

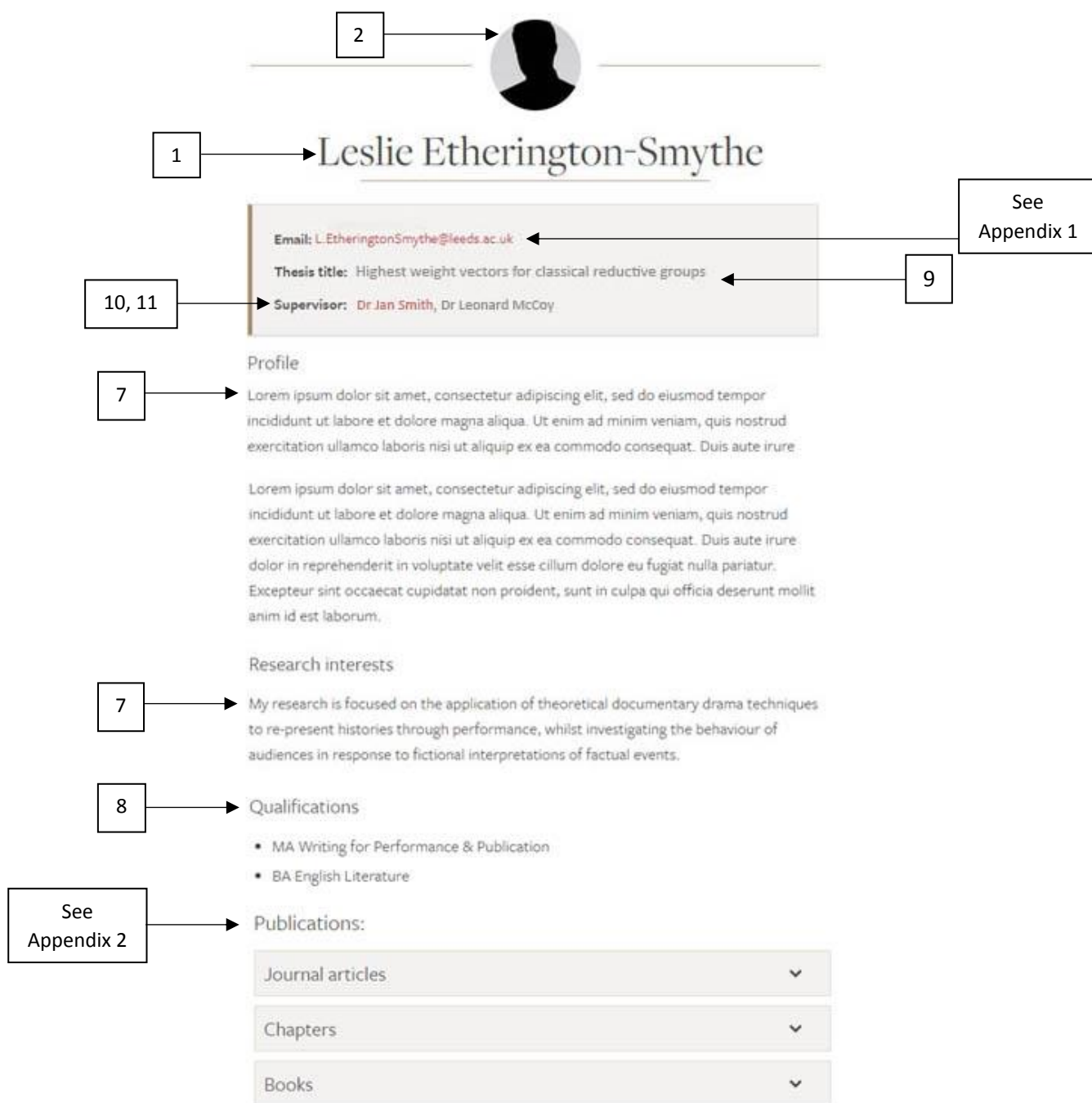
New student profile system: setup guide

It is extremely important for the University's research opportunities, business partnerships and student recruitment that our academic expertise is fully communicated online.

The purpose of your profile is to share key contact information with students, colleagues and external stakeholders. Your profile is also a great platform to communicate details of your research specialisms, published works and wider interests.

Populating and amending your profile is now easier than ever. Our new system means you can edit your profile yourself, using the **Jadu** content management system.

This guide will take you through every stage of setting up your profile, detailing each piece of content as numbered below:



Log in

You should receive a link via email from the IT Service Desk to access your profile.

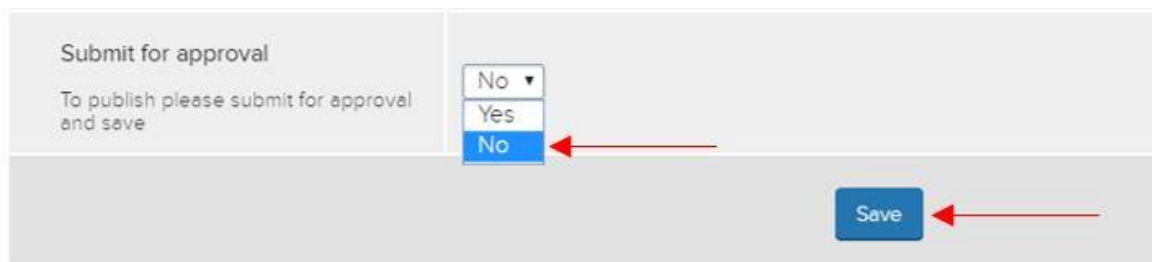
You will need to enter your IT University username (**without** @leeds.ac.uk) and password to gain access to the system.

If you have issues logging in, please contact itservicedesk@leeds.ac.uk

Remember to save your work

It's important to save your work on a regular basis as the system will time out after 15 minutes.

To save your changes, scroll to the bottom of the page to **Submit for approval**, select **No** and click **Save**:



Key information

Some key information, such as **Title, First name, Last name, Email, Phone, Faculty** and **School** are automatically updated from central systems. These will appear greyed out:

Title Maximum 20 chars Characters Left: 18	Ms
First name * If you're known by a different first name and want this to appear in the search pages for staff profiles, use the Known as service to make this change then save your profile to make this visible on the website. Maximum 255 chars Characters Left: 249	Leslie
Last name * Maximum 255 chars Characters Left: 250	Etherington-Smythe

Please refer to **Appendix 1 - Changes to name, email and telephone** to update these details.

Important: If you have profile content on the existing school website, you will find that this has been imported into the **Profile** field of the new system. It is important you check/amend the formatting of this content and save your changes. For more information see **7. Profile and Research interests**.


1. Preferred name to display

Preferred name to display * This is how your name will appear at the top of your profile page online. Academic staff please include your title. Maximum 70 chars Characters Left: 42	<input type="text" value="Leslie Etherington-Smythe"/>
---	--

You can choose how your name is displayed at the top of your profile.

- Maximum of **70 characters**
- Please do not write Doctor in full in titles, use **Dr** instead (without a full stop)
- Please write **Professor** in full.

2. Photo

Photo Use a professional photograph. Photos WILL appear on the externally facing website and could appear in external searches. If you do not want your photo to appear on the external website, do not upload it.	 <input type="button" value="Image Library"/>
--	--

To format and upload a professional photograph of yourself please see **Appendix 3**.

- You are **not obliged** to have a public-facing photo ID
- All profile pictures are public facing; your image will be live on the internet and discoverable through search engines such as Google.

3. Mobile number, room number and building

Mobile This will not display online, for internal use only.	<input type="text" value="07888 88888888"/>
Room	<input type="text" value="11.76"/>
Building	<input type="text" value="EC Stoner Building"/>

- Inclusion of your mobile number (provisionally for contact with the Press Office only) is **not mandatory** and will **not be displayed online**
- Your room should only include the **number code** eg **11.76** - no complex directions
- Buildings should be capitalised without full stops, eg **Edward Boyle Library, E C Stoner Building**. See <https://www.leeds.ac.uk/campusmap> for more information.

4. Add other areas you work in

Faculty	<input type="text" value="Faculty of Arts, Humanities and Cultures"/>
School	<input type="text" value="School of Performance and Cultural Industries"/>

Your base **faculty** and **school** is automatically completed for you.

Add other areas you work in Including a Faculty or School will add you to the contact list for that area.	<input type="button" value="Assign Faculty, Schools, Groups and Institutes"/>
--	---

You can add additional areas you work in, such as **another school, faculty, research group** or **institute**. This will add your profile to the list of people and contacts within that group.

- Click the **Assign Faculty, Schools, Groups and Institutes** button. The **Apply Categories** window will appear:

Apply Categories ✕

ABCDEFGHIJKLMNOPQRSTUVWXYZ

Note: The 1st category chosen will be used for breadcrumb navigation.

GalaxiesCL: Top Level Categories	Selected GalaxiesCL Categories:
<ul style="list-style-type: none">Faculty of Biological SciencesSchool of BiologySchool of Biomedical SciencesSchool of Molecular and Cellular BiologyResearch groups and institutes	No categories applied.

- In the left pane, select the category to include, eg **Research groups and institutes**

Apply Categories ✕

ABCDEFGHIJKLMNOPQRSTUVWXYZ

Note: The 1st category chosen will be used for breadcrumb navigation.

Back	Selected GalaxiesCL Categories:
Category Details	Cancer research <input type="button" value="Remove"/>
Name Cancer research	
ID 110	
Preferred term Yes	

- Now select the sub category to include, eg **Cancer research**
- Click the **Add: Cancer research** button
- Repeat the process to add your profile to multiple areas
- Click the **Apply Categories** button
- Remember to **Save**.

5. Display my profile on the faculty website

<input type="checkbox"/> Display my profile on the faculty website	<input checked="" type="checkbox"/> Display my profile on the externally facing faculty website.
--	--

If this box is unticked your profile will not be visible online.

By selecting **Display my profile on the externally facing faculty website** you agree that all information you submit will be made public on the internet and discoverable by search engines such as Google and Bing.

6. Displaying publications from Symplectic

Publications data	<input checked="" type="checkbox"/> Display publications data on my profile
Publication citation style	Harvard (Leeds Harvard) ▼

Tick **Display publications data** to ensure your profile displays your nominated publications on your profile.

See **Appendix 2 - Publications** for support in nominating your publications through **Symplectic**.

7. Profile and research interests



There are **two** substantial content fields which support text formatting and media:

- The **Profile** section is designed for you to add details of your academic background and biography.
- The **Research interests** section is for you to provide an overview of your research, with hyperlinks to relevant content.

In the **Profile** and **Research interests** fields you will be able to:

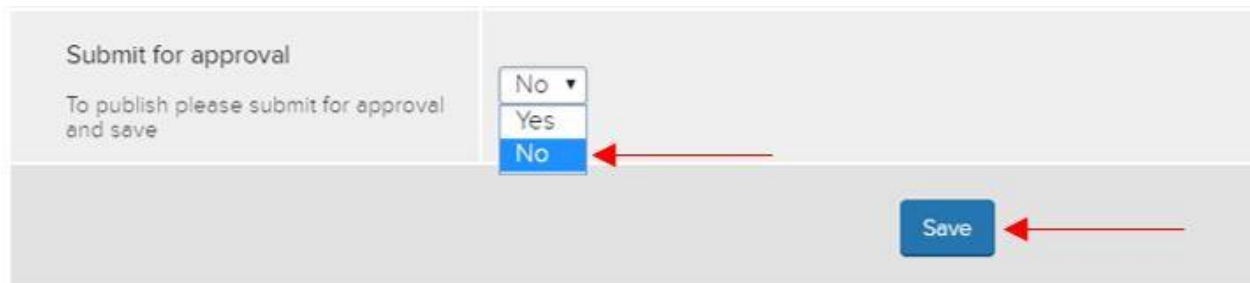
- format text (ie **bold**, *italic*, bullet, number)
- insert quotes
- hyperlink to appropriate content.

Your content should:

- be written in the first person
- use short paragraphs (imagine it is being read on a phone)
- use bullets where appropriate
- abide by the University's wider website regulations at <https://comms.leeds.ac.uk/websites/website-regulations/>

You can visit your existing profile to copy text across into your new profile – please ensure you do this before the new site goes live on 11 December.

Remember: Save your work regularly. To save your changes, scroll to the bottom of the page to **Submit for approval**, select **No** and click **Save**:



The screenshot shows a form section titled "Submit for approval" with the instruction "To publish please submit for approval and save". Below this is a dropdown menu with three options: "No", "Yes", and "No". The second "No" option is highlighted in blue, and a red arrow points to it from the right. To the right of the dropdown menu is a blue "Save" button, also with a red arrow pointing to it from the right.

8. Qualifications



The screenshot shows a form section titled "Qualifications". On the left, there is a list of character counts: "Maximum 100 chars per item", "Characters Left: 58", "Characters Left: 60", "Characters Left: 79", "Characters Left: 100", and "Characters Left: 100". On the right, there is a list of qualification entries: "MA Writing for Performance & Publication", "BA English Literature", and three empty text boxes.

Qualifications and professional memberships will appear in the order displayed, so ensure your highest qualification is in the first box.

- 100 characters per entry
- Capitalise qualification ahead of the subject, eg **BA English Literature**.

9. Thesis title

This space is for the **title** of your thesis.

Please do not include lengthy descriptions of your research. See **7. Profile and research interests** to feature extended details of your work.

10. Supervisors (primary)

Supervisors (primary) Select your main two supervisors from the drop-down lists. If you only have one supervisor, use the first list	Please select... ▼
	Please select... ▼

Your primary supervisor will appear on the top of your published profile, as a link to that supervisor's own profile. For this to happen:

- Select your **primary supervisor** from the dropdown list
- If you can't find your primary supervisor in the list, please contact your faculty marketing team.

11. Supervisor (other)

Supervisor (other)	Dr Dana Scully, Dr Leonard McCoy
--------------------	----------------------------------

If you have additional supervisor(s), list them here.

- Check additional supervisor names/titles in the People directory of your faculty
- Break names with a comma eg **Dr Dana Scully, Dr Leonard McCoy**

12. Keep my profile active if I leave the University

Keep my profile active if I leave the university	<input checked="" type="checkbox"/>
--	-------------------------------------

Should you leave the University, select this box to ensure your profile is securely archived.

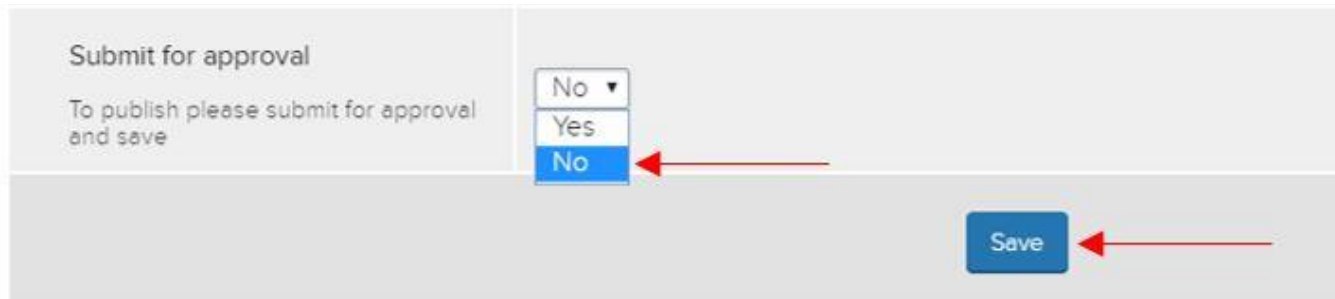
In the event of your return to the University of Leeds, this allows your faculty to retrieve your content and reactivate your profile.

For REF purposes we may need to display your profile as part of your research at the University, even after you have left. For more information contact your faculty marketing team.

13. Publishing your profile

You must save your work if you are developing your profile over several sessions. Once you are satisfied with your content, you can submit your profile for publishing.

To **save your changes at the end of a session**, scroll to the bottom of the page to **Submit for approval**, select **No** and click **Save**:



Once you have completed your content or amendments, you will need to submit all of your changes for approval. Scroll to **Submit for approval**, select **Yes** and click **Save**:



Important: Please do not submit successive approval requests for each amendment; save your work in the first instance and only submit for approval once you have completed all content.

All content changes, including those updated from other systems, **must be submitted for approval in Jadu to become live on your staff profile.**

Note: Your profile will be published when the new site is launched.

Appendix 1: Changes to name, email and telephone

There are **two steps** involved in updating this information:

1. Inform the relevant team(s) who manage the data:

- For **name/title** alterations, please inform your [Faculty Human Resources Team](#)
- To change an **email address** you should contact your [Departmental IT User Rep](#)
- **Telephone number changes** can be requested via Telephony and Network at it.leeds.ac.uk

Note: Some updates may take up to **four weeks** depending on the system.

2. Submit your updated profile data for approval:

Log in to your profile (using the link sent to you by IT) with your IT username (without @leeds.ac.uk) and password.

Scroll to the bottom of the page to **Submit for approval**, select **Yes** and click **Save**.



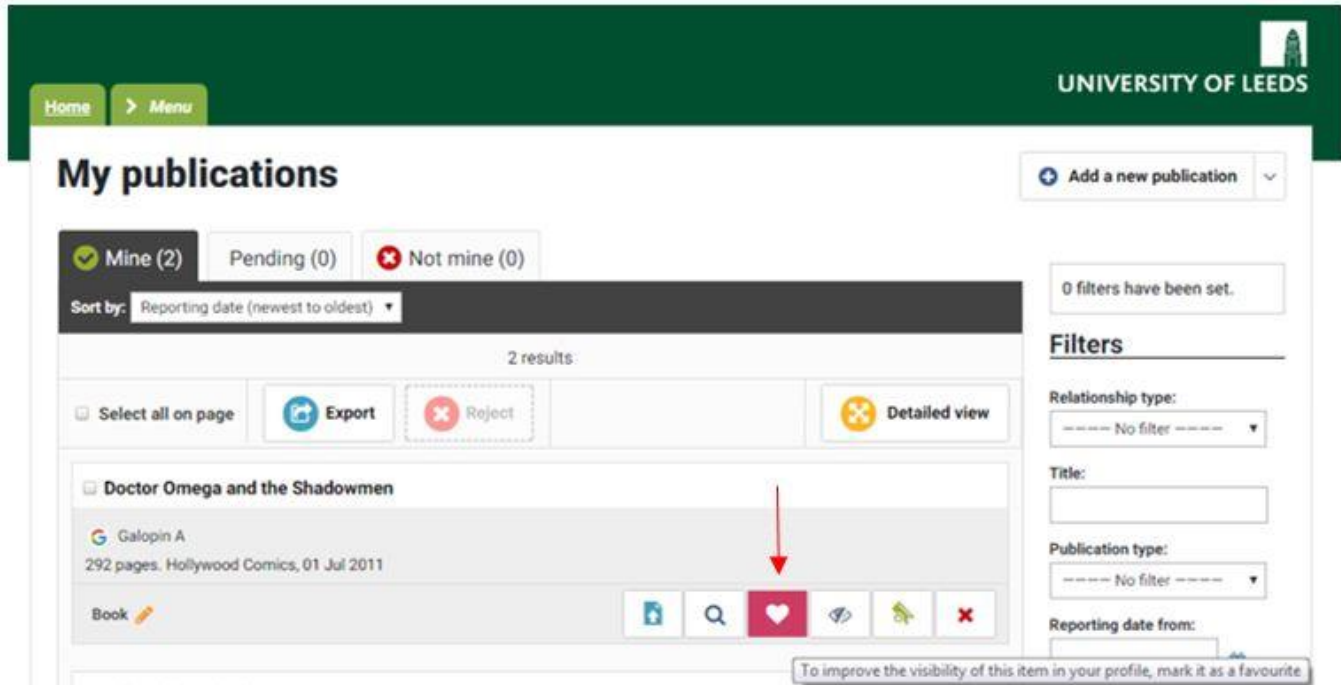
The screenshot shows a web form interface. On the left, there is a section titled "Submit for approval" with the text "To publish please submit for approval and save". To the right of this text is a dropdown menu with three options: "Yes", "Yes", and "No". A red arrow points to the second "Yes" option. Below the dropdown menu, there is a blue button labeled "Save". A red arrow points to the "Save" button.

Appendix 2: Publications

Publications data comes from [Symplectic](#), a database used by all academics at the University of Leeds.

To assign your five most prominent publications on your profile, visit publications.leeds.ac.uk

- Prioritise your top **five** titles by 'marking as a favourite' with the heart icon:



Ensure publications are set to be correctly displayed on your staff profile:

- Log in to your staff profile (using the link sent to you by IT) with your IT username and password.
- Check the **Publications data checkbox is ticked:**

Publications data	<input checked="" type="checkbox"/> Display publications data on my profile
-------------------	---

- Select your appropriate **Publication citation style:**

Publication citation style	Harvard (Leeds Harvard) ▼
----------------------------	---------------------------

Important: Please refer to **Saving your work** to ensure you save and publish your amendments correctly.

For further support in managing publications, visit leeds.service-now.com

Appendix 3: Profile Photo

You can submit a JPG or PNG photo for your profile.

Photos should be:

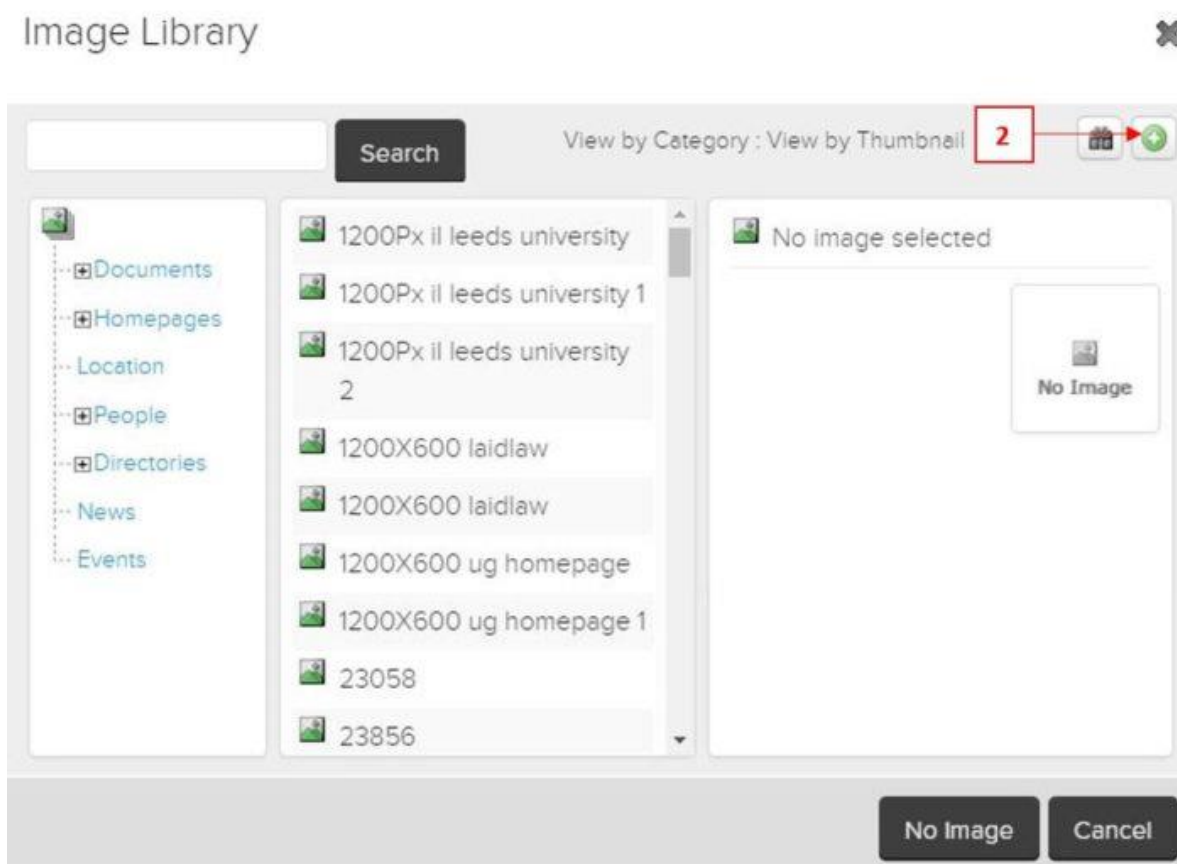
- 400 x 400 pixels, 72 dpi RGB
- fully optimised in 'save for web' in Photoshop or [Optimizilla](#).

Please refer to the [University Photography Guide](#) for style guidance.

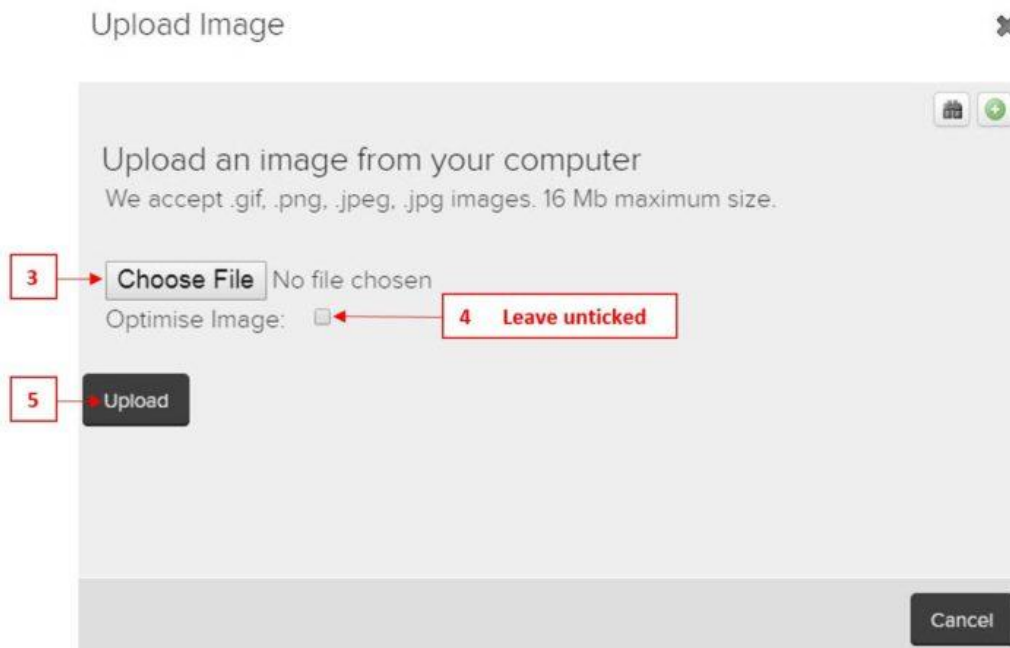
1. In the **Photo** section, click **Image Library**:



2. In the **Image Library** window, click the **green +** logo (top right):



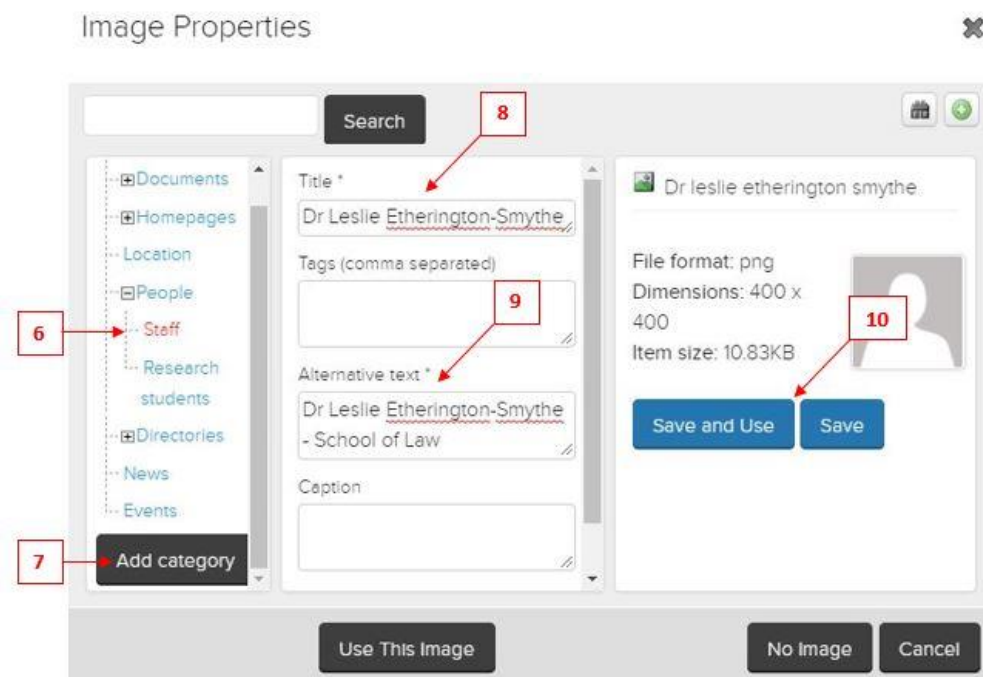
3. Now click the **Choose File** button to select your **JPG** or **PNG** file:



4. **Do not** check the Optimise Image tickbox

5. Click the **Upload** button

6. Now select **Staff** or **Research students** beneath the **People** category:



7. Click the **Add category** button

8. Enter your title and name in the **Title** field

9. Include an expanded title in the **Alternative text** field (as screen readers will use this information)

10. Click **Save and Use**.

Important: Please refer to **16. Publishing your profile** to ensure you save and publish your amendments correctly.

Remember: All profile pictures are public facing. This means your image will be live on the Internet and discoverable through search engines such as Google. You are not obliged to provide a photo ID for your profile.