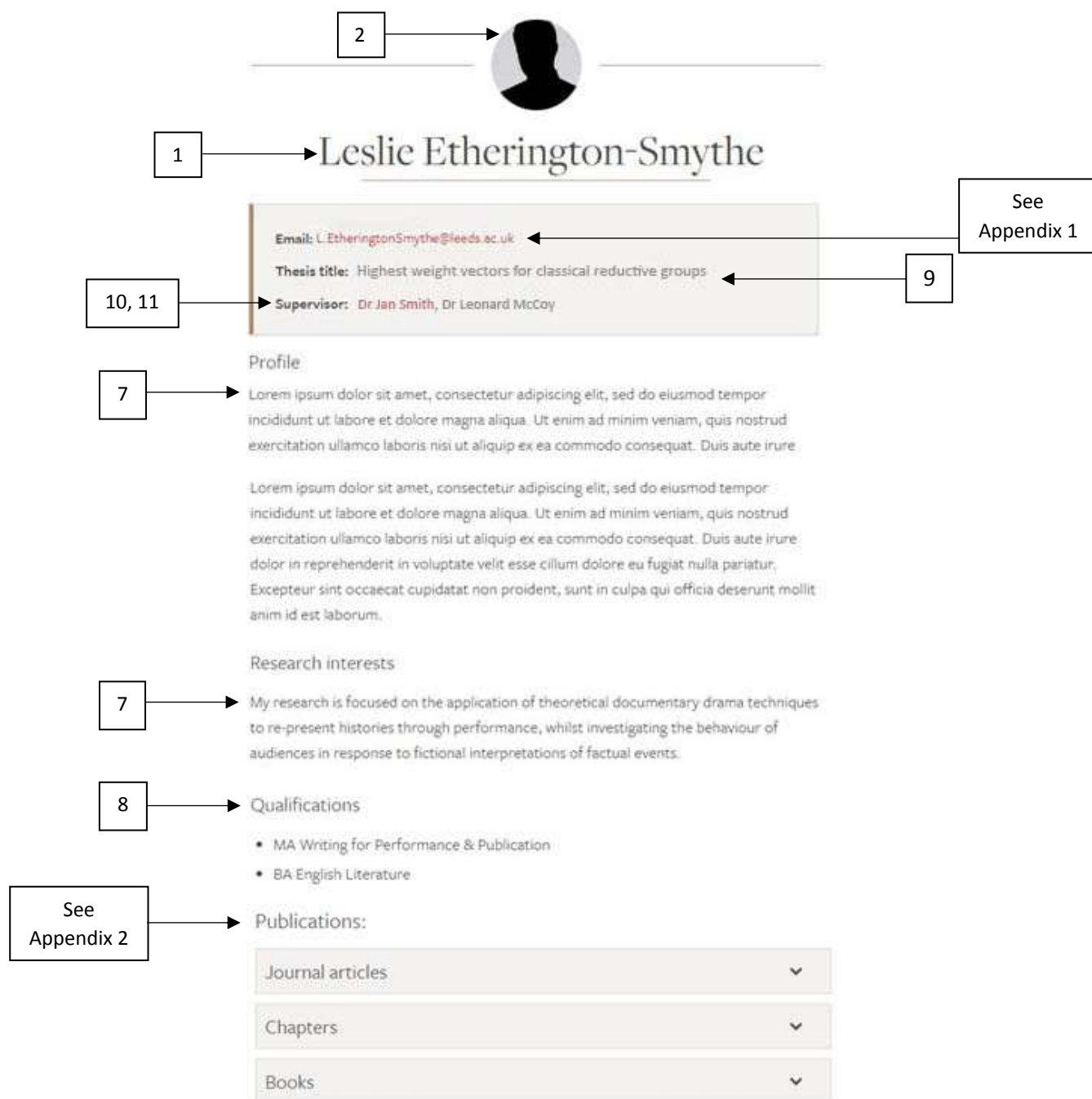# New student profile system: setup guide

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:

2

1 Leslie Etherington-Smythe

See Appendix 1

Email: L.EtheringtonSmythe@leeds.ac.uk

Thesis title: Highest weight vectors for classical reductive groups **9**

10, 11 **Supervisor:** Dr Jan Smith, Dr Leonard McCoy

Profile

7 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure

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Research interests

7 My research is focused on the application of theoretical documentary drama techniques to re-present histories through performance, whilst investigating the behaviour of audiences in response to fictional interpretations of factual events.

8 Qualifications

- MA Writing for Performance & Publication
- BA English Literature

See Appendix 2

Publications:

Journal articles	⌄
Chapters	⌄
Books	⌄

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.

Note: this link is only available on campus, over the VPN or when using https://access.leeds.ac.uk

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:

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

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.

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
- Your photo should only be of yourself; no group shots/abstract images
- All profile pictures are public facing. This means 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.

07888 88888888

Room

11.76

Building

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	Faculty of Arts, Humanities and Cultures
School	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.	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:

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

- 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

Display my profile on the faculty website	☑ 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	☑ 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

Profile
Add your academic background and biography

B	I	Format ▼	↶ ↷ ⬚ ⬚ ✂	x₂ x² I̲ₓ	⤢	ⅈ≡ ⠿≡ 99 ⤬ 22 ⬚ ⬚	⧉ ⧉ ⚑

I joined the University of Leeds as a Senior Research Fellow in October 2005 before being promoted to Lecturer in 2016.

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/

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**:

8. Qualifications

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. Supervisor (primary)

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)

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

Should you leave the University, select this box to ensure your profile is securely archived.
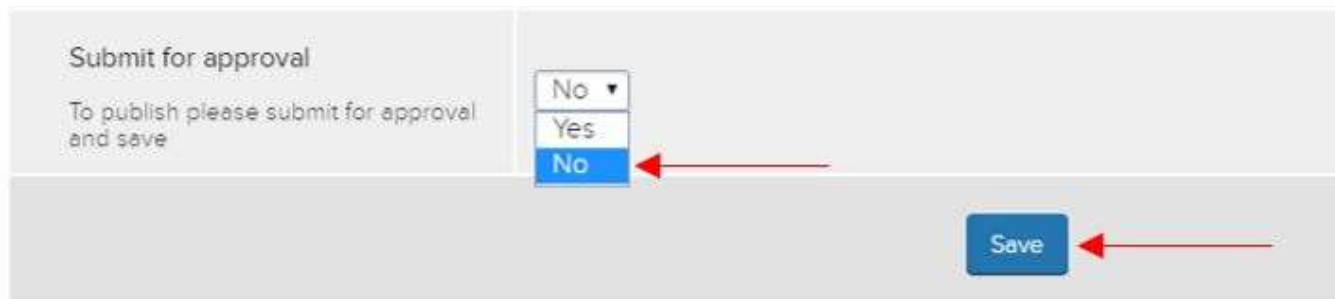
In the event of your return to the University of Leeds, this allows your faculty to retrieve your content and reactivate your profile.

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 your Telephone Liaison Officer

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**.

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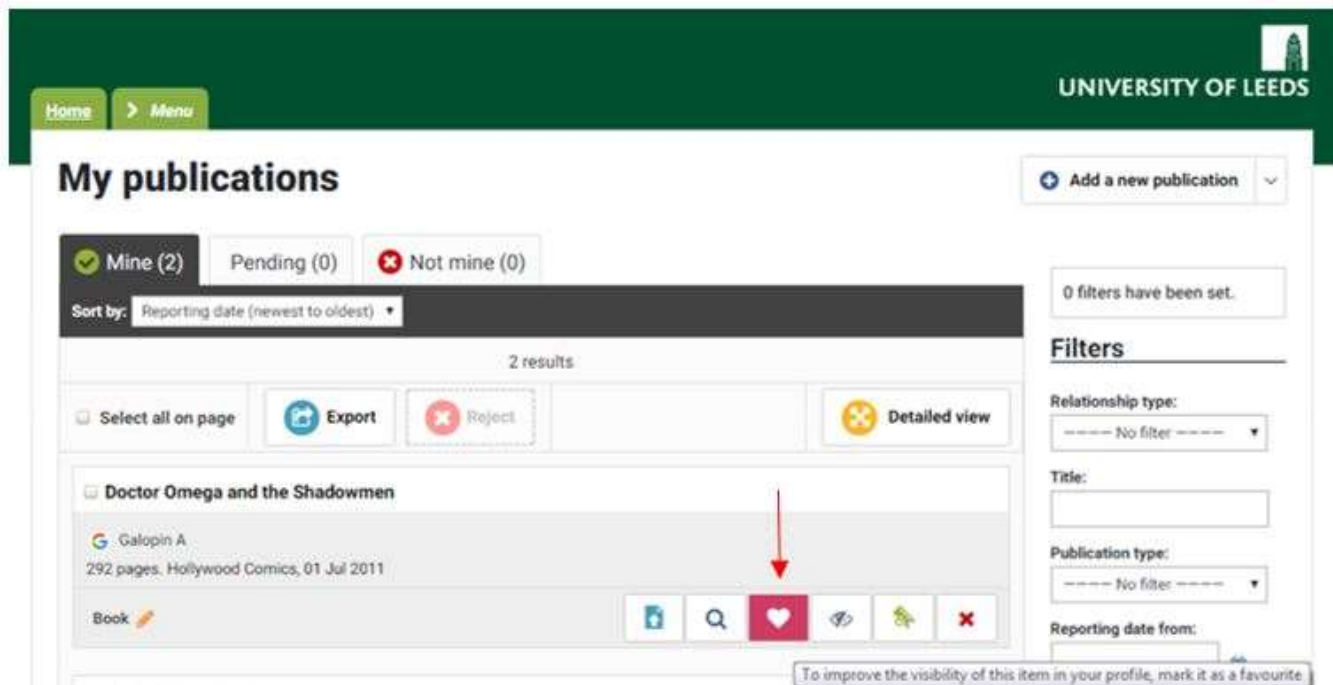
Ensure publications are set to be correctly displayed on your staff profile:

- 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:**

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

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

For further support in managing publications, visit
http://it.leeds.ac.uk/info/30/corporate_systems/219/symplectic_publications

Appendix 3: Profile Photo

You can submit a JPG or PNG photo for your profile.
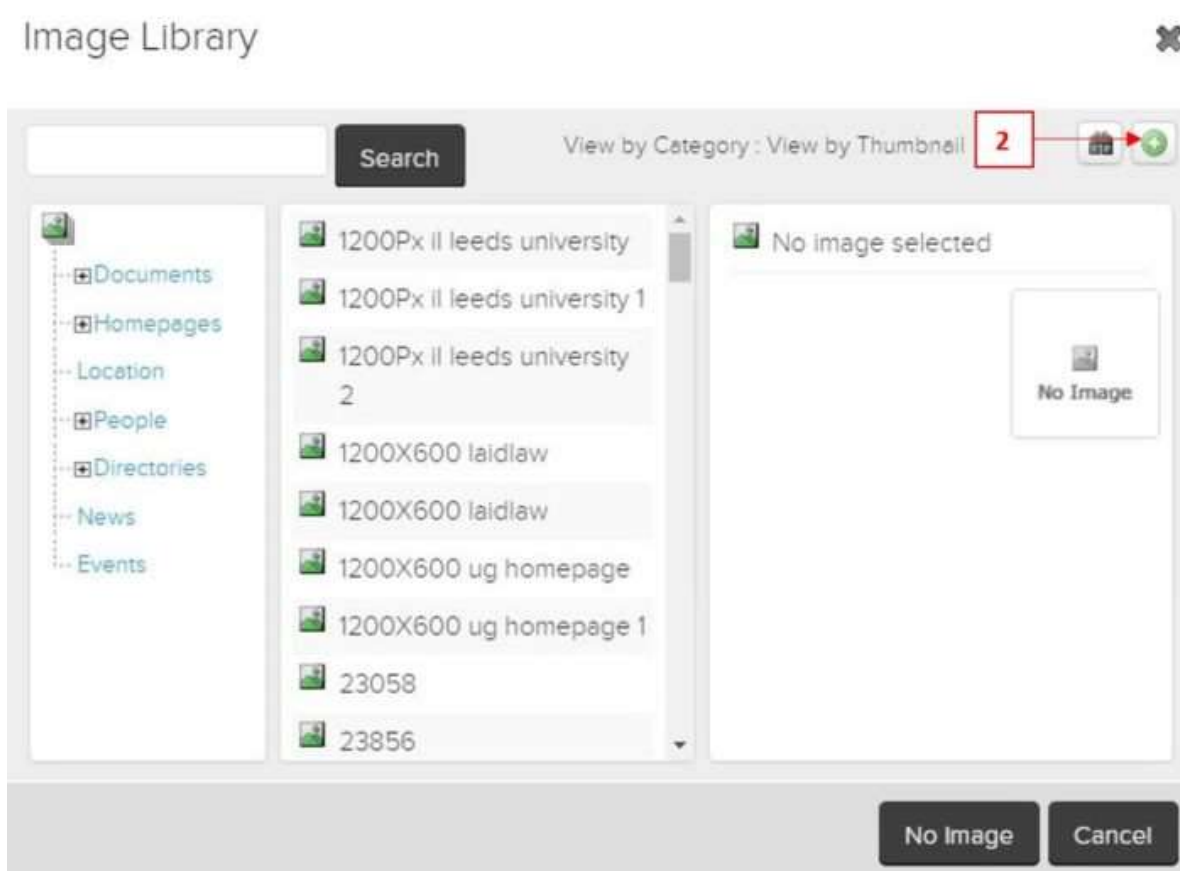
Photos should be:

- 400 x 400 pixels, 72 dpi RGB
- fully optimised in 'save for web' in Photoshop or Optimizilla.

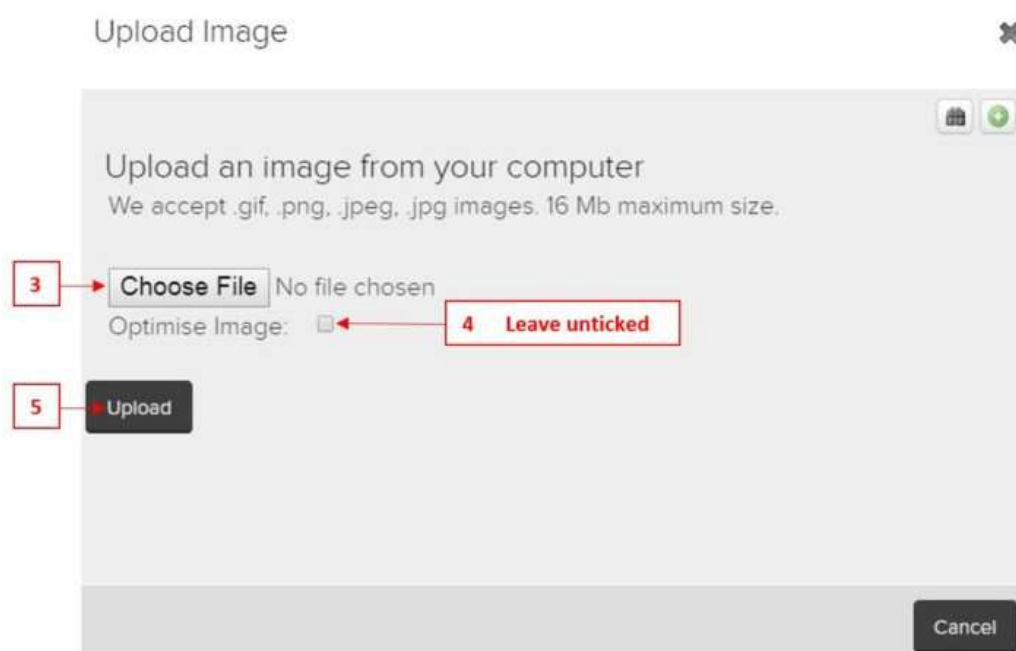Please refer to the University Photography Guide for style guidance.

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

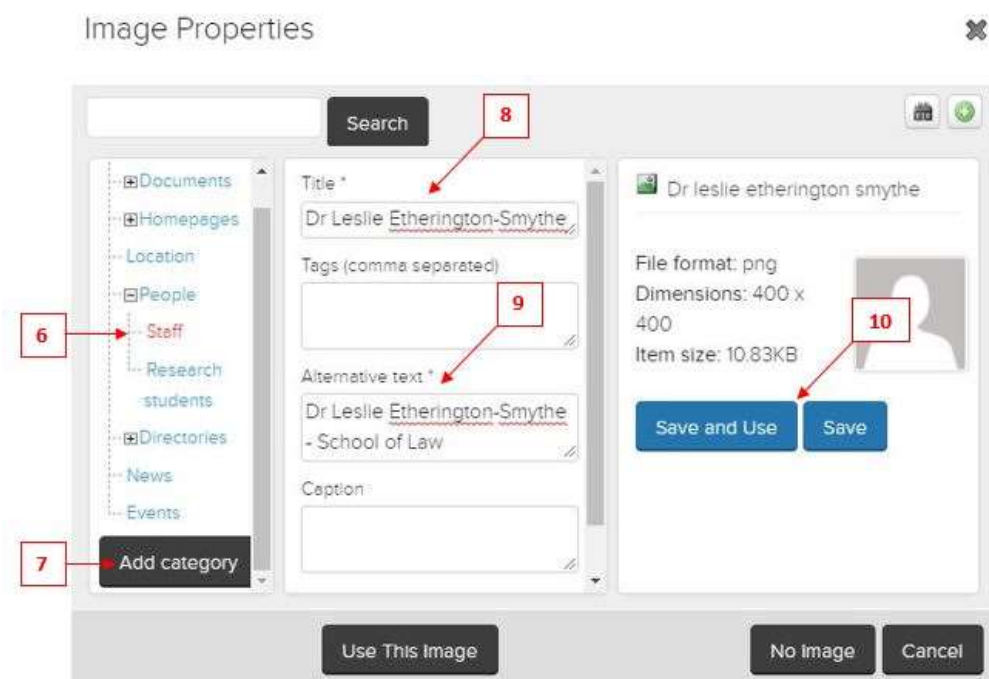2. In the **Image Library** window, click the **green +** logo (top right):

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 **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.