myElements Support Resources

1. Start with this Quick Start Guide

2. Self-directed Knowledge Base articles
   https://td.unh.edu/TDClient/KB/?CategoryID=182

3. Attend office hours to get hands-on support
   https://at-training.unh.edu/apps/ssr?action=category&id=40

4. Submit a service request at
   https://td.unh.edu/TDClient/Requests/ServiceDet?ID=190
Home page

Log in to myElements at https://elements.unh.edu

Initial steps
- Add your ORCID for more efficient claiming
- Claim or reject publications
- Edit your profile
- Add scholarly, professional, and teaching activities, and grants

Next steps
- Add activities to assessment document (FAR)
- Submit assessment document (FAR)
Adding ORCID

In the My Actions area click on Add your ORCID

If you already have an ORCID sign in to your personal account

If you do not currently have an ORCID click on Register now and create an account

Having an ORCID is similar to having a researcher social security number—it identifies you as a unique researcher so that others can fully acknowledge your professional activities such as research, publications, grants, achievements, and awards. It is especially useful to those who have a very common name, have published under different names, or are unsure what name variation to search for to find their work.
Claim or Reject Publications

To get to pending publication items
1. Click **Menu** tab
2. Click **Publications**

Claim or reject individual publications using the **claim as mine** or **reject (not mine)** buttons. Or you can select a number of publications using the checkboxes, then claim or reject the marked publications with the large buttons at the top of the list.

Claimed publications will move to the **Mine** list and rejected to the **Not mine** list.

Search settings can be refined (see next page) to widen or narrow your search.

If you continue to have a lot of items that do not belong to you or not as many as you expected in your pending list and would like assistance on refining your search please submit a ticket at [https://td.unh.edu/tdclient/requests/servicedet?id=190](https://td.unh.edu/tdclient/requests/servicedet?id=190)
Update Profile

The profile information entered into myElements feeds to the faculty profile on the department websites. Profile picture feeds to Findscholars only.

1. Click Go to your profile
2. Add details into appropriate category

For help
https://td.unh.edu/TDClient/KB/ArticleDet?ID=1782
Search Settings

To refine your search settings
1. Click Menu tab
2. Click Search Settings under Manage-Publications

Search settings can help myElements pull publications that are associated with you. Particularly if you have a lot of publications in pending that are not yours or if you have published using a different name variation.

Your search settings are preloaded with your name (usually in the form of Lastname, First initial), but you can improve these settings by adding Name variants or Address terms. Consider removing the punctuation. ie. Doe J

*Note: Don’t forget to click Save (bottom) when you are finished editing your search settings.*

After saving, click Run my searches (top) and return to publications under the menu tab. If search was successful they will show up under the pending tab.
Review/add scholarly, professional and teaching activities, and grants

NOTE: This dashboard shows all faculty activity over time including items from the legacy Digital Measures system, items fed from other campus systems, and items you entered in myElements previously.

1. Click **+add**
2. Choose appropriate **category**
3. Fill in **details**

For help with determining where your activity gets entered see [What Goes Where?](#)
Add activities to assessment document

1. Click **Menu**
2. Under Build-Assessments click on the name of the assessment document you are currently working on
3. Click **Start**
4. Click **Select Items**
5. Click **Done**

**NOTE:** add ‘items that show on the list as available for selection’
Submit assessment document

When all items have been added

1. Click **Move to Department Review**. Rather than scrolling all the way to the bottom of page this link can be found at the bottom of the Summary list to the right
2. Verify that all items have been added appropriately
3. Click **Move to Department Review**

**NOTE:** You can export your report at anytime in the process. Once the report has been moved to department review it is locked unless the reviewer ends it back