

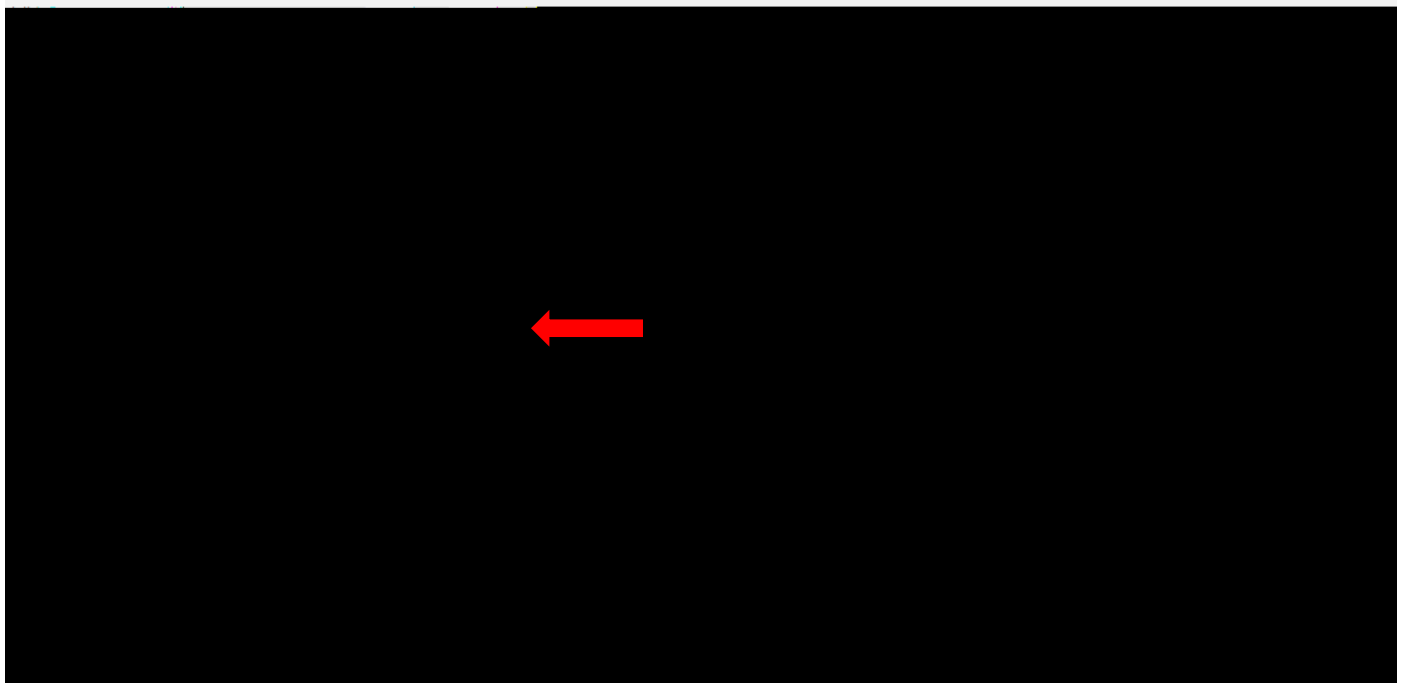
OVERVIEW

In LSU Elements, activities are imported into your profile via data that was migrated from our previous faculty information system, Digital Measures, and online databases such as Web of Science, Scopus and Figshare. This tutorial will walk you through how to edit these activities.

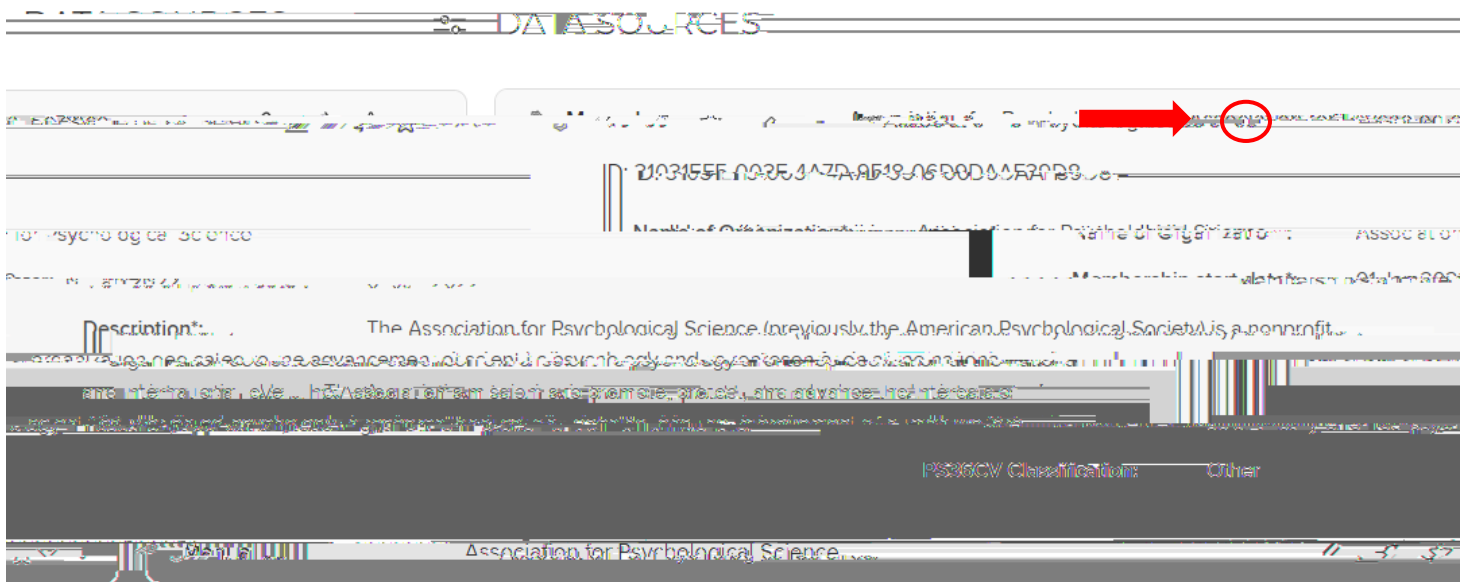
EDIT AN EXHISTING ACTIVITY

- When you login to Elements, four buckets of activities appear at the bottom of your profile. There is a bucket for **Publications, Grants, Professional activities,**
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- Click on the title of the specific activity you want to edit.



- Click the **Edit Record** icon.



- Enter the information you would like to edit on the record in the appropriate fields and click **Add**. For this example, the City, State, Country and Zip code were added to the professional membership activity. *Note, fields with a red asterisk are required.*

