

# Staff Pages help guide

We have created the help guide to assist you in editing your profile.

For any questions that not covered, please [email the Digital Communications Team](#).

Any inconsistencies, usability and design issues can be reported via this [feedback form](#) (one issue per form please).

## QUICK LINKS

[Privacy and Delegated Permissions](#) [About](#) [Research](#) [Teaching](#) [Publications](#)

## IMPORTANT TO REMEMBER:

You will be automatically logged out of Staff Pages after 60 minutes of inactivity and any updates not saved as Draft or Published will be lost after you are logged out.

Always remember to click on Save Draft so you don't lose your work. Once you click on Publish and confirm by clicking on Publish Draft all the changes will be automatically live on your profile.

## Privacy and Delegated Permissions

### General Privacy Settings

This section allows you to select the level of visibility of your profile (University of Aberdeen Only or Public). Once you have selected your visibility preference click on Save Draft.

The University provides an [online directory](#) which can be used to find the contact details of members of staff and research students. We provide 2 versions of the directory, for internal and external audiences respectively.

### University of Aberdeen Only

If you do not wish your details to be published outwith the University, you may choose to be excluded entirely from the external directory.

There is no provision for you to opt out of the internal directory. Details for all University staff are automatically included in the internal directory. However, you may choose to suppress details of your email address or telephone number.

### Please Note:

- The External Directory option you choose will influence the options available to you under Email and Telephone number.
- The University of Aberdeen Only selection will be applied to the visibility of your entire profile, while additional designated privacy options are available for certain sections within your profile.

## My Details Privacy Settings

The My Details section allows you to select the level of visibility of certain elements of your profile. The level of visibility applies to your Title where you can set the visibility to Public or Hidden and your Profile Picture where you can set the visibility to Public, University of Aberdeen Only or Hidden.

Please note:

- If your General Privacy Settings are set to University of Aberdeen Only, you won't be able to change your profile picture to Public until you update the General Privacy Settings.

Once you have selected your visibility preference in this section click on Save Draft.

When you are finished with editing your Privacy settings, remember to click on Save Draft so you don't lose your work. Once you click on Publish and confirm by clicking on Publish Draft all the changes will be automatically live on your profile.

## Contact Details Privacy Settings

The My Details section allows you to select the level of visibility of certain elements of your profile. The level of visibility applies to your Title where you can set the visibility to Public or Hidden and your Profile Picture where you can set the visibility to Public, University of Aberdeen Only or Hidden.

Please note:

- If your General Privacy Settings are set to University of Aberdeen Only, you won't be able to change your email address or phone number to Public until you update the General Privacy Settings.
- If you set your Email Addresses Privacy Settings to Hidden, your profile won't be visible to anyone until you update your email Privacy Settings to anything other than hidden.

## Delegated Permissions

The Delegated Permissions section allows you to grant profile editing rights to other University of Aberdeen users by clicking on the add button.

You can find the user by typing in their name in the field under "*User*". Once you find the user, click on their name and then on Save Draft. You can add one user at a time but include more by following the steps above.

Please note that the name of the user will be the one registered with HR even if they are more commonly known by a name other than that recorded in HR. When you add a user, they will receive an email notification that you have granted them access to their profile.

When a user is granted editing access, they are able to access and edit other user profiles from the Delegated Permissions section by clicking on the edit button next to the user. When they are done editing, they need to click on Save Draft or Publish to save changes and then click on the Stop Editing button to return to their own profile.

Delegated Permissions can be revoked by clicking on the remove button next to the username.

# About

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

Your Staff Page is created using both data from HR and data held in the Staff Pages database. We use HR data because it reflects your official status at the University, but we know that things change from time to time, and the data may need to be updated.

## My Details

Name – Your name as it is displayed on your Staff Page is a field which by default is the same as your name registered with HR. The only option available in this section is to show or hide it on your profile page.

The HR data used in Staff Pages is populated automatically overnight, and we have little control over that process. If there are any errors in your HR data shown, please contact your School HR Adviser. When you [contact HR](#), they will need to know your University user ID and/or staff ID.

If you are more commonly known by a name other than that recorded in HR and would prefer it to be displayed on your Staff Page instead, please [email the Site Reliability Engineering Team](#).

## Profile picture

*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. You can only have one live profile image.

*How to upload an image?* - Click on the Choose file button or drag and drop the image you want to upload in the designated area. The image will upload automatically. You will see a preview of your profile image in a circle right next to the Choose file button. If you wish to remove it, simply click on the Remove image button. Alternatively, if you wish to replace it with another image, you can simply re-upload a new one and it will replace the current profile image.

**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.*

**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).

**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).

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.

## Contact Details

Email addresses – Your email addresses are populated with HR data by default. The only option available in this section is to show or hide it on your profile page. Please [contact HR](#) to update this information. When you contact HR, they will need to know your University user ID and/or staff ID.

If you set your Email Addresses Privacy Settings to Hidden, your profile won't be visible to anyone until you update your email Privacy Settings to anything other than hidden.

Phone Numbers – Your phone numbers are populated with HR data by default. The only option available in this section is to show or hide it on your profile page. Please contact the switchboard to update this information.

*Contacting the Switchboard* - If you need to make changes to your telephone number, please contact the switchboard at the following numbers: • If you have a 4-digit telephone number, dial 0• If you have a 5-digit telephone number, dial 760• If you are phoning from outside the University, dial 01224 272000.

Personal Assistants – If you want to link to your personal assistants' profile, click on the add button and start typing in the personal assistant name in the field right under "*Please select your personal assistant*". Once you find your personal assistant, click on their name and then on Save Draft. You can add one personal assistant at a time but include more by following the steps above. Please note that the name of the personal assistant will be the one registered with HR even if they are more commonly known by a name other than that recorded in HR. When you add a personal assistant, they will receive an email notification.

Office Locations – If you want to include your office location, click on the add button. First select the Campus location, then one of the buildings on the selected campus. Once you've selected those, you can type in the room number, including additional information such as floor number in the designated area. Select the visibility option (public, University of Aberdeen staff only or hidden) and click on Save Draft to add that location. You can add one office location at a time but include more by following the steps above.

If the campus or building location is missing or incorrect, [send us an email](#).

## Other Profiles

Other Profiles – Here you can insert links to your other professional profiles. Remember to include the full URL in the appropriate external profile line and click on Save Draft next to it. Once added and saved as draft, the populated external profile line will move from the Add New Profile section to Current Profiles. You can edit the link or remove it by clicking on the appropriate buttons.


Please note that 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.

After you add your Twitter profile, you can set it as featured via the edit button. By selecting this option, your Twitter feed will be featured at the bottom of your profile overview page.

## Qualifications

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 Save Draft. You can type in more information relating to your qualification in the More Information field. Please note that 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, but you can reorder them by clicking on  and dragging the qualifications in the preferred order. You can easily edit or remove qualifications once they are added.

## Postnominals

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.

## Featured Content

This section allows you to promote and highlight any content you wish to add more emphasis on. You need to fill out all the mandatory fields (marked with \*) and click on Save Draft after you're done editing.

The Heading field is reserved for the title of your featured content, while the Content field allows you to add a short summary of your featured content (up to 500 characters).

In the Media field you can select to have no media present, upload an image or link to a video. If you wish to add an image, click on the Choose file button or drag and drop the image you want to upload in the designated area. The image will upload automatically. If you wish to add a video, just copy the full video URL (not the embed code) in the designated area. Supported video platforms are YouTube, Panopto, Vimeo and Facebook.

The Button Text field is reserved for your link text, while the Button URL is where you copy the URL of your link.

## Research

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

## My Research

**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 the add button and selecting a research area from the dropdown list. 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](#).

Once you have selected your research area, you can also indicate if the selected research area is also a supervision area and/or if you are accepting PhD students in that area. When you have ticked the appropriate boxes, click Save Draft. You can add one research area at a time but include more by following the steps above.

If you have ticked that you are accepting PhD students for any of the research areas, 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 ticked that your research area is also a supervision area, 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 by clicking on the add button. You can select research specialisms by clicking on the Browse Research Specialisms tab to browse a full list in alphabetical order or type in your specialism in the Search Research Specialisms tab to get a filtered list. Once you have selected all your research specialism, click on Save Draft to save them. The added information will be displayed in the research tab of your profile in alphabetical order once you click on the Publish button. You can easily remove research specialisms after they are added by clicking on the remove button.

Please note that the research specialisms come from a predefined list from HECoS (the Higher Education Classification of Subjects), a standardised classification of subjects of study created in consultation with the higher education sector. More information about the list is available [here](#). You can access the complete list with explanations of what each specialism covers by downloading this [document](#) and opening the simple sheet contained within it.

Please note that there are probably various specialisms that cover your research, partially or in full, but might be named differently by HECoS. If you're having issues with finding your research specialism, we'd advise you to download the above listed document and use relevant keywords to find it or get in touch directly with the [Digital Communications Team](#).

*If the list of specialisms is to be expanded in the future, we'll let our users know about this change.*

**Research Overview** – Here you can add an 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 be used for more detailed information.

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.

Collaborations – Here you can include 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).

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

### Funding and Grants

Funding and Grants – Here you can include 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).

### Supervision

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).

I Supervise / I am Supervised by – If you have any supervisees / supervisors listed in your PURE profile, their names will be listed in the appropriate sections. If you don't, but believe you should have, [please get in touch](#).

Staff who are not seeing supervisors/supervisees being pulled over from Pure need to check the additional visibility setting in their staff profile to expressly permit the sharing of this data. Instructions on how to check and update Pure visibility settings is available in the Publications section of help.

*Please note that Staff Pages respects the selected Staff Pages privacy settings of individuals and, as such, while you can have someone as a supervisor/supervisee in Pure, if their Staff Pages privacy setting is set to internal only or hidden, they will not appear on your profile.*



## Featured Research Content

This section allows you to promote and highlight any research content you wish to add more emphasis on. You need to fill out all the mandatory fields (marked with \*) and click on Save Draft after you're done editing.

The Heading field is reserved for the title of your featured research content, while the Content field allows you to add a short summary of your featured research content (up to 500 characters).

In the Media field you can select to have no media present, upload an image or link to a video. If you wish to add an image, click on the Choose file button or drag and drop the image you want to upload in the designated area. The image will upload automatically. If you wish to add a video, just copy the full video URL (not the embed code) in the designated area. Supported video platforms are YouTube, Panopto, Vimeo and Facebook.

The Button Text field is reserved for your link text, while the Button URL is where you copy the URL of your link.

## Teaching

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

### My Teaching

Teaching Overview – Here you can add an overview of your course-related teaching activities, including more details on your specific interests or work you want to emphasize. We would suggest using this section to provide a short and simple overview.

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.

### Programmes and Courses

Programmes – In this section you can add Degree Programmes you are associated with by clicking on the add button and typing in the degree programme name to get a list of available programmes with that name. Once you have selected a Degree Programme, you can include more information about your association with the programme in the More Information field.

You can easily remove programmes after they are added by clicking on the remove button.

Courses – Here you can include all or some of the courses that you are related to. When you click on the add button, you can select if the course is a live course in the course catalogue or a custom course.

If the course is live in the course catalogue, you need to type in the course code or title to find and select the course.

If the course is a custom course, you need to type in the custom course title in the designated section.

Once you have completed the above steps, you can include more information about your association with the course in the More Information field.

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, if applicable.

You can easily remove courses after they are added by clicking on the remove button.

## Publications

Your publications are drawn from [Pure](#), the University's Research Information System.

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.

Staff who have ticked the relevant boxes on the staff profile and are not seeing publications being pulled over from Pure need to check the additional visibility setting in their staff profile to expressly permit the sharing of this data.

They can do this by taking the following steps.

- Log into Pure and make sure that they are on the Personal Overview screen.
- Click on Edit profile

Edit profile...add research interests, ORCID, Scopus id and weblinks

- Scroll to the bottom of the editing window until they reach the visibility section.
- Set the visibility to public

### Visibility ⓘ

**IMPORTANT NOTE:** Please ensure you change the visibility setting from **Publicly available** if you do **NOT** wish this record to be displayed on the Pure Portal

Visibility

Public – No restriction ▼

- Save the change by clicking the Save button at the bottom of the window.



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 [get in touch](#).

Show Publications – If you wish to display publications on your profile click on the appropriate radio button.

Display Latest Publications – If you wish to display your latest 5 publications from Pure on your profile overview page click on the appropriate radio button.