

This Guide provides an overview and step by step instructions of how to set up your Profile page on the UNSW Researcher Profiles. The Guide also outlines how to set up a Custom Page (to present more detail on your research on an additional linked page).

Introduction:

Your Researcher Profile:

Your published Profile on the UNSW Research Website means people and organisations, both internal and external to UNSW, interested in your research are just a click away. Your Profile has an option of creating or editing your entry in Find an Expert database,

The basic profile is an online template based on HR data that is personalised by the completion of a number of relevant fields. The owner of the profile fills the template with personal information, and provides detail about their research and career. The University publications system, ROS, automatically and regularly uploads the researcher's publications into a separate web page linked to from the Profile - see below for further information. There is also a Custom Page option that allows you to present more detail on your research on an additional linked page. The owner of the Profile is responsible for maintaining the currency of their page(s).

Your Professional and Technical Profile:

You may not be a researcher (so won't be able to publish your Profile on the Research site), but most Faculties (Medicine, Medicine, UNSW Canberra – check with your local web unit) receive Profiles data, both researcher and non-researcher, from the Research Website to populate their local systems. If this is the case, you may be able to log in, edit and save your Profile, so the data can travel to your local sites

This Guide explains the why, what and how of setting up your profile. It includes:

- Part A: Access your Profile
- Part B: Personalise your Profile
- Part C: Publish your Profile
- Part D: Check your Publications page
- Part E: Add a Custom Page (add more detail about your research)
- Part F: Tips / Trouble shooting

Sample Templates

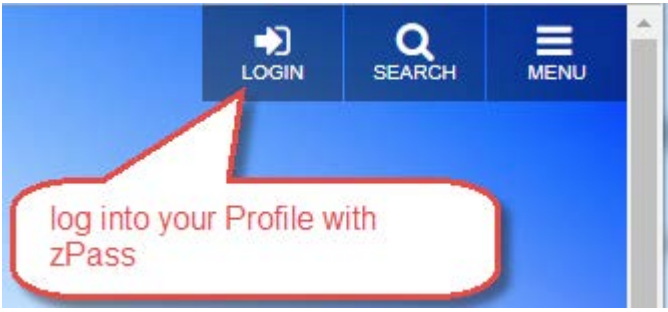
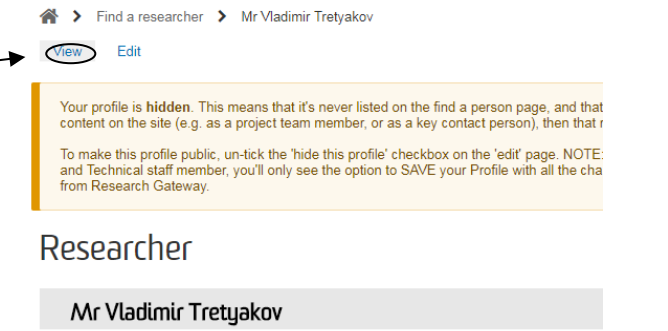
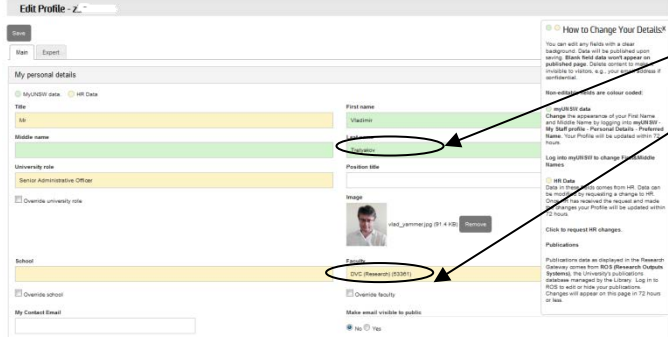
The following profiles contain good examples of the type of information you may wish to include in your profile:

- <https://research.unsw.edu.au/people/scientia-professor-rose-amal>


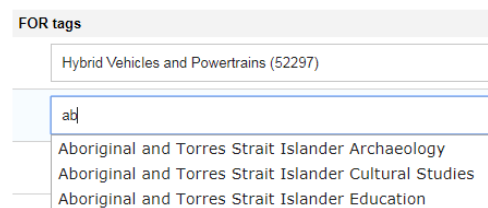
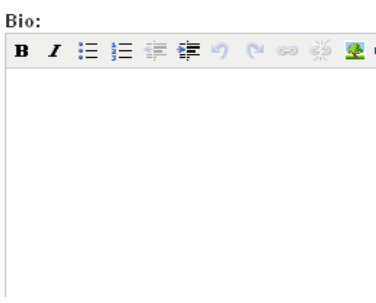
Further Help

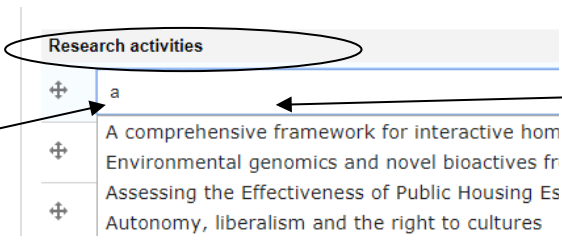
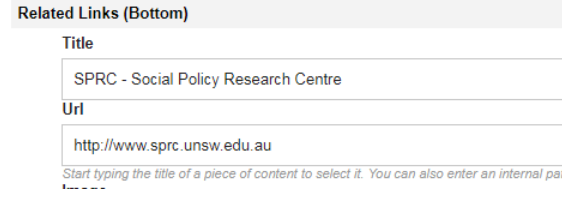
If you need further help please contact: Researcher Profiles team via researcherprofiles@unsw.edu.au.

PART A: ACCESS YOUR PROFILE

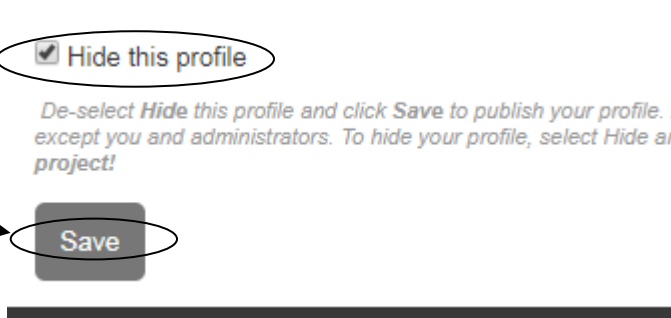
What do I need to do?	What am I looking for? What does it look like?	What do I need to be mindful of?
<p>1. Find your profile page</p> <p>a. Logon using Firefox to Research@UNSW Home page https://research.unsw.edu.au</p> <p>b. Locate login link at the top of the page</p> <p>c. Login using your zID and zPass</p>		<ol style="list-style-type: none"> 1. It is recommended to use Firefox or Chrome browsers. Other browsers may create formatting issues when setting up the Profile 2. If you cannot access your Profile (ie receive error message when try to log in) it may not yet have been activated (it takes approximately 72 hours for HR changes to come through). Email researcherprofiles@unsw.edu.au to request activation if past 72 hours. 3. You won't be able to log in if your UNSW zPass/zID combination is invalid. To test go to: https://idm.unsw.edu.au/idm/user/login.jsp
<p>2. Check: Does your page look like this?</p> <p>YES? This is View Mode</p> <p>a. Click on the edit tab whilst in view mode</p>		<ol style="list-style-type: none"> 1. Only researchers can have their profile pages published (visible in public domain). P&T Staff is able to edit and save details, but not publish. The data then goes to the corresponding Faculty web systems. 2. The Edit tab takes you to the Fields that you can personalise with your own information
<p>3. Verify your name and personal details.</p> <p>a. Check that details in yellow and green fields are correct</p> <p>b. Change / update details as required</p> <p>c. MyUNSW and HR data may take up to 72 hours to update</p>		<ol style="list-style-type: none"> 1. Changes in green fields are modifiable by updating your info directly on myUNSW 2. Yellow field data can only be changed or corrected by HR. Use 'Click to request HR changes' link to request HR changes.

PART B: PERSONALISE YOUR PROFILE

Before you start to personalise your profile:		
<ul style="list-style-type: none"> • There are five key fields you can add data to before saving and publishing your profile. These are explained in this table. • Scroll down your profile page in edit mode to identify these and note any directions. • Each field is generally published on your profile page in the order it appears in the template. • The Bio field must have content in it. • You can save the changes without publishing the page and return to publish later. Don't forget to save your changes! 		
What do I need to do?	What am I looking for? What do I want it to Look like?	What do I need to be mindful of?
Field 1 Add Image a. Click on the browse button b. Select an image from your own files c. Click the upload button		1. You can select an image from your own files. If you choose not to upload an image a generic icon will be used in its place.
Fields 2a and b: FOR and SEO tags a. Commence writing in field, the predictive text system will automatically complete it for you b. Continue until you have sufficient tags to reflect your work c. Add keywords if you have the option;		1. No free text for these fields. 2. One tag per field / box. These tags help users to improve search functionality and are based on ANZSRC standard systems. More info: https://research.unsw.edu.au/helptagsandcodes 3. The tags may not adequately represent / identify the research work you do. You may choose to include more detail in your Bio Field instead. Every word used there is a key word
Field 3 Bio Field a. Field 4 Bio Field is a free form text block for you to provide information about your research and research projects. b. Add your information c. Adjust content/order of your information in this field for optimum presentation (see above for links to sample profiles illustrating presentation options) d. Use Preview or Save to check how your profile looks e. ENSURE THAT YOUR BIO FIELD IS NOT LEFT EMPTY		<ol style="list-style-type: none"> 1. See Tips below to avoid formatting problems (do not copy/paste directly from Word doc or web) 2. Include research keywords to maximise findability 3. Include School and / or Centre here (otherwise it will not appear on profile page) 4. The Bio Field layout has some flexibility and can be used instead of other fields. (e.g. FOR/SEO tags may not be relevant so add research keywords to Bio Field instead) 5. Using chain icon in field's toolbar you can create hyperlinks from keywords and phrases
Fields 4 LOCATION, PHONE, CONTACT EMAIL FIELDS		

Fields 4 LOCATION, PHONE, CONTACT EMAIL FIELDS		
a. Add, check or modify contact details		
Field 5a RESEARCH ACTIVITIES (Link Field) Is an options for providing more information regarding your research: a. Create a Custom Page (see instructions below – Part F); b. Insert the reference to Custom Page by beginning to type the CP’s title – the title should autocomplete:		1. You can create a Custom Page to outline more detail regarding your research project, or to profile your research group. The page will support diagrams, pictures and text. 2. Make sure the title of the new Custom Page appears in the field once it has been created (see instructions below); make sure the CP is PUBLISHED, otherwise it won’t appear in autocomplete field.
Field 5b RELATED LINKS (Link Field) Provides option to link to existing relevant websites. a. Fill in fields Title, URL Content and Image as required; b. Save Profile page once finished;		1. For websites related to your research; this could be a link to your School, Faculty webpages or webpages of your external collaborators, your external research - related webpage.

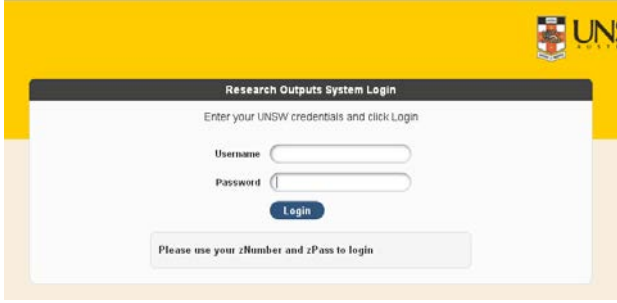
PART C: PUBLISH YOUR PROFILE

What do I need to do, if?	What am I looking for? Look like?	What do I need to be mindful of?
I’ve run out of time to complete all fields of my profile / do not wish to publish just yet a. Scroll to the end of the template b. Ensure Hide is selected c. Click Save		1. Have I had time to edit or review my profile? If not, take care not to unhide your work. ‘Unhiding’ publishes your page, making it available to all visitors. 2. Be sure to save your work so far. 3. Remember to come back and finish the job!

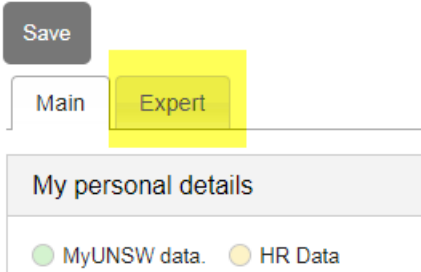
<p>I've previewed my profile and am ready to place it on the UNSW Researcher Profiles</p> <p>a. Deselect the "Hide this Profile" box</p> <p>b. Click Save</p>		<ol style="list-style-type: none"> 1. If you do not de-select 'Hide your profile', it will remain hidden. Only you and administrators can access it. 2. You can update your profile at any time by following the procedure from Part A Step2
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PART D: CHECK YOUR PUBLICATIONS

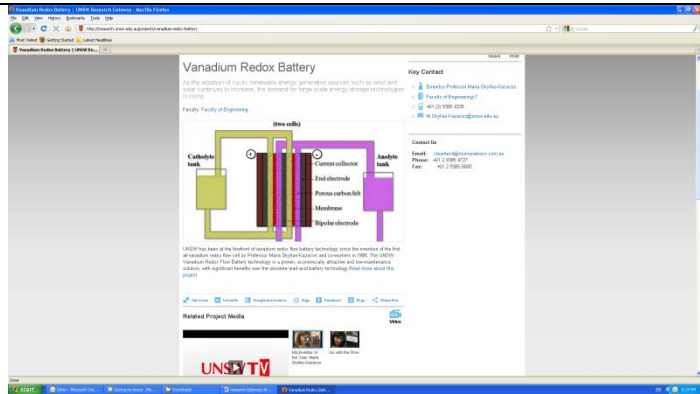
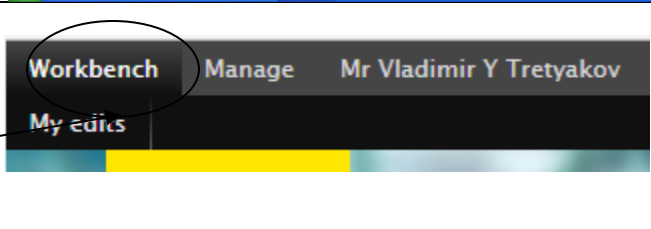

What do I need to do?	What am I looking for? Look like?	What do I need to be mindful of?
<ol style="list-style-type: none"> 1. Check appearance of your publications on your 'Select Publications' page (accessed from your Profile page) <ol style="list-style-type: none"> a. From Profile page (in view mode) click 'view all'. 	<p>Accuracy, currency and placement</p>	<ol style="list-style-type: none"> 1. Publications data comes from ROS (Research Outputs System) – the UNSW publications management system maintained by Library; 2. The currency/appearance of publications in your profile depends on the currency/appearance of information in ROS; 3. You can only change the appearance of your publications via ROS; 4. Harvard referencing format is used on Researcher Profiles 'Select Publications' pages as per UNSW librarian's advice; 5. Publication IDs are visible in your Profile publications page Edit mode only, visitors don't see them – only the profile owner. You click on the IDs on your Profile publications page to view the relevant publications in ROS


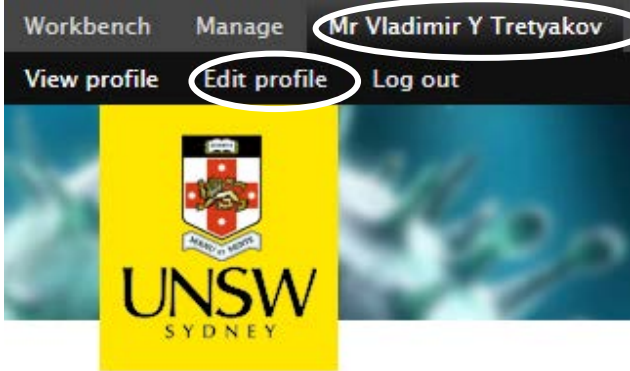
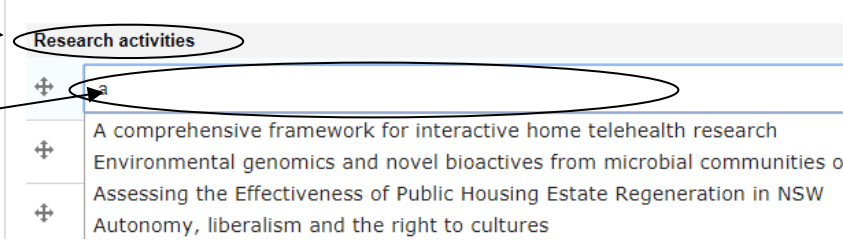
<p>2. Change the appearance of your publications</p> <p>a. You will need to work directly in ROS https://ros.unsw.edu.au/ to make any changes to your publications as they appear on the Gateway</p> <p>b. Access: https://research.unsw.edu.au/publications-data-researcher-profiles for instructions. (log in required)</p>		<ol style="list-style-type: none"> 1. You need to be logged in to the Researcher Profiles to access the instructions: https://research.unsw.edu.au/publications-data-researcher-profiles 2. For further advice contact research-publications@unsw.edu.au 3. Time for ROS data to be updated in Researcher Profiles approximately 72 hours or less
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PART E: Find an Expert UNSW Media Office online database (add more detail about your research); NOTE: this tab is only visible to **RESEACHERS**

What do I need to do?	What am I looking for? Look like?	What do I need to be mindful of?
<ol style="list-style-type: none"> 1. Locate Expert tag – in Edit mode; 2. Edit the text and make available to visitors, if appropriate. 		<ol style="list-style-type: none"> 1. this tab is only visible to RESEACHERS; 2. Sharing your expertise with the media can help raise your profile and publicise your research to a wider audience. These details will populate the Experts Database on UNSW Newsroom and appear on Researcher Profiles. Any prepopulated data below comes from your original entry in the Experts Database. 3. You can control visibility of data by selecting options on page. 4. <u>Download Experts short guide for more information</u>

PART F: ADD A CUSTOM PAGE (add more detail about your research)

<p>1. Request new Custom Page a. Send email to researcherprofiles@unsw.edu.au with the request and proposed page title;</p>		<ol style="list-style-type: none"> A Custom Page allows you the flexibility to provide either a summary of your ongoing research grant based activities, or information on your research group or cluster. Turnaround for request to create new page approximately 3-5 days
<p>2. Find your Custom page a. You will be sent an email with the url for the new page b. Logon (instructions as above) c. Use url or go to menu bar and click 'Workbench > My Edits'</p>		<ol style="list-style-type: none"> See Part A logon instructions above.
<p>3. Check: Does your page look like this? YES? This is View Mode a. Click on the edit tab whilst in view mode</p>		<ol style="list-style-type: none"> The Edit tab takes you to the Fields that you can add your own information to
<p>4. Add Content to Your Custom Page</p>		<ol style="list-style-type: none"> Ensure you do not include information on confidential project work. Preview your page to check you are happy with its appearance. See Tips below to avoid formatting problems

<p>5. Publish and Save Your Custom Page</p> <p>a. Choose 'Save and keep unpublished' or 'Save and publish' when ready;</p> <p>b. Make a note of the title you gave it – you'll need in later to link it to your Profile;</p>		<ol style="list-style-type: none"> 1. If you do not select the 'Save and publish', your Custom Page will not appear on the site and you will not be able to link to it from your Profile. 2. Once published, other relevant researchers can link to this page as well.
<p>6. Link to Your Custom Page from Your Profile Page</p> <p>a. Go to your Profile page (Click on your name, then select 'Edit Profile' in black menu bar)</p> <p>b. Once in Profile Page view mode, click on edit tab</p>		
<p>7. Add Custom Page to Research Activities Field</p> <p>a. Scroll to Research Activities section</p> <p>b. If the title of your Custom Page has not appeared automatically in this field, begin typing the title and the field will autopopulate</p>		
<p>8. Save Your Profile Page</p>		<ol style="list-style-type: none"> 1. See instructions above.

PART F: TIPS / TROUBLESHOOTING WHEN SETTING UP MY PROFILE

What do I need to do?	What am I looking for? Look like?	What do I need to be mindful of?
<p>1. Avoid formatting problems</p> <p>a. First, copy text from web or word document to <i>Note pad</i> or <i>Text Edit</i></p> <p>b. Then copy text from Notepad or TextEdit into freeform fields on your profile page</p>		<p>1. Copying and pasting text directly from a web page or word document will cause formatting problems in the free form fields</p> <p>2. To find Notepad(Windows): Start – All programs – Accessories – Notepad</p> <p>3. To find TextEdit (Apple): Applications - TextEdit</p>
<p>2. How can I check how my profile looks so far?</p> <p>a. Scroll to the end or beginning of the template</p> <p>b. Click preview or view changes</p> <p>c. Click Save if satisfied</p>	<p>Is the information correct? Does the placement of the information reflect my priorities and preference?</p>	<p>1. Field 4 BIO FIELD is free form text block. Ensure that Field 4 is not left empty. Populating Field 4 with quality information is best way of improving the look of your profile.</p> <p>2. Alternatively you can put your name in the Find a Researcher field on the UNSW Researcher Profiles to see what appears.</p>