Submit the profile

Use the procedure below to help you submit your institution's profile when you have completed both the Institution Services and Collection Strengths sections.

For an overview of the profile process, see Complete and maintain a profile.

For help with the previous step in the profile process, see Enter the needed information.

For help with the next step in the profile process, see Update the profile.

Submit your institution's profile to your local/regional group

To submit your institution's profile to your local/regional group:

1. Log on to QuestionPoint using your institution administrator authorization number or another authorization number with the edit-profile privilege.

2. If the Profile module is not displayed, click Profile at the top of the screen. The system displays the Profile module.

3. If Institution Services is not displayed, click the Institution Services tab in the main menu.
   ◦ In Institution Services, the activation status of your institution's profile is listed for each group in which your institution may participate. A Requirements button and a Submit button appear for each group for which the profile's status is notActive or Candidate.
     Note: For more information, see Profile activation statuses and actions.

4. Click the Requirements button for your local/regional group.
   1. In a separate browser window, the system displays a list of the profile approval requirements for the group, including each required part/field and its current status:
      ▪ OK indicates that the required part/field contains some information, which may or may not be correct and complete.
      ▪ Not OK indicates that the required part/field contains no information.
        Note: If no required parts or fields are listed, you can close the separate browser window, click the Submit button for the group, and skip steps 5-8.

5. If the status of any part/field is Not OK, go to that part/field and add the required information. Then repeat steps 3-5.

If no parts/fields have Not OK as the status, go to the next step.
   ◦ For help, see Navigate the parts of the profile.

6. Optional. Go to each required part of the profile, review the information and enter any needed changes.

7. If Institution Services is not displayed, click the Institution Services tab in the main menu or the Institution Services link below the tab. The system displays Institution Services.
8. Click the **Submit** button for your local/regional group. The system changes the activation status of the profile to **Candidate** or **Active** and removes the **Requirements** button and **Submit** button for the network.

9. If the status is **Active**, the system approved the profile automatically using criteria set by the group administrator. If the status is **Candidate**, the group administrator will review the profile and notify you if additional information is needed.

10. If additional information is needed, you add it to the profile and notify the group administrator.

11. The administrator approves the profile and notifies you. The system changes the activation status of the profile to **Active**.