How to Correctly share faculty profiles with the Unit Administrator

1. Click the **Organize** tab
2. Click the "Manage My Groups" sub tab in this section
3. Locate the group you wish to share with your unit administrator (your master list) and click the checkbox in the Share column that coincides with the group
4. Next, Click the "Manage Sharing" button and locate the email address of your unit administrator
5. Select the "Read and Write" option to grant your unit administrator sufficient access to your profile
6. Your unit administrator now has sufficient rights to your profile and can better assist you with publication reporting.