

How do I get my profile included in the GW Expert Finder?

If you are a faculty member, login into your Lyterati profile and select the checkbox that allows your profile to be found in searches.

If you are specialized faculty, you must first create a profile at <https://my.gwu.edu/mod/expertfinder>. Once you create and publish your profile, your information will be populated into Expert Finder the next day.

[Faculty – Quick Reference Guide](#)
[Specialized Faculty – Quick Reference Guide](#)

I no longer wish to be included in GW Expert Finder, how do I remove my profile?

If you are a faculty member, login into your Lyterati profile and deselect the checkbox so that your profile no longer shows in searches.

If you are specialized faculty, and have created your profile in the MyGW form, simply go to the form and unpublish your profile.

Changes in either system will occur the next day.

What do I do if I can't login to GW Expert Finder?

If you are on-campus and cannot login to GW Expert Finder, please contact the IT Support Center at ithelp@gwu.edu or at 202-994-4948. If you are off-campus, you will need to login to the VPN before you can access GW Expert Finder. Instructions for logging into the VPN are available [here](#).

What do I do if I cannot login to Lyterati or the MYGW form?

If you are on-campus or off campus and cannot login to Lyterati, please contact the IT Support Center at ithelp@gwu.edu or at 202-994-4948. If you are on-campus and cannot log into the MyGW form, please contact the IT Support Center at ithelp@gwu.edu or at 202-994-4948. If you are off-campus, you will need to login to the VPN before you can access the MyGW form. Instructions for logging into the VPN are available [here](#).

My data being shown in GW Expert Finder is not correct.

Use the Data Sources worksheet to determine where the data is being pulled from. Update and save the data at the source. The change will be viewable the next day. The Data Sources worksheet is available [here](#).

I am an adjunct / researcher and I don't have a Lyterati profile. How can I be included in the GW Expert Finder?

For specialized faculty, you will use the [form on MyGW](#) to create a profile. Once you save and publish this profile, it will push to Expert Finder and display the next day.

I have a Lyterati question, who should I contact?

Each school has a lead Lyterati liaison. You should identify this person for your school and reach out to them. If you are unsure of your Lyterati lead, your school communications office may be of additional assistance.

I have added content to the Languages Spoken section, why is this content not displaying?

If you are a faculty member, languages added in Lyterati will not display until later this fall, when the feed is updated to pull that information.

If you are a specialized faculty member, please check to be sure you've added languages, saved and clicked on "Publish" (your change will display the next day). If you have done all of this and it still does not display, please contact the IT Support Center at ithelp@gwu.edu or at 202-994-4948.

Why are my publications not displaying, even though I have them checked in Lyterati?

A publication MUST include type of "Refereed Article", "Invited Article" or "Other" to display.

What is included in "Publications" in the GW Expert Finder?

GW Expert Finder includes academic articles, books, or chapters as publications.

I have specific publications that I do and do not want to display in Expert Finder. How do I identify these?

If you are a faculty member, you can log into Lyterati and check/uncheck the box that pushes your specific publication to Expert Finder.

If you are specialized faculty, you will need to update your privacy settings within your ORCID profile. ORCID allows you to determine if you would like your contributions to be public or private.

What is included in "Services" in the GW Expert Finder?

GW Expert Finder's Service includes: Editorial Boards and Reviews, Professional Memberships, Media Contributions, Conference/Meeting Presentations. It does not include: GW Committees or Community Service, Consulting, Clinical Practice, or Other Internal Services

Why is my most recent title not displaying first?

In order to have positions displayed in chronological order, you will need to add start and end dates within Lyterati to your positions. For specialized faculty, you will need to ensure this information is included in ORCID as well.

Why is my name wrong in GW Expert Finder?

Your name is added to GW Expert Finder from Banner and not from Lyterati or ORCID. If your name is incorrect, you will need to contact Human Resources to request a correction.

Who do I contact when I am having technical problems in GW Expert Finder?

For technical problems, please contact the IT Support Center at ithelp@gwu.edu or at 202-994-4948.

I am having problems with the content in GW Expert Finder, what should I do?

Please refer to your Lyterati or ORCID profile to ensure your content is included appropriately. If you continue to have problems, please contact your Lyterati liaison.

I made a change to my ORCID profile, why haven't I seen it in GW Expert Finder?

In order to avoid undue strain on the ORCID system, changes made to ORCID profiles may take up to 2 weeks to display in GW Expert Finder.