

How to add a publication to an Extension program page

1. Log in to the [Personnel Management System](#).
2. [Add the publication to the Personnel Management System database](#). Only publications in the database can be added to Extension programs.

To add multiple publications to a single program:

1. Once the publication is in the Personnel Management System database, on the Main Menu, click Extension Programs.
2. Find the program you want to add a publication to and click “Pubs” in the fifth column.
3. Use the filters to find the publication you want to add.
4. Click Edit next to the publication.
5. On the far right, mark Add.
6. On the left, click Update.

To add a single publication to multiple programs:

1. Once the publication is in the Personnel Management System database, on the Main Menu, click Publications.
2. Find the publication you want to add to the program pages and click “Programs” in the fifth column.
3. Select the program you want from the dropdown list.
4. Click Add Program.
5. Repeat until all desired programs are added.