

# CFE Professional Interests Manager (PIM)

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## Simple Instructions for Getting Started

### 1. *Log in to the PIM.*

Point your web browser to <http://cfe.unc.edu/pim> and select the “*Log in to the PIM*” button.

Log in with your ONYEN.

### 2. *Complete the registration page.*

Select your academic unit affiliation. You can select more than one if appropriate. If you are in the College of Arts and Sciences and are not sure what division your department falls under, you can place your mouse cursor over each division name to view the list for each. After you have selected your affiliation(s) and read the CFE confidentiality statement, click “*Register*”.



## Professional Interests Manager (PIM)



Name:

Email:

Department:

- \* The email address above is the official address connected to your User ID (onyen) by the University.
- \* Notifications will be sent to this address.
- \* To change the address, please update your address in the [UNC Directory](#).

Some resource postings may only be relevant to particular academic disciplines. Please select the academic units or divisions affiliated with your discipline. You may select more than one. For divisions under Arts and Sciences, you can mouse over the division names for a list of departments associated with each.

Please select your academic unit affiliation(s):

<input type="checkbox"/> Arts and Sciences	<input type="checkbox"/> Business	<input type="checkbox"/> Journalism	<input type="checkbox"/> Nursing
<input type="checkbox"/> Fine Arts and Humanities	<input type="checkbox"/> Dentistry	<input type="checkbox"/> Law	<input type="checkbox"/> Pharmacy
<input type="checkbox"/> Natural Sciences and Mathematics	<input type="checkbox"/> Education	<input type="checkbox"/> Information and Library Sciences	<input type="checkbox"/> Public Health
<input type="checkbox"/> Social Sciences	<input type="checkbox"/> Government	<input type="checkbox"/> Medicine	<input type="checkbox"/> Social Work

**Confidentiality Policy:** All client information and records are considered confidential. No information concerning any identifiable clients will be shared with external audiences without the explicit consent of the clients involved.

### 3. *Select your professional interests.*

Your home page will be sparse until you have selected some professional interests. Click “*Edit My Interests*” on the menu bar at the top of the page or the link next to #1.

Home | [Edit My Interests](#) | [Edit My Attributes/Email Frequency](#) | [My Favorites](#) | [Browse All Resources by Interest](#) | [Advanced Search](#) | [Logout](#)

Home

**Welcome to the CFE's Professional Interests Manager!**

To start receiving updates on topics of interest to you, you need to do two things:

1. Select and save your professional interests. ([Edit My Interests](#))
2. Select and save your email notification preferences. ([Edit My Attributes/Email Frequency](#))

The Center for Faculty Excellence will take it from there. Thanks!

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**Confidentiality Policy:** All client information and records are considered confidential. No information concerning any identifiable clients will be shared with external audiences without the explicit consent of the clients involved.

Select the check boxes for the professional interests under Leadership, Research, Teaching, and CFE Programs that you would like to receive information about. To see the entire list, select “Expand”.

After you have selected your interests, click the “Save Updates” button.

Home | [Edit My Interests](#) | [Edit My Attributes/Email Frequency](#) | [My Favorites](#) | [Browse All Resources by Interest](#) | [Advanced Search](#) | [Logout](#)

Edit My Interests

**Set My Interests**

[Suggest an Interest](#) [Expand - Collapse](#)

- Organizational design
- Holding people accountable for results
- Planning projects and initiatives
- Raising funds
- Strategic planning and leading change
- Strengthening leadership skills
- Positive motivation methods
- Leadership**
  - Hiring and managing faculty and staff
  - Holding people accountable for results
  - Positive motivation methods
- Developing Leadership Resources**
  - Building effective teams and partnerships
  - Mentoring relationships and programs
  - Raising funds
  - Strengthening leadership skills
- Research**
  - Clinical trial research
  - Community engagement/Engaged scholarship
  - Data management
  - Developing a research portfolio
  - Ethics
  - Mixed methods
  - General grant writing assistance
  - Qualitative research
  - Grant funding announcements

**My Interests**

- Leadership**
  - Building effective teams and partnerships
- Research**
  - Grant funding announcements
- Teaching and Learning**
  - Electronic textbooks and open content
  - Tools to promote student engagement

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#### 4. Set your email frequency.

Click “*Edit My Affiliations/Email Frequency*” on the menu bar at the top of the page. Next to “*Email Frequency*”, make a selection using the drop-down menu. If you choose “No email notification please”, you will have to log in to the PIM to follow resource updates.

After you have set your email frequency, select “*Save Email Preference*”.

The screenshot shows the 'Professional Interests Manager (PIM)' interface. At the top, there is a navigation bar with links: Home, Edit My Interests, Edit My Affiliations/Email Frequency, My Favorites, Browse All Resources by Interest, Advanced Search, and Logout. Below the navigation bar is a search box with a 'Search' button. The main content area is titled 'Edit My Email Frequency' and contains a section for 'Set Email Frequency'. This section explains that PIM users can choose to receive resource updates as a single message sent no more than once an hour, once a day, once a week, or once a month. The 'Email Frequency' dropdown menu is currently set to 'No more than once an hour', and there is a 'Save Email Preference' button next to it. Below this, the user's email address is displayed as '\*\*\*\*\*@email.unc.edu'. Three bullet points provide additional information: the email address is the official one connected to the User ID, notifications will be sent to this address, and users can update their address in the UNC Directory. The 'Set Affiliations' section follows, explaining that some resources are relevant to specific academic disciplines. It lists various units with checkboxes: Arts and Sciences, Business, Journalism, Nursing, Fine Arts and Humanities, Dentistry, Law, Pharmacy, Natural Sciences and Mathematics, Education, Information and Library Sciences, Public Health, Social Sciences, Government, Medicine, and Social Work. The 'Information and Library Sciences' checkbox is checked. A 'Save Affiliations' button is at the bottom of this section. A confidentiality policy is displayed at the very bottom of the page.

You are now signed up for the PIM. For more detailed information, see the list of Frequently Asked Questions on the PIM website at <http://cfe.unc.edu/pim>.

#### Optional PIM features available to you include:

- **Browse All Resources by Interest:**  
This feature allows you to browse all PIM resources by interest, regardless of whether or not you have selected a particular interest.
- **My Favorites:**  
This is similar to bookmarks supported in most web browsers.
- **Advanced Search**