WELCOME TO SIGNATURE

Quick Start Guide

Baylor College of Medicine

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What is Signature?

In our socially connected world, some websites share more of your information than you’d like, and there is often little you can do about it.

With Signature, you can control how much – or little – personal and professional information you share about yourself online. You can also show different aspects of your life and career with personal and professional Signature profiles. Signature is a web-based tool built by Baylor College of Medicine that allows you to manage information about yourself in a single secure location.

Think of your Signature data, called attributes, as songs in a digital music library. Signature profiles are like music playlists of specific songs from your larger music library. They let you choose which attributes you display where online.

The following is a sample list of attributes, along with sample professional and personal profiles.

Your Attributes
Addresses
Date of Birth
Email Addresses
Employment
Gender
Interests
Phone Numbers
Professional Interests
Professional Statements
Profile Photos

Professional Profile
Address (work)
Email Address (work)
Employment
Phone Number (work)
Professional Interests
Professional Statements
Profile Photo (in tie)

Personal Profile
Address (home)
Date of Birth
Email Address (personal)
Gender
Interests
Phone Number (home)
Profile Photo (pink hat)
On a Signature-connected website, like the Baylor College of Medicine website, you can choose a profile (such as the Professional Profile from the example above) to show details you want to share. The following is an example of a page visitors would see if they searched for you on the Baylor website.

Getting started with Signature is quick and easy! Read on to learn how to log in, enter your data, and create your own customized profiles that provide information for your website bios.
Accessing Signature

As a Baylor College of Medicine employee, a Signature account was created for you. Once you access Signature and set your password, you can log in.

If you are logging in from a Texas Children's Hospital computer, you will need to connect to the Baylor College of Medicine network through Citrix and access Signature from the Google Chrome browser. For more information, see “Accessing Signature from Texas Children's Hospital” below.

The following sections outline browser requirements and describe how to log in to Signature.

Browser Requirements

Signature requires one of the following browsers:

- Any recent version of Google Chrome
- Any recent version of Firefox
- Any recent version of Safari
- Internet Explorer version 9.0 or later

Logging into Signature for the First Time

To log into Signature for the first time, you need to set a password. For information about TCH computers, see the TCH section below.

To log in for the first time:

1. Go to http://signature.bcm.edu and click Account Help at the bottom of the page.
2. On the Account Help page, click How do I access my account for the first time?
3. Enter your Baylor College of Medicine email address and click Send.
4. Go to your email and in the Signature message click the link to reset your password. If it is not a link, copy and paste it into a browser. Signature displays the Password Reset page.
5. On the Password Reset page, in the Security Question box, enter your BCM ID and then enter and re-enter a new password.

   NOTE: Your Signature password is NOT the same as your BCM Enterprise Computing Account password, and it does not expire.

6. Click Submit.
7. On the confirmation page, click Signature Account Manager and log in to Signature with your Signature account email address and new password.
Logging into Signature

After you’ve set a password, each time you log into Signature you simply enter your Signature account email and Signature password.

To log into Signature:
1. Go to http://signature.bcm.edu and click Login.
2. Enter your Signature account email address and Signature password.
3. Click Submit. The Signature home screen is displayed and you can get started working with profiles and attributes.

Accessing Signature from Texas Children’s Hospital

From a TCH computer, you will need to log into the BCM Citrix application and use the Chrome browser, instead of Internet Explorer. Signature requires a more recent version of Internet Explorer than is currently installed on TCH computers.

To access Signature from a TCH computer:
1. Go to https://bchapps.bcm.edu/
2. In the login box, enter your BCM ECA in the Username box, and your BCM password. Click Log On.
3. In the Citrix Main window, click Google Chrome.
4. If a Windows Server 2003 login box is displayed, do the following tasks:
   a. Enter your BCM ECA in the Username box along with your BCM password.
   b. In the Log On To box, select BCM and click OK.
5. In the address bar in Chrome, enter http://signature.bcm.edu. You do not have to log into Chrome. Just paste the Signature URL in the address bar and click Enter. The Signature Welcome page is displayed.

To get started, use the “Logging In” instructions in the previous sections.
**Working with Profiles**

Profiles are designed to take your chosen sets of attribute entries and display them on the web where you choose. For each profile, you can choose the attributes you wish to assign to, or display in, a desired profile. Since your professional life and personal interests are multifaceted, creating different profiles allows you to effectively present yourself online in the most appropriate and accurate way, depending on the desired audience. Creating multiple profiles allows you to present yourself as a physician on a clinical web page, a researcher on a lab page, and an instructor on an education page, for example.

**Creating a New Profile**

To create a new profile:

1. Click **Profiles** in the Signature Navigation bar. *If you just logged in to Signature, note that you are automatically directed to the Profiles area.*

2. To add a new profile, click the **+ CLICK HERE TO ADD A NEW PROFILE** card.
In the new profile card, enter a profile name and description. The profile name is required. It is important to provide an easily identifiable name for each profile, because you will be required to select the profile you would like to display on various web pages. Entering a description is useful for you to differentiate profiles in your account. Descriptions are only seen by you for this purpose, and are never shown publicly.

3. Click **Save**. The profile has been created.

**Working with Profile Cards**

Once you've created a profile, you can perform the following actions related to the selected profile card.

- **Load Profile in Workspace** button takes you directly to the Workspace area. The corresponding profile will automatically be selected from the Profile dropdown menu, and you can begin or continue to add and assign (choose to display) attribute entries for the profile.

- Clicking the **View Profile** button displays an overview of the attribute entries you have selected to display for the corresponding profile. If you have not
yet assigned (elected to display) any attribute entries for the profile, no data will display.

Clicking the **Clone Profile** button duplicates the corresponding profile. A new profile card is created, and you must enter a new name for the profile within the Profile field, enter a description as desired, and click **Save**. If you have assigned (elected to display) any attribute entries for the original profile, these same attribute entries have been copied into the cloned profile. The Clone Profile feature is very useful if you wish to create a new profile that is very similar to an existing profile and you do not want to assign a multitude of attribute entries from scratch. After saving the cloned profile, simply click **LOAD PROFILE IN WORKSPACE** on the profile card to be directed to the Workspace area, where you can then add or remove attributes for display as desired.

Clicking the **Delete Profile** button directs you to a confirmation screen, where you must confirm deletion of the corresponding profile. If the profile is being displayed on at least one web page, this information will be listed in the deletion confirmation window. It is not recommended that you delete a profile if it is being displayed on a web page. Instead, you may wish to select another profile to display on the web page, or you could add or remove attribute entries within the profile, so the desired information displays.

Clicking the **Edit Profile** button simply flips the corresponding profile card over, allowing you to update the profile name and/or description.
Working with Attributes

Attributes are bits of data that help describe you. Once you store your attributes in Signature, you can then choose the ones you want to display on the Baylor College of Medicine website.

Adding Attribute Entries

To add an attribute entry:

1. To get started, click **Workspace** in the Signature Navigation bar.

2. In the **Workspace** area, select an attribute type from the **Attributes** menu on the left.
3. Complete all required fields (marked with an asterisk), as well as any optional fields according to your preference. There are several types of Attribute fields:
   a. **Single**: Only one attribute entry can be assigned (displayed) per profile. 
      *Examples: Date of Birth, Nicknames/Aliases, Profile Photo*
   b. **Multiple**: More than one attribute entry can be assigned (displayed) per profile. 
      *Examples: Education, Professional Interests*
   c. **Label**: Attribute entries can be assigned (displayed) with preset labels, such as Home, Work, Office, Primary, Secondary. 
      *Examples: Addresses, Phone Numbers, Email Addresses*

4. Click **Save**.

5. For attributes that allow multiple values to be displayed (such as Education and Professional Interests), add more entries by clicking **Add** in the upper, right corner of the attribute workspace.

6. Complete the fields and click **Save**.

**Editing Attributes**

To edit an attribute entry:

1. Select the attribute type from the Attributes menu on the left.
2. Click the **Edit Attribute** button next to the item you want to modify.
3. Modify the fields and click **Update**.
Deleting Attributes

To delete an attribute entry:

1. Select the attribute type from the Attributes menu on the left.
2. Click the **Delete Attribute** button next to the entry you want to remove.
3. Click **Delete** to confirm.

Assigning an Attribute to a Profile

Signature allows you to create profiles that portray different aspects of you. For each profile, you can choose which attributes you wish to assign to it. Before assigning attributes (choosing which attributes to display), ensure the desired profile is selected from the **Profile** dropdown menu at the top of the **Workspace** area.

- **NOTE:** All BCM faculty, staff, and students have a default profile already available, named **Provided by BCM**. If you create a new profile, the profile will be available in the **Profile** dropdown menu in the Workspace area. If you are BCM faculty, staff, or student, and you do not create a new profile, the default **Provided by BCM** profile will be selected by default from the **Profile** dropdown menu.

To assign an attribute to a profile:

1. From the **Profile** dropdown list, choose the profile you want to populate.
2. Select an attribute type from the Attributes menu on the left.
3. Click **Assign** next to the entry you want to include in the profile.

   To indicate that the entry is assigned to the profile, the row turns green and contains a checkmark, and the attribute type contains a number indicating the number of entries for that attribute type that are assigned to the selected profile. In addition, the **Assign** button becomes an **Unassign** button.
NOTE ON LABELED ATTRIBUTES: For attributes that can be assigned labels, such as home or work, or primary or secondary (such as Addresses, Email Addresses, and Phone Numbers), you click Assign, select the label checkboxes and click Done. The Assign button does not change to Unassigned unless you’ve check the maximum number of labels, but the “Assigned as...” text in the row indicates that you have assigned entries to this profile.

NOTE ON THE VIDEO ATTRIBUTE: Only Baylor-approved videos will appear on your profiles displayed at bcm.edu. For approval, add the URL of the desired video to the Video attribute in your Workspace. Then, contact the Office of Communication at pa-webteam@bcm.edu and send them the same video URL for approval. Once you receive approval, a Signature administrator can set your Video attribute as org-approved, and if assigned, will be displayed on your bcm.edu profile. (Baylor-approved videos show a badge in your Workspace, as shown in the screenshot below.)

Unassigning an Attribute from a Profile

To unassign an attribute from a profile:

1. From the Profile dropdown list at the top of the Workspace area, choose the profile you want to work with.
2. Select an attribute type from the Attributes menu on the left.
3. Click Unassign next to the entry you want to remove from that profile. The entry is no longer assigned to the profile and it will no longer display on web pages where that profile is displayed.
Changing the Order of Attribute Entries

From Signature, you can determine the order in which attribute entries are displayed in a web app instance (on a web page). For attributes that can be reordered, at least two must be assigned to a profile before reordering is available.

To reorder attribute data:

1. In Signature, click Workspace in the top navigation bar, and then click the View Profile button in the upper-right corner of the window.

![View Profile button]

2. In the Standard View window, scroll down to the item you want to move, and then click Move.
3. Scroll up to the position in which you want to place that item and click Insert.
4. Repeat for all items you want to re-order.
5. When you’re done, click the Close button (X) in the upper-right corner of that window.

**NOTE:** The following attributes cannot be reordered because of the information they contain: Addresses, date of birth, gender, phone numbers, profile photos, relationship status, and videos.
Displaying Your Information on the Website

To display your profile data on the website, you share a profile with the ONEWeb app. By default, when someone adds you to a web page, Signature shares your Provided by BCM profile. If you’ve created another profile, you can choose to share that profile with any pages on which you are displayed.

You can also choose to disable Automatic Sharing, which means that Signature will send you a notification each time someone wants to add you to a BCM web page. The following sections describe how to share your profile with BCM web pages.

Enabling and Disabling Automatic Sharing

By default, Automatic Sharing is enabled. This means that when someone adds you to a web page, Signature shares your Provided by BCM profile with that page.

To disable Automatic Sharing:
1. In Signature, navigate to the Apps page by clicking Apps in the Navigation bar.
2. In the Automatic Sharing box, click Disable. From now on, you will receive Signature notifications when you someone wants to add you to a page. You will then need to manually share a profile with the page. See the section about sharing below.

To re-enable Automatic Sharing:
1. In Signature, navigate to the Apps page by clicking Apps in the Navigation bar.
2. In the Automatic Sharing box, click Enable and then choose a profile to share with all future pages. Click Save.

Manually Sharing a Profile

To share your profile with a web app instance:
1. In Signature, navigate to the Apps page by clicking Apps in the Navigation bar.
2. Scroll to the instance name and click Select Profile.
3. Choose a profile from the drop-down list. The default is Provided by BCM.
If you want to create another profile to use with this instance, in the Navigation bar, click Profiles and add a new profile.

4. Click Save to display this profile data in this web app instance.

5. To view this web page, click the icon next to the instance name (box with an arrow). If the web page owner has published the page, then you will be able to see the page with your data in it.

**NOTE:** If you do not want to display any profile data with this instance, click Stop Sharing. If you do not want to display any Signature data anywhere in ONEWeb, click Disconnect to the right of Baylor College of Medicine – OneWeb at the top of the page.

**Working with the Default Website Bio**

When you log in, Signature provides you with one connection to a ONEWeb instance called ONEWeb-Profile Page. The purpose of this page is to give all Baylor College of Medicine faculty and staff a presence on the website. By default, Signature shares your Provided by BCM profile with this instance. You can switch profiles at any time.
Working with Delegates in Signature

In Signature, you can give other Signature users access to your account so they can manage your profile data. It is useful to delegate access if you want to share or make changes to your Signature data, but are not available to do so. Conversely, you can act as a delegate for others who have permitted you to manage their profile data. You can grant delegates varying levels of access to your Signature data.

To make a request to delegate access to your Signature account or become a delegate for a faculty member, email signature@bcm.edu with the request.

Acting as a Delegate for Someone Else

Once you have been granted delegate access to another Signature user’s account, you just need to log into your own Signature account and then act as the other user.

To act as a delegate for someone else:

1. After you’ve been given delegate access to another user’s account, log into your own Signature account.
2. Click Delegates in the bar at the top of the window.
3. Scroll down to the name of the faculty member and click Act As. (By default the Confirmed list is displayed.)

Signature displays the Profile page for the other user, and includes information in the Navigation bar about whom you are acting as.
4. To return to your profiles and workspace, click **Back to my Account** in the Navigation bar.