

DM: Awards and Honors

1. After having logged into Digital Measures you should options for all your data separated by categories (General Information, Teaching, Scholarship/Research, Service, Merit Review, Faculty Profile, CV Entry Project).

1. Click on the *Awards and Honors* subheading under 'General Information'

1. Once there you will see all Awards and Honors as individual records.

1. Click on any of the records/items that are not currently showing up on your faculty profile.

1. You must now choose an item in the dropdown menu labeled 'Nominated or Received'?

1. Click the 'Save' button in the upper right of the screen.

1. You will return to the list of Awards and Honor records.

1. Repeat steps 1 – 7 for each item/record you would like to have displayed on your faculty profile.

Page: Digital Measures - Faculty Profiles

Page: DM: Adding Authors for Publications

For further assistance, please visit the ITS4U Help Desk located in NYS 215 or call 203-254-4069 during business hours.

Hours can be found here: [ITS4U Help Desk Hours of Operation](#)