Creighton
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Office of the Provost
Research Compliance

Creighton University – InfoEd

Adding a CV and Professional License to InfoEd

Last update: May 2021

Table of Contents

If you need help accessing InfoEd or need a profile created contact the Research Compliance Office at:

Phone: 402-280-3074

Email: researchcomped@creighton.edu .

1. Login to InfoEd

Step 1: Go to https://creighton.infoedglobal.com
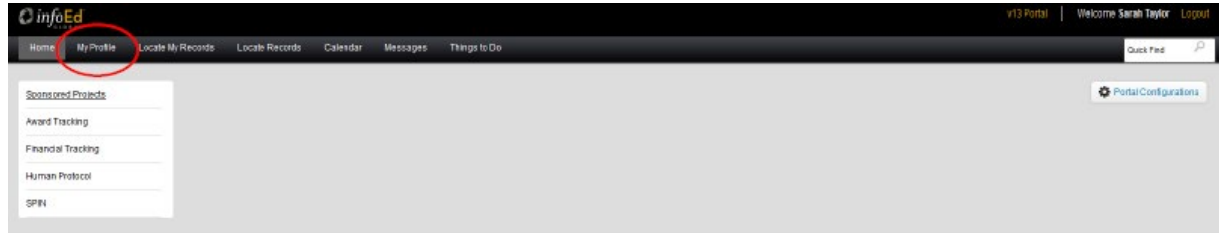**Step 2:** Use the Creighton University single-sign-on (SSO) by selecting **Click Here.**
   or
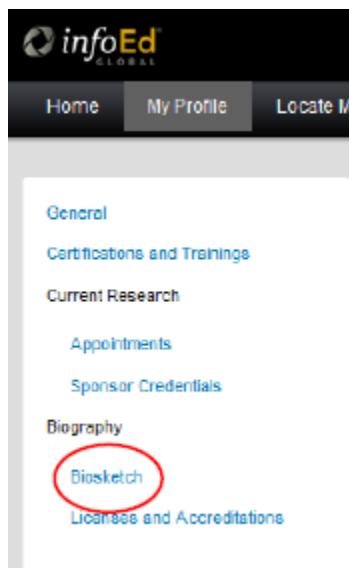   Non-SSO users, using the login boxes enter in your assigned username and password.

Additional login and setup information is found in the InfoEd User Access Guide.

2. Adding a CV or License

Step 1: Select My Profile tab from the top tool bar.

Step 2: Select Biosketch from the left side tool bar.

Step 3: Select the Add button from the top right corner.

Step 4: Browse for the document, add a name to the Biosketch Name box and select Save.

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Upload New Biosketch File   Save   Cancel

* Indicates A Mandatory Field

* Biosketch Name

File to Upload   Browse...   No file selected.

Step 5: When all documents have been uploaded click back to the Home tab.