

Please follow these steps to get your citations into Faculty 180:

1) Create a Google Scholar Profile – go to (scholar.google.com and either use your Gmail account or create a Gmail account)

- For the citations that Google Scholar Captures, click the box (left hand side) to select all citations.
- Select export (third option on the right), which will bring up a new screen. Copy and paste all the information on this screen.

2) Open up Faculty 180 (Go to www.myutoledo.edu and login > in the middle column at the bottom under Academic Resources > select Faculty 180)

- Click Activities (left hand side)
- Select your Professionals & Scholarly Contributions
- Click Add
- Select **import** Generic (RIS/BibTex)
- Then select BibTex under Citation Format and lastly under **Citation Data**, select copied text.
- Copy and paste your citation information from your Google Scholar Profile into the box.
- Confirm all the information is correct and click select all (check box on the left hand side at the very top)
- Click import selected and then, once all these files are in Faculty 180, go back and edit the information using the pencil button (on the right hand side) as needed.

3) For all the information not captured via Google Scholar, search by your last name either in Embase or Web of Science to capture the remaining citations. Sometimes, it is also useful to include The University of Toledo on a separate line. Export the information using the BibTex File into Faculty 180.