

Site Personnel Lists Field descriptions and options.

Please make any needed changes to the attached Excel files of LTER personnel at your site, adding new records and changing existing information as necessary. Save your completed file as a comma-separated values (CSV) file with the name **XXX-LDAP-update-YYYY-MM-DD.csv**, where XXX=3-letter site acronym and YYYY-MM-DD= the date of the update in Year-month-day format. Return the csv file to downs@nceas.ucsb.edu.

- **Adding new site members:** Add each new member on a line. **DO NOT assign new user IDs.** Leave that field blank -- unless the user has come from another LTER site. If they already have an LTER userid from another site, please include that userid. If they are leaving the old site, simply replace that site acronym with your site's acronym. If they are keeping affiliations with both sites, include both acronyms, separated by a pipe symbol (|). Your site affiliation will be *added* to the previous site affiliation. When in doubt, search the LTER directory (<https://lternet.edu/directory/>). If a person has an existing userid and you add a person with the same name, but no userid, a second userid (mdowns, mdowns1, for example) will be created for that person.
- **New members** will receive an automatic email with a welcome message, their LTER username, a randomly assigned password, and a link to change their password and update their profile with additional information if desired, such as their ORCID, a biographical statement, and a photograph or avatar.
- **Displaying and Removing** site members: To ensure that a person is displayed, add "urn:lter:lterCurrentMember" to that field. This will give the person subscriber-level access to the lternet website, allow them to create a user profile, and let us know they should be added to the lter-all@lternet email list.
In order to retain a record of past LTER affiliates, we are not generally deleting records. To prevent an individual from displaying on your lternet site profile, add "urn:lter:lterFormerMember" to the eduPersonEntitlement field.
- **Duplicate identities.** Many of you will find several variations of records that you know refer to the same person. This method was used to solve a variety of problems with the old system, such as multiple roles, sites, and email addresses. We think we have addressed most of those, and so should be able to eliminate most duplicate identities -- but if there is a specific reason you need to retain two identities for the same person, please let us know about it.
 - Decide which is the record that should be kept and note the userid. Add "urn:lter:lter**C**urrentMember" to the <eduPersonEntitlement> field of that record.
 - In the record that should **not** display, enter the userid of the record that should be kept in the <duplicates> field and leave the <eduPersonEntitlement> field blank. Be sure to add relevant information from the duplicate record to the one that should be retained.

Field Name	Definition	Options
o	Organization	LTER for all personnel
ou	Organizational unit (site association) Multiple entries are allowed. Please separate individual entries with a pipe symbol ()	<ul style="list-style-type: none"> Standard Options: AND, ARC, BES, BLE, BNZ, CAP, CCE, CDR, CWT, FCE, GCE, HBR, HFR, JRN, KBS, KNZ, LUQ, MCM, MCR, NES, NGA, NTL, NWT, PAL, PIE, SBC, SEV, SGS, VCR Special Options: EDI, NCO, INT, LNO, NWK Special options are for personnel associated with the Environmental Data Initiative (EDI), Network Communications Office (NCO), International LTER (INT), LTER Network Office (LNO), and the Network as a whole (NWK)--for example, staff of related organizations and networks.
uid	UserID	<ul style="list-style-type: none"> For existing users, leave as is For new users <u>leave blank</u>
givenName	"first" name (e.g. "Marty")	
sn	surname (e.g. "Downs")	
cn	complete name (e.g. "Marty Downs")	
mail	email address	Please check for current email addresses. Accepts multiple values, separated with a pipe symbol ().
title	<p>LTER Network role This field accepts multiple roles. Separate individual entries with a pipe symbol ().</p> <p>Choose the most appropriate role from the drop-down list.</p> <p>This is NOT the job title (Associate Professor, for instance) and many of those should be replaced. This will determine</p>	<p>See role definition table (below) for role definitions. Accepts multiple values, separated with a pipe symbol (). Valid values:</p> <ul style="list-style-type: none"> Lead Principal Investigator Co-Principal Investigator Investigator Postdoctoral Associate Graduate Student Undergraduate Student Information Manager Education Manager

	membership on role-based email lists, so we need a limited and consistent vocabulary.	<ul style="list-style-type: none"> ● Other Professional ● Administrative ● Other Staff ● Interested Party ● Retired
eduPersonOrcid	ORCID (Open Researcher and Contributor ID)	Use full URL, for example: https://orcid.org/0000-0003-2833-956X
eduPersonEntitlement	Designates an active member of the site. Only active members will be displayed on the site profile page and in the directory. They will have access to edit their own LTER profile (at https://lternet.edu/login/) and will be added to the all-LTER email list.	<ul style="list-style-type: none"> ● For active members, enter “urn:lter:lterCurrentMember” (without quotes) ● For inactive (former) members, use “urn:lter:lterFormerMember” ● For duplicate identities, leave blank. For example: Say I have two identities (uid’s mdowns and mdowns1). I want to keep and display mdowns and have added any information from mdowns1 to that identity. <ul style="list-style-type: none"> ○ In the mdowns record, I would add “urn:lter:lterCurrentMember” in the <eduPersonEntitlement> field and leave the duplicates field blank. ○ In the mdowns1 record, I would leave the <eduPersonEntitlement> field blank and add “mdowns” in the duplicates field.

LTER Network Role Definitions

Lead Principal Investigator	The primary individual designated by the grantee and approved by NSF who will be responsible for the scientific or technical direction of the project.
Co-Principal Investigator	The individuals designated by the grantee and approved by NSF who will be responsible for the scientific or technical direction of the project. (Cover page investigators.)

Investigator	An individual other than the Co-Principal Investigator(s) considered by the performing institution to be a member of its faculty or who holds an appointment as a faculty member at another institution, and who will participate in the project being supported.
Postdoctoral Associate	An individual with a doctoral-level degree who does research at the site, but does not hold a permanent position. Generally Postdocs are less than 5 years post-degree.
Graduate Student	A part-time or full-time student working on the project in a research capacity who holds at least a bachelor's degree and is enrolled in a degree program leading to an advanced degree.
Undergraduate Student	A student working on the project in a research capacity who is enrolled in a degree program (part-time or full-time) leading to a bachelor's or associate's degree.
Information Manager	A person at an LTER site that spends some or all of their time in the process of data management. This person may or may not be the site representative to the data management committee.
Education Manager	A person at an LTER site that spends some or all of their time in the process of education/outreach. This person may or may not be the site representative to the education/outreach committee.
Other Professional	A person who may or may not hold a doctoral degree or its equivalent, who is considered a professional and is not reported as a Principal Investigator, faculty associate, postdoctoral associate or student. Examples include research associates, professional technicians, physicians, veterinarians, system experts, computer programmers and design engineers.
Administrative	Persons working on the project in a non-research capacity.
Other Staff	Persons working on the project in a non-research capacity, such as draftsmen, animal caretakers, electricians and custodial personnel.
Interested Party	A person who is associated with an LTER site or the Network through interest, educational programs, public outreach etc.
Retired	Retired investigators who maintain an active interest in the site and the Network. <u>Not the same</u> as past network members (who are designated in the "eduPersonEntitlement" field)
Blank	If you do not select a role, the title field will be left as is.