

Creighton University – InfoEd

Adding a CV and Professional License to InfoEd

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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 <u>https://creighton.infoedglobal.com</u>

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.



O infoEd	v13 Portal Welcome Sarah Taylor Logout
Home N/Profile Locale M/Records Locale Records Calendar Messages Things to Do	Duck Fiel P
Sconsord Projects Award Tracking	Portal Configurations
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Human Protocol	
5PN	

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

C infoEd						
Home	My Profile	Locate M				
General						
Certifications and Trainings						
Current Research						
Appointments						
Sponsor Credentials						
Biography						
Biosketo	s and Accreditat	ions				

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

General Contrications and Trainings Current Research Appointments	Biosketch	(head)
Sponsor Credentials		
Biography		
Binsketch		

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

Creighton		
U N I V E R S I T Y Office of the Provost		
Research Compliance		
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.