Type dropdown menu and click **Save**.