

In this course we're going to discuss ExpertFile, the platform we use to create and manage LMU faculty profiles.

To log into ExpertFile, head over to app.expertfile.com, type in your credentials and click "Sign In". You can request access using the form on this page if you don't have an account yet.

Log in to ExpertFile

Enter your details below.

Email

Password

Sign in >

[Forgot your password?](#)

This first dashboard you see is the "Measure" page, and shows you some analytics for all of our faculty profiles. The main page you'll be using in ExpertFile, however, is the "Manage" page.



There are two important things we need to clarify about the system to prevent confusion later: terminology and account types.

Terminology

ExpertFile is a platform that isn't solely designed for educational institutions to house faculty, but instead is meant to allow any form of business or organization manage profiles for people with whom they're affiliated, whether they're faculty, staff, sales personnel, tech support personnel, management staff, press, etc.

To account for this, ExpertFile refers to the people that have been added to any client's account as "**Experts**", rather than calling them "staff", "faculty", or any other title. So going forward we will occasionally be referring to "faculty" as "Experts" while using this system.

The second item to clarify is that there are two types of moderator levels within ExpertFile – "**Administrators**" and "**Agents**".

- **Agents** can edit and deactivate existing Expert profiles. Think of an Agent as an editor.
- **Administrators** can do everything an Agent can, in addition to creating new Expert profiles, assigning them to specific colleges / schools and academic programs, and granting Agents access to edit specific Experts.

We will occasionally need to switch back and forth between an Administrator account and an Agent account to showcase the differences between the two access levels. Also, please note that some lessons in this course may only be applicable to Administrators due to the restrictions on Agent accounts as listed above.