

How to Change Supervisors in Penn Profiler

The purpose of this 'How To' is to guide users through the process of updating their supervisors in the Penn Profiler.

1. Log directly into the PennProfiler at <http://knowledgelink.upenn.edu/pennprofiler>

Penn Profiler

Login to Penn Profiler: [LOGIN](#)

Penn Profiler assigns most commonly required University training.

- If you need to change your supervisor, see [How to Change Supervisors in Penn Profiler](#)
- If you need to add a required course or training assignment, update your [Penn Profiler assessment](#)
- To request removal of incorrect training assignments, please submit an electronic support request to the Knowledge Link Helpdesk by clicking [here](#). For guidance on the SmartForm, see this [FAQ](#).
- If you're not seeing Penn Profiler as having been completed, it may be because Penn Profiler works by sending a completion message every four hours, 4, 8, and 12 AM and PM. Until one of these times occurs your Penn Profiler will show up as incomplete. Courses assigned by Penn Profiler are handed out on a similar schedule. For courses they are assigned every 2 hours at 2, 4, 6, 8, 10, 12 both AM and PM.

Supervisors and Managers: Guide to My Team Tab and Reports

- Supervisors identified in Penn Profiler have automatic view the training status of their supervisees on the My Team dashboard in Knowledge Link
- To make adjustments to your list of supervisees, ask those individuals who are listed incorrectly to log into [Penn Profiler](#) and update their information on the Set Supervisor screen
- For more information, see: [Supervisor Guide - My Team \(PDF\)](#)

Penn Profiler Frequently Asked Questions

- ▶ Who needs to take the Penn Profiler assessment?
- ▶ When and why was the assessment instituted at the University?
- ▶ Who should I list as my supervisor? How can I make corrections?
- ▶ Why is Penn Profiler showing up as incomplete?
- ▶ I think the wrong courses have been assigned to me. What should I do?
- ▶ When I log into Knowledge Link, I don't see my courses. What should I do?
- ▶ I got an email saying I need to retake the assessment. Why?
- ▶ I'm a supervisor. I got an email about my supervisees' training. What does this mean?
- ▶ I'm a supervisor. How do I correct an error on my list of supervisees?
- ▶ What do I do if I don't know the answer to a question?
- ▶ I completed the CITI training at CHOP. Do I get credit for that? How?
- ▶ When I click on the link to take the Penn Profiler, I get the message that I'm unauthorized. What should I do?
- ▶ How is this information used?
- ▶ Are my responses to the assessment questions private?
- ▶ The font size of my assessment is too small or large. How can I fix this?
- ▶ Can I delegate my supervisor responsibilities?

Click on the "Set supervisor" link in the left navigation bar.

Penn Profiler
Knowledge Link
Identifying your compliance training needs

About Penn Profiler

Penn Profiler is the University's on-line training assessment, designed to:

- **Identify** mandatory training required by your job, academic activities, and compliance regulations
- **Assign** appropriate courses to you in the [Knowledge Link](#) Learning Management System

For more information, and for technical support, visit the [Penn Profiler Website](#)

How to Change Supervisors in Penn Profiler

The **Manage supervisor** screen appears with detailed instructions.

Enter the name (or Penn ID or PennKey) of your new supervisor and then click in the box. This will activate the search and you will have one or more persons to choose from. Select the correct one.

Click the **Submit** button.

Manage supervisor

Instructions: Enter your supervisor or administrator for training in the Learning Mangement System (LMS), following these guidelines:

- **Faculty:** select your Department Chair
- **Staff:** (full or part time, temp, and student workers) select your primary job supervisor or manager
- **Post Doctoral Fellows:** select your Principal Investigator
- **Graduate Students:** select your Principal Investigator (if none, select your Graduate Chair)
- **Undergraduate Students:**
 - Paid Student Workers: select your job supervisor or manager
 - Non-paid students: select the academic advisor or other that oversees your work or research at Penn

The person you designate will be notified of your Penn Profiler completion and will be able to report on the status of your required training.

Current supervisor: [redacted] (active) Staff - Information Security Project Office And Technology - It Director

Enter new supervisor (search by name, pennkey or pennid):

Note that a red alert box appears at the top of the screen confirming “**User updated**”.

Click the **Log out** button in the upper right of the screen and you have successfully changed your supervisor.

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- **Undergraduate Students:**
 - Paid Student Workers: select your job supervisor or manager
 - Non-paid students: select the academic advisor or other that oversees your work or research at Penn

The person you designate will be notified of your Penn Profiler completion and will be able to report on the status of your required training.

Current supervisor: Ben Franklin (frankb, 12345678)(active) Staff - Administrative Information Technology And Data Admin - It Sr Project Leader

Enter new supervisor (search by name, pennkey or pennid):