

How to edit your profile?

We have created this short guide to assist you in editing your profile.

Happy editing and remember to click Save changes often so you don't lose your work. It's worth noting that once you click Save changes all the inputted changes and content will be live on your profile.

OVERVIEW

The following sections will be displayed on the main page of your Staff profile. All fields are optional.

Name - If you need any changes made to your displayed name, please email the [Web Team](#). The only option available in this section is to show or hide it on your profile page.

Postnominals - You can list your postnominals here. The order on your profile page will be the same as the one in the editor. Your postnominals will be displayed after your name on the profile.

Image – *What kind of image to choose?* - It is best to choose a recent headshot image with a simple, light background. The file shouldn't exceed 10 MB, while the orientation of the image should be portrait (or square) with your face in the middle of the image. Once the image is uploaded and saved it will be automatically cropped and scaled to fit in a circle placeholder that is 150 x 150 pixels in size. We would suggest checking how the image looks on your live page to make sure you are happy with it. You can only have one live profile image.

How to upload an image? - Click on Edit and then click on the small tree icon in the editor. A popup window will open in which you will select the icon at the end of the Image URL line (when you hover over it, it will read *browse*). Another popup window will open, and from there you will be able to upload the image by clicking on the upload option (small green cross icon), choosing the file from your computer via the file to upload/choose file command and clicking on the upload button. Once the upload is successful you can close this popup window. Now select the uploaded image in the still open Insert/Edit image popup window and click on the Insert button at the bottom of the window. Then click OK and save the changes at the bottom of the editor page by clicking on the Save Changes button.

To delete the image, simply click on Edit, click on the image, press the delete button on your keyboard, and click save at the bottom of the editing page.



Office Address - You can include your office address in this section. The preferred format is:

Campus (Old Aberdeen, Foresterhill or Qatar) and Building (example King's College)

Room with room number

City and Postcode

Example:

Old Aberdeen

Room 023

University Office

Aberdeen AB11 AAA

Other Profiles – Here you can insert links to other professional profiles. Remember to include the full URL in the appropriate external profile line. The personal website line is intended exclusively for your own personal website, if you have one. To include a link to your ORCID profile, please add the link within your PURE profile and ensure your profile is set to public.

Biography - In this field you can provide a short summary (up to 2000 characters / around 350-500 words) of your biography. We would suggest writing in the first person, using semi-formal language and making sure that the biography is understandable to all the different audiences that will be reading your biography (from laypersons to professionals in the field). Remember that we have provided other fields in which you can go into more depth and provide additional professional details.

Here are some more tips on how to write a good professional summary:

- 1. People will read your biography and it is necessary to present yourself well to your audiences to keep them engaged and interested in finding out more about you.*
- 2. Always state your current position/s and what you do. Don't assume your audience will naturally know what your job title entails. Make your primary responsibilities known to the reader, helping them paint a picture of who you are professionally.*
- 3. Include at least one professional accomplishment that you want to emphasize.*
- 4. Describe your personal values and how they inform your career. Why do you do what you do? What might make your contribution different than your colleagues?*
- 5. Briefly tell your readers who you are outside of work. People like connecting with other people.*

Remember to click on the Save Changes button at the end of the page when you are done editing.

Qualifications – Here you can include all or some of your qualifications. When you click on add qualification, fill out all the mandatory fields (marked with *) and click on submit form. You can select postnominals, subjects and institutions from the drop-down list or simply type them in if they are not available. You need to repeat these steps for each additional qualification. The added qualifications will be displayed on your profile in year order, starting with the most recent. You can easily edit or remove qualifications once they are added. Remember to click on the Save Changes button at the end of the page when you are done editing.

External Memberships and Affiliations - Here you can list positions you hold outside of the University. We would suggest adding each membership or affiliation in a separate line. Include the title of position, membership or affiliation body and no more than 3 sentences that further explain the membership or affiliation (such as years active, your role, relevant links, etc).

Internal Memberships and Affiliations - Here you can list internal Society, Board, Committee and other positions that you hold with the University of Aberdeen. We would suggest adding each membership or affiliation in a separate line. Include the title of position and no more than 3 sentences that further explain the membership or affiliation (such as society, board or committee name, years active, your role, relevant links, etc).

Prizes and Awards – Here you can add any prizes or awards you have received for your work. We would suggest adding each prize or award in a separate line. Include the prize/award name, awarding body, year it was awarded and no more than 3 sentences with additional information (such as more details about why the prize or award were given, links to awards page, etc).

We would advise you **NOT** to include any funding and grants in this section, as you have a dedicated section for these topics in the Research tab.

Once you are finished editing your Overview section, remember to click Save changes before proceeding with the next section. We would strongly suggest having a look at your LIVE profile now by clicking on the View Live Site in the top right corner of the window.

RESEARCH

The following sections will be displayed in the Research tab on your Staff Page. All fields are optional.

Research Areas – In this section you can add your research areas, highlight supervision areas and specify if you are currently accepting PhD students. You can add your research areas by clicking on edit or add a research area. The list provided here is a list of University of Aberdeen Research Areas. The selected areas will be shown on your profile and linked to the corresponding Postgraduate Research Area page in [Study Here](#). You can go into more detail regarding your research in other provided fields. Once you have selected and saved your research areas, those selected will appear with two tick boxes in your Research Areas section. Here you can indicate if your research area is also a supervision area and if you are accepting PhD students in that area. Once you have ticked the appropriate boxes, click Save changes at the bottom of the page. If you are accepting PhD students, this information will be provided under your name in the Overview section of your live profile and in the Research Areas section in the Research tab. Interested students will be able to get in touch via a designated email button. If you have selected that some of your research areas are also supervision areas, this information will be shown in the Supervision section within the Research tab.

Research Specialisms - Here you can select up to 5 research specialisms from a prepopulated list. When you click on add research specialism, you can select a specialism by clicking on browse full list in alphabetical order or type in your specialism to get a filtered list. Click on the add button and a research specialism will be added to your profile. You need to repeat these steps for each additional research specialism. The added information will be displayed in the research tab of your profile in alphabetical order. You can easily remove research specialisms once they are added. Remember to click on the Save Changes button at the end of the page when you are done editing.

Research Interests - Here you can add a text overview of your research interests, including more details on why you are doing research in your field, what are your specific interests, any particular findings or work you want to emphasize. We would suggest using this section to provide a short and simple overview, while Current and Past Research and other sections can include more detail.

Current Research - Here you can include all relevant information relating to your current research.

Past Research - Here you can include summaries of past research and other relevant information relating to research you've done, be it with the University of Aberdeen or any other institution.

Knowledge Exchange and Public Engagement - Here you can include all relevant information relating to knowledge exchange and public engagement activity throughout your career.

Supervision - Here you can enter current and past PhD supervision you have undertaken. Please provide the information from newest to oldest and assign a separate paragraph/line for each supervision. We would suggest adding the following information, but you are welcome to add more: Research topic, Student name, Year, link to published research findings/paper (if available).

Collaborations - Here you can enter information about ongoing and past research collaboration. Please provide the information from newest to oldest and assign a separate paragraph/line for each collaboration. We would suggest adding the following information, but you are welcome to add more: Collaboration topic, People and institutions that are/were included in the collaboration (with relevant links if available), Year of start and end or if ongoing, link to published collaboration outcomes (if available).

Funding and Grants - Here you can enter information about ongoing and past received funding and grants. Please provide the information from newest to oldest and assign a separate paragraph/line for each grant or awarded funding. We would suggest adding the following information, but you are welcome to add more: Funding body, Funding amount, Year of received funding/grant, Use of funding/grant, relevant links (if available).

Once you are finished with editing your Research section, remember to click Save changes before proceeding with the next section. We would strongly suggest having a look at your LIVE profile now by clicking on the View Live Site in the top right corner of the window.

TEACHING

The following sections will be displayed in the Teaching tab on your Staff Page. All fields are optional.

Courses – Here you can include all or some of the courses that you are related to. When you click on add courses, you can select a course from the drop-down list or simply type the course title or course code to get a filtered list. You need to repeat these steps for each additional course. The added course will be displayed on your profile in course code alphabetical order and linked to that course page within the catalogue of courses. You can easily remove courses once they are added. Remember to click on the Save Changes button at the end of the page when you are done editing.

Teaching Responsibilities - Here you can add your current and past (up to 5 years in the past) course-related teaching responsibilities. Please provide the information from newest to oldest and assign a separate paragraph/line for each course. We would suggest adding the following information, but you are welcome to add more: Course title, Course code, Year the course was taught, Link to course catalogue.

Non-Course Teaching Responsibilities - Here you can add information about other teaching responsibilities such as personal tutoring, pastoral care, guest lectures and other non-course related teaching.

Once you are finished with editing your Teaching section, remember to click Save changes before proceeding with the next section. We would strongly suggest having a look at your LIVE profile now by clicking on the View Live Site in the top right corner of the window.

PUBLICATIONS

Your publications are drawn from **Pure**, the University's Research Information System which can be accessed [here](#).

You can select which research outputs from Pure to display on your staff web page by editing the item in Pure and marking the checkbox in the Visibility section at the bottom of the template - see the Pure user guide for further information.

Note that changes to the information in Pure can take up to 24 hours to appear on your Staff Page.

Formatting the publications

Please note that the presentation of your publications may vary between websites. If you find any issues with the formatting of your publications list, please email [Nykohla Strong](#).

In this section you can also select if you want to display publications on your profile or not.

Once you are finished with editing your Publications section, remember to click Save changes before proceeding with the next section.

PREFERENCES

This section allows you to select the level of visibility of your profile (internal and external versions). You may elect to have your details excluded from either directory by using the options below. Once you have setup your visibility preferences click on Save changes.