

Guidance Note for Academic Profiles Portlet in MyManchester

This document provides a guideline on how to use Academic Profiles portlet in My Manchester the staff portal to maintain your profile. It answers the most frequently asked questions which are grouped in following sections:

| | |
|--|-----------|
| A) General information about academic profile | 1 |
| B) Making my profile visible on the web | 3 |
| C) Maintaining my profile using the Academic Profiles portlet | 7 |
| D) Other related information | 19 |
| E) Known issues | 20 |

MHS users should read [How To: Edit your MHS Staff profile on the Knowledge Base](#).

A) General information about academic profile

QA1: Where is the profile data from?

- A:** The information displayed on your profile page is a combination of your details from various sources:
- 1) Your personal contact details – This is from the staff online directory (<http://directory.manchester.ac.uk/>).
 - 2) Your publications – This is from eScholar (<http://www.escholar.manchester.ac.uk/>).
 - 3) The data in the teaching tab of your profile page – This is fed by Campus Solution.
 - 4) The rest of the information in your profile page – This is from the Academic Profiles portlet in My Manchester (<http://my.manchester.ac.uk>), the staff portal.

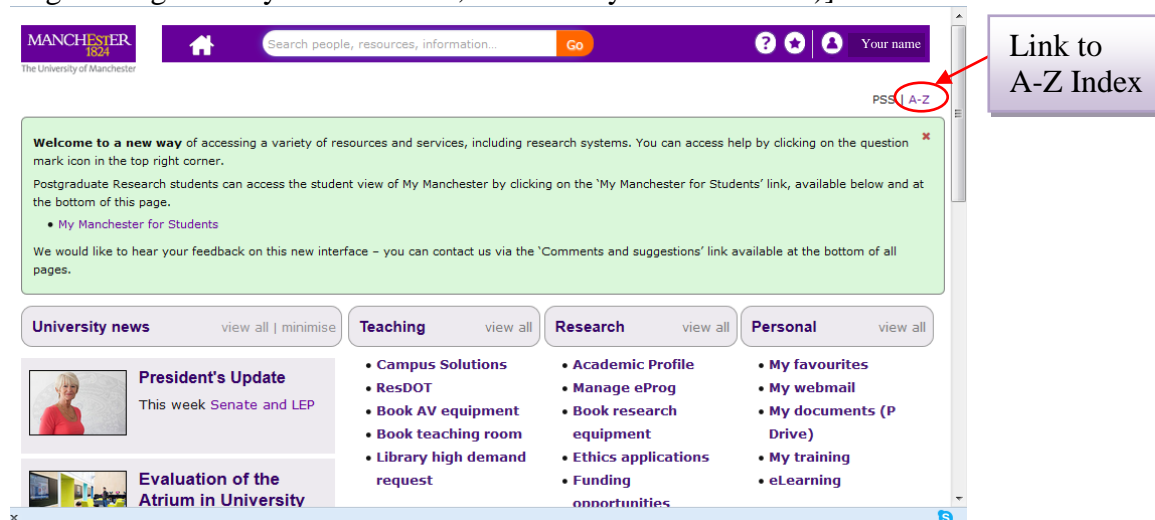
QA2: Who is responsible for maintaining my profile data?

- A:** In general staff members are responsible for maintaining their own profiles, using various tools:
- 1) Most of your personal contact details can be maintained in the staff online directory (<http://directory.manchester.ac.uk/>). Find your entry in staff online directory, click [Change your details] button, and follow the instructions there. For more details please refer to QD1.
 - 2) Your publications are maintained in eScholar (<http://www.escholar.manchester.ac.uk/>). You should login to eScholar and follow the instruction there.
 - 3) Data on the units you teach: As this is fed by Campus Solution you should use your usual contact for Campus Solution to update it.
 - 4) The rest of your profile details are maintained by you using the [Academic Profiles] portlet in My Manchester (<http://my.manchester.ac.uk>), the staff portal.

QA3: Where can I find the [Academic Profiles] portlet?

- A:** **TO BE DONE**
Temporary workaround:
Login to My Manchester (<http://my.manchester.ac.uk>). On your homepage, below your name, click [A–Z] to get to the “A-Z Index” of all the available portlets in the staff

portal. The Academic profiles portlet is listed as [Academic profile (manage, Faculty of Engineering and Physical Sciences, and Faculty of Humanities)].



QA4: Where is my profile displayed on the web?

A: Academic profiles are displayed in two places:

- 1) The University’s “A-Z list of research staff” pages on <http://www.manchester.ac.uk/research/people/staff-list/>.
- 2) Your school’s staff profile pages.

QA5: How often the profiles are updated?

A: Profile data is routinely updated overnight. However since the final profile data is from multiple sources and different routine updating processes are scheduled at different times, the new data you entered can take up to 48 hours to reach the web.

QA6: What is the format of my profile page?

A: An academic staff member’s profile page can have up to six standard tabs:

- Personal details
- Research
- Postgraduate opportunities
- Publications
- Teaching
- Further information

Each tab can have multiple blocks, some of them are fixed, and you can create your own ones too. Empty tabs will be hidden from your profile page if you don’t put any data in them.

B) Making my profile visible on the web

General information

To make your academic profile visible on the web the following conditions must be met:

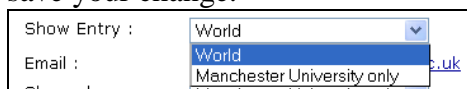
- 1) You must give permission to show your entry to the “World” in University’s staff online directory, instead of showing it to “Manchester University only”.
- 2) You must set up your research interests in [Academic Profiles] portlet, and access level must be set to “Public”.
- 3) Your profile account must be properly initialised if you newly joined in the University.
- 4) You must be added into the staff list of your subject area by research support staff for your school.

See below for further details.

QB1: My profile is not appearing on the University’s research staff list site or my school site, how can I make it visible?

A: The first thing you should check is whether your entry in the staff online directory is set to show to the “World” instead of “Manchester University only”:

Go to staff online directory page at <http://directory.manchester.ac.uk/>, find your entry, click [Change your details] button, login to get to your details page. Check the value selected in the dropdown list for [Show entry], change it to “World” if necessary, and save your change.



Please contact the Service Desk in the normal way if you experience problem changing your data in online directory.

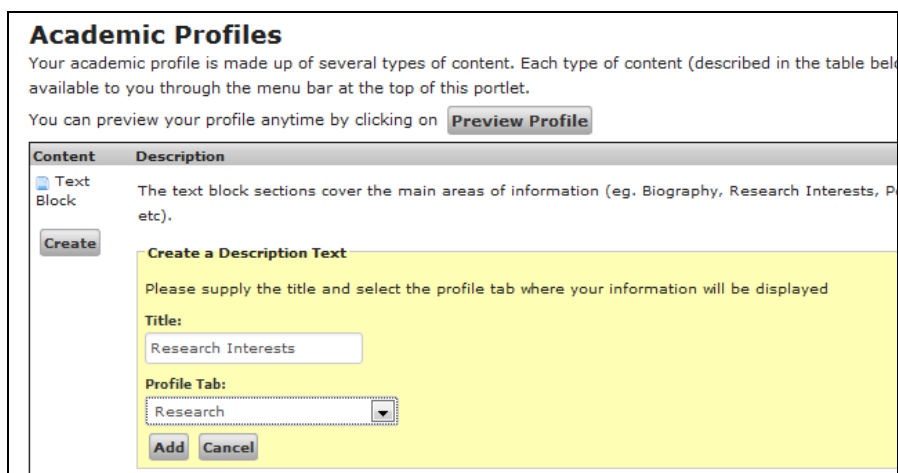
Please note that the changes you make in online directory will take up to 48 hours to show on your profile.

QB2: My entry in staff online directory is already set to show to the “World”, but my profile is still missing, how can I make it visible?

A: As an academic you must set up your research interests data in the [Research] tab which is one of the standard tabs on your profile page. Usually the information will be in a block with the title “Research Interests”.

To create your research interests data:

- 1) Create a new text block from the [Academic Profiles] portlet’s welcome screen;
- 2) Set the title to “Research interests”;
- 3) Choose “Research” as the profile tab.
- 4) Click [Add] button to add the new block into your profile.



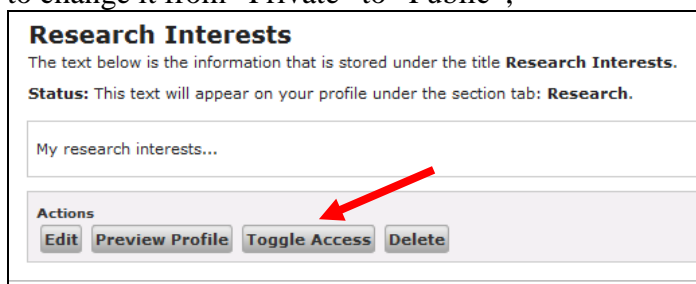
Once the block is created you can enter data in it.

Please refer to **Section C** below for more details on working with text blocks. Remember to set the access level to “Public”, in order for your profile to be visible.

QB3: My entry in staff online directory is already set to show to the “World”, and I have set up my “Research Interests”, but my profile is still missing, how can I make it visible?

A: Please make sure the access level of your “Research Interests” is set to “Public”, not “Private”.

To do this, while you are in the “Research Interests” block, click [Toggle Access] button to change it from “Private” to “Public”;



Or, click [Edit] button to get into editing mode, set access level to “Public”, and click [Update] to save it.

Research Interests
 The text below is the information that is stored under the title **Research Interests**.
Status: This text will appear on your profile under the section tab: **Research**.

Edit text

Size Limit: There is a size restriction of 3980 characters for the main content block of text (central current Profile specification. If longer text is required, it is recommended that you use a separate page for this information (see the central current Profile specification for more details on this tab).

For Word Users: It is recommended that if you are using Word, copy and paste the text into the text box below. This removes the unnecessary word formatting.

Title
 Research Interests

Content

My research interests...

Profile Tab
 Research

Access Level
 Public

Update **Cancel**

QB4: My entry in staff online directory is already set to show to the “World”, I set up my “Research Interests” and the access level is to “Public”, but my profile is still missing, how can I make it visible?

A: If you are a new staff member please contact the research support staff of your school and get your details sent to the Service Desk. Please state your request as to initialise profile account for new academic, so your profile account can be properly initialised.

If you are not a new staff member please contact the Service Desk to report the issue.

QB5: My profile is visible on University’s “A-Z list of research staff” site but not on my school site, how can I make it visible there?

A: Your name needs to be added into relevant staff list on your school. Different school has different arrangement for doing this. Please check it with the web officer for your school, or raise it to the Service Desk.

QB6: My profile is visible on my school site but not on the University’s “A-Z list of research staff” site, how can I make it visible there?

A: If you are a new staff member please contact the research support staff of your school and get your details sent to the Service Desk. Please state your request as to initialise profile account for new academic, so your profile account can be properly initialised.

If you are not a new staff member please contact the Service Desk to report the issue.

QB7: My profile is visible, but some parts are missing, what can I do to make them visible?

A: Data in all blocks in the profiles portlet has an access level setting, which can be “Public” or “Private”. Only the “Public” blocks will be visible in your profile. Please check the access level of the data blocks involved and set them to public.

To do this, select your data block in Academic Profile portlet, and do one of the following:

Click [Toggle Access] button to change it from “Private” to “Public”;

Or,

Click [Edit] button to get to editing mode, set access level to “Public”, and click [Update] button to save the change. (See QB3 for more details).

Please note that the changes you make can take up to 48 hours to show on your profile.

If they are already set to public and still missing, please contact the Service Desk.

QB8: Some of my publications are missing, how can I make them visible?

A: As publications are maintained in eScholar you must login to eScholar on <http://www.escholar.manchester.ac.uk/> to check it.

Each publication has a permission setting, which can be “Open access” or “Closed access”. Only the “Open” publications are visible on your profile. Please check relevant publications, in [Set permissions] tab change access setting for the missing publications from “Closed” to “Open”, and submit your change.

Please note that your changes can take up to 48 hours to appear on your profile.

Please contact the Service Desk if an “open” publication is missing.

QB9: My phone number / location are missing, how can I make them visible?

A: Data on phone numbers and location is in the staff online directory, and needs to be set to show to the “World” instead of “Manchester University only”, in order for them to be included in your profile.

To do this, please follow the instruction in QB1, and update the settings for “Show phone number” and/or “Show room number”.

Please contact the Service Desk in the normal way if you experience problem changing your data in online directory.

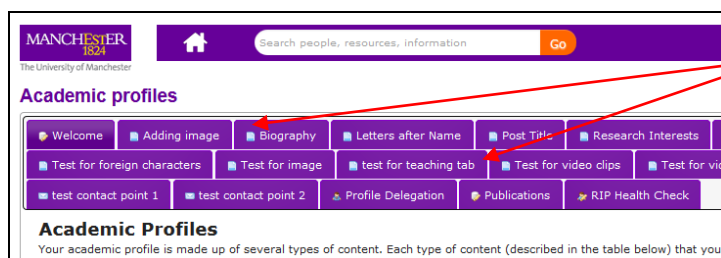
Please note that the changes you make in online directory will take up to 48 hours to show on your profile.

C) Maintaining my profile using the [Academic Profiles] portlet

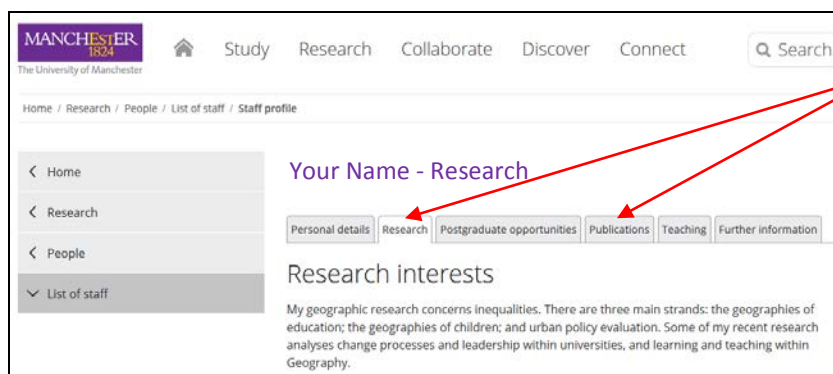
General information

[Academic Profiles] portlet in staff portal is the tool for staff to maintain their profile data.

The data and functionalities in the profiles portlet are organised in “Tabs” which are on the top of the portlet. Please note the term “Tab” used in the profiles portlet is different from the same term in your profile page on website, that will be referred to as “Profile page tabs”.



Profile portlet tabs,
in staff portal



Profile page tabs,
on University
/School websites

The profile portlet tabs can be grouped as follows:

- The [Welcome] tab:
This is the default tab, where you can create new text blocks, lists or contact points for your profiles.
- The tabs you created:
The data blocks you created will appear as tabs in your portlet and will be displayed in your profile page. You can add texts, lists, tables, links, images, contact points, etc. into your profile.

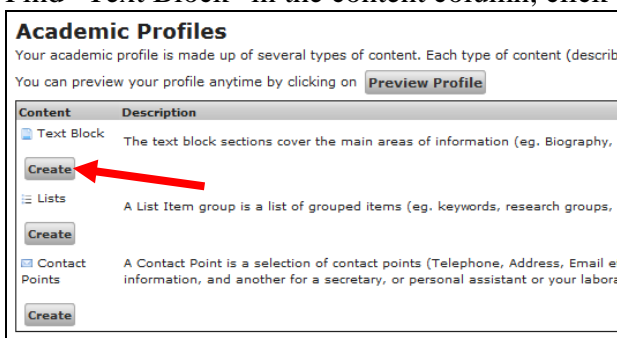
A data block must be assigned to one of your Profile Tabs except “Publications”(which is used exclusively for your Publications data fed by eScholar) in order for it to appear on your profile page. See more details in this section below.

- The standard tabs the portlet contains:
There are some tabs that provide certain functionalities, or show some read-only information.
 - [Personal Websites]:
You can enter links to other websites in this tab. The data will appear in the personal data part of your profile as a list.
 - Tabs that provide read-only information or quick link to other tools – These are not editable:

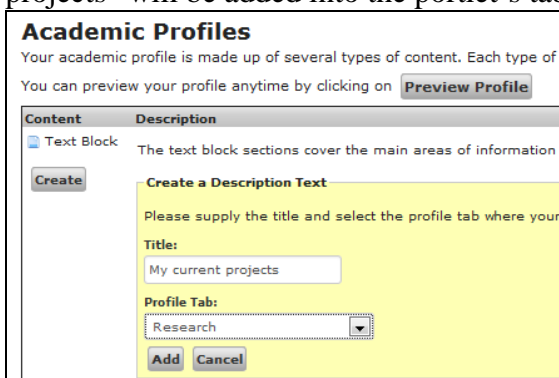
- [Directory information]: Your basic contact details in staff online directory. READ-ONLY.
- [Post Title]: Your role details in staff online directory. READ-ONLY.
- [Publications]: Provide a quick link to eScholar where you can maintain your publications data.
- Tabs that are not in use:
 - [RIP Health Check]: **NOT WORKING. PLEASE DO NOT USE IT.**
For information only: The facility was for academic to quickly check if your profile contains the minimum data required to get profile generated and displayed on the University’s sites. RIP stands for Research Information Project.
 - [Profile Delegation]: **NOT ENABLED** in current release.

QC1: How do I add a piece of text into my profile?

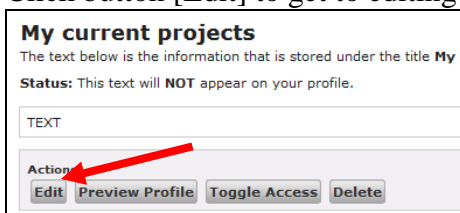
- A:**
- 1) In [Academic Profiles] portlet, choose [Welcome] tab (the default one when the portlet is started).
 - 2) Find “Text Block” in the content column, click the [Create] button below it.



- 3) A yellow box will appear. Type in the title of your text block (e.g. My current projects), and choose a Profile page tab that you want this piece of text to be added into (e.g. Research), then click button [Add]. A new portlet tab titled “My current projects” will be added into the portlet’s tabs. Select it to open the text block.



- 4) Click button [Edit] to get to editing mode.



- 5) A yellow box will appear, where you can edit the title of the block, input text in the WYSIWYG (What You See Is What You Get) editor, and change the access level of the data block. Click [Update] to save your change.

My current projects
 The text below is the information that is stored under the title **My current projects**.
Status: This text will **NOT** appear on your profile.

Edit text

Size Limit: There is a size restriction of 3980 characters for the main content block of recommended that you create additional text blocks (from the Welcome tab).
For Word Users: It is recommended that if you are using Word, copy and paste the text.

Title
 My current projects

Content

TEXT

Profile Tab
 Research

Access Level
 Private

Update Cancel

Tips for working with text:

Tip 1:

When you need to enter a long piece of text, please use a plain text editor (e.g. Notepad) to type in your text, and then copy-paste it into the editor here. This will avoid any problems caused by the Portal’s time-out restriction (around 30 minutes).

Tip 2:

Texts in MS Word or a web page or other editors with format can contain many hidden formatting characters. Please refer to QC3 below for instructions on copy-pasting text from other source.

QC2: Where will my data block appear in my profile? Can I preview it?

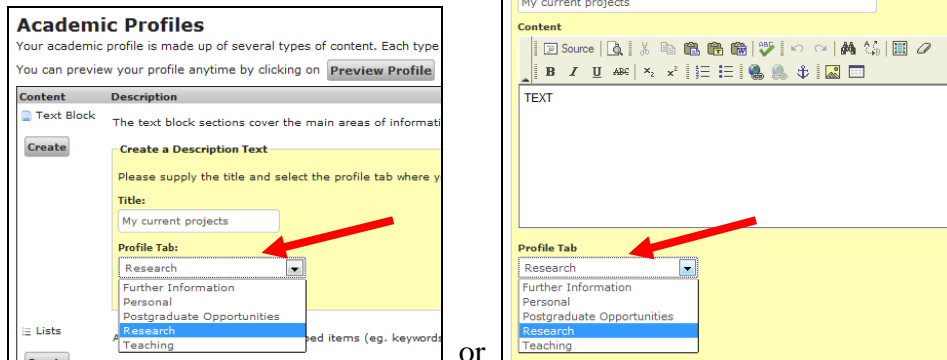
A: There can be up to six standard Profile Page Tabs in your profile page:

- Personal details
- Research
- Postgraduate opportunities
- Publications
- Teaching
- Further information

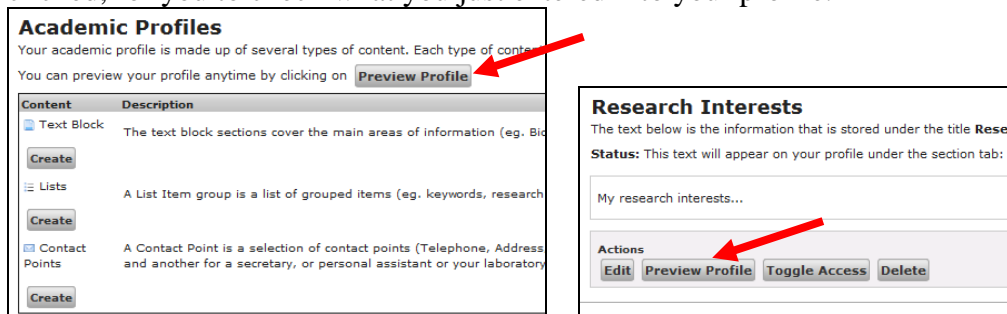
The data blocks you created in your profiles portlet can be added in to any of the Profile Page Tabs except [Publications], which is exclusively used for your publications data fed from eScholar.

You can choose which Profile Page Tab your data block should be displayed in when you create a new data block, by selecting the item from the dropdown list under “Profile Tab”.

You can also change it for an existing data block: Select the block, click [Edit] to get to editing mode, select the profile page tab you want from the dropdown list under “Profile Tab”, and save the change by clicking the [Update] button.



There is a [Preview] button in the [Welcome] tab, and also in all the blocks when you are not in editing mode. A separate preview window will appear when the [Preview] button is clicked, for you to check what you just entered into your profile.




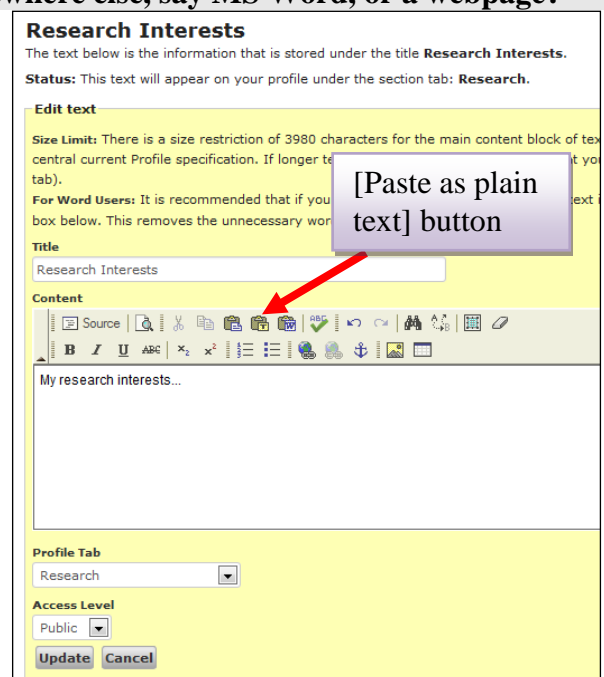
However, the style of the preview page isn't always correct. You can check the contents but they may not be displayed in the correct style when you preview your profile.

QC3: Can I copy-paste a piece of text from somewhere else, say MS Word, or a webpage?

A: Once you are in the editing mode of a chosen text block, you can copy-paste texts from another source into the WYSIWYG (What You See Is What You Get) editor.

If the original text is in a plain text editor (e.g. Notepad), you can safely copy-paste it in.

If the original text is from a formatted source, e.g., MS Word or a web page, you should use [Paste as plain text] option to paste, in order to get rid of the hidden formatting characters. The [Paste as plain text] button  is the one next to the normal paste button in the editor's tool bar.



QC4: Is there a limitation for the length of the text for a text block?

A: Yes. There is a limitation on the length of the text in a single data block – 3980 characters – due to restrictions in the research profile specification still in use on the central research staff directory. This is not a restriction of the profiles portlet.

If a piece of text longer than the limit is entered a warning message will appear, and it won't be accepted by the portlet's editor.

test for 3960 limit
 The text below is the information that is stored under the title **test for 3960 limit**.

Status: This text will **NOT** appear on your profile.

Warning: The text below is too long to appear on any page using the profiles information. The text will be truncated. Please note this is not a limitation of the portlet; it is due to the current university agreed standard.

Edit text


Size Limit: There is a size restriction of 3980 characters for the main content block of text. This is not a portlet issue. It is a feature of the central current Profile specification. If longer text is required, it is recommended that you create additional text blocks (from the Welcome tab).

For Word Users: It is recommended that if you are using Word, copy and paste the text into Notepad and then copy from Notepad to the text box below. This removes the unnecessary word formatting.

Title

test for 3960 limit

Content



Brain training is a billion dollar industry and it is growing fast. Millions of copies of console and computer-based brain trainers are sold worldwide every year, claiming to make your brain younger, better, faster or bigger.

It seems to make sense that by regularly exercising your brain with special tests and puzzles, you can improve your brain skills and become better at everyday thinking tasks. But does brain training actually work? Recent research suggests that the scientific evidence is lacking.

Note that all the formatting characters are included in the character counting, e.g., if you use “**bold**” in your text, the total number of the characters will be 21 (for “bold”) instead of 4 (for “bold”).

If you do need to put long text into your profile please split it into several text blocks.


Please note the blocks can't be sorted in the current release of the portlet.

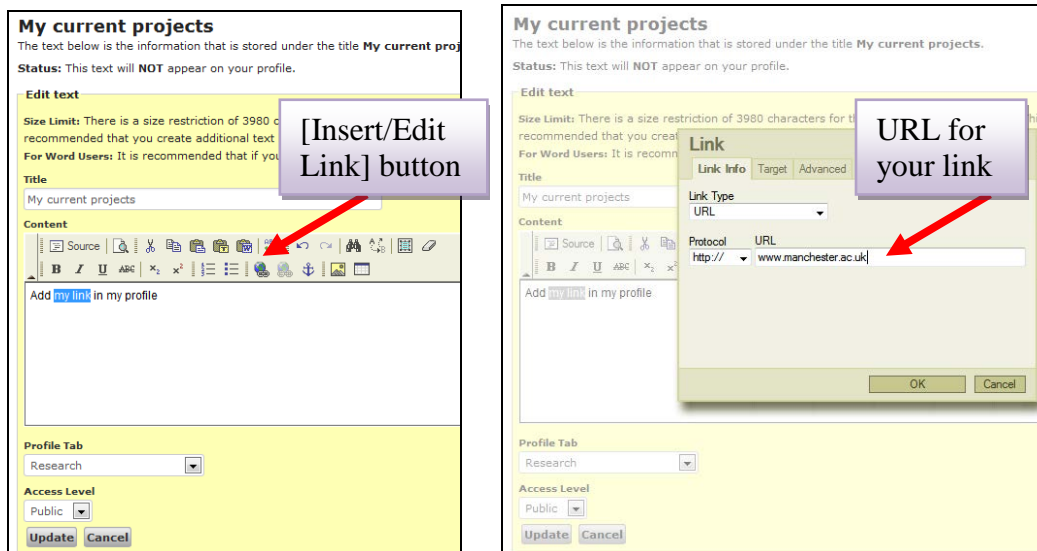
QC5: Can I use HTML code to format my text directly in source code mode?

A: Yes you can format your text directly in source code mode of the editor. However it is strongly recommended that you only use the functions provided in the editor's tool bar, unless you are a real advanced HTML user. Hand-coding your HTML code could result in your text being displayed incorrectly.

QC6: Can I add links in my text, and how?


A: Yes. To do this:

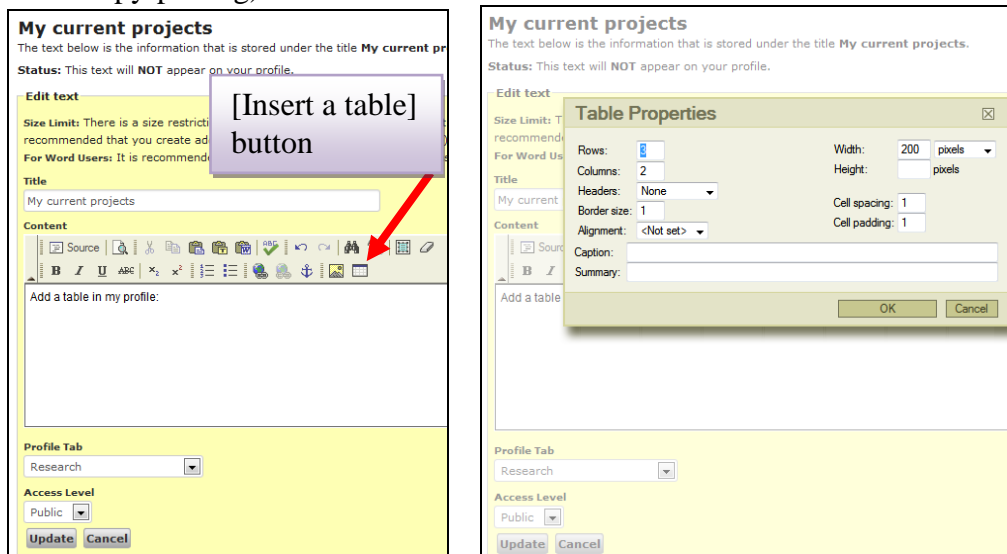
Select the text block tab in your portlet where you want to add a link, click [Edit] button to get to editing mode. Select the text and click the [Insert/Edit Link] button  in the editor's tool bar, enter URL in the pop-up window and click [OK].



QC7: Can I add a table into my text block, and how?

A: Yes. To do this:

Select the text block tab in your portlet where you want to add a table, click [Edit] button to get to editing mode. Click the [Insert a table] button  in the editor to insert a table. You can also copy-paste a table from another source, e.g. a MS Word document (refer to QC3 when copy-pasting).



QC8: Can I insert an image into my text?

A: **TO BE CHECKED / REWRITTEN**


Image file can't be directly inserted into profiles, but there is a workaround, as explained below.

Step 1: Prepare your photo/image

In order to avoid long loading time the image file should be adjusted in advance to the recommended size. For personal photo it's advised to keep it within 200 x 200 pixels. In general the recommended image file size is less than 100KB.

The instruction below shows you one way of resizing your photo on a University's standard

Windows 7 machine:

- a) In Windows Explorer find your image file, right click it, choose “Open with...”, and “Microsoft Office 2010”. The image will be opened in the MS Office’s Picture Manager.
- b) To crop an image: In Picture Manager, go to menu item “Picture” (the 4th from left on top) and choose “Crop...”, the image will be surrounded at each side and corner. Drag a corner or a line to crop it to the desired size/shape, and click [OK]. Note the original size and new size are displayed above the [OK] button.
- c) To resize an image: In Picture Manager, go to menu item “Picture” and choose “Resize...”. You can choose to input the new size directly or reduce the size by percentage, and click [OK]. Note the original size and new size are displayed above the [OK] button.
- d) Save the image – Click the “Save” icon  on the toolbar, or go to “File” and click “Save”.

Tip: Please avoid using space in your file name, e.g. use “my_image.jpg”, not “my image.jpg”.

Step 2: Upload an image onto the University’s personal webpage site

The current profiles portlet can only take an image if it’s already on a webpage. This step shows you how to make use of the University’s standard staff personal webpage facility to upload your image file to your personal webpage area, so you can then insert it into your profile. If you already have an image online and know its URL, you can skip this step.

- a) Get your image file ready on your local machine, e.g. C:\My Pictures\my_image.jpg.
- b) Go to your P:Drive in Windows Explorer and find the folder named “public_html”, copy your image file (my_image.jpg) to this folder.
- c) You can also upload your image to your P:Drive remotely in a browser:
 - Go to <https://pdrives.manchester.ac.uk>, login, select the “public_html” folder.
 - Click the [Browse] button on the top, find the image file on your hard drive and click the [Upload file(s)] button to upload it. It should appear in the file list below.

The files uploaded to your P Drive’s public_html folder will appear on the University’s personal webpage area under your name.


Step 3: Get your image file’s URL

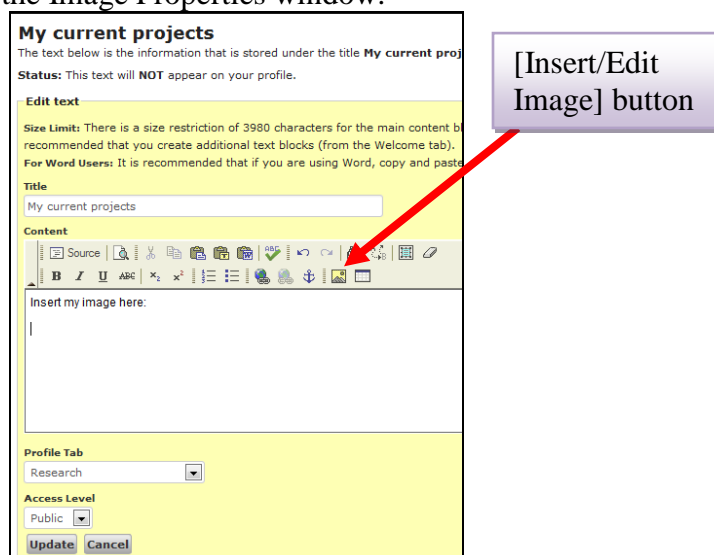
If you use the University’s personal webpage facility, your name is Mary Smith and the image file uploaded to your P Drive’s public_html folder is my_image.jpg, the URL should be <http://personalpages.manchester.ac.uk/staff/mary.smith/myimage.jpg>. Put the URL in a browser to check your image is available online.

If you already have an image on a publically available webpage, put that URL in a browser to see it.

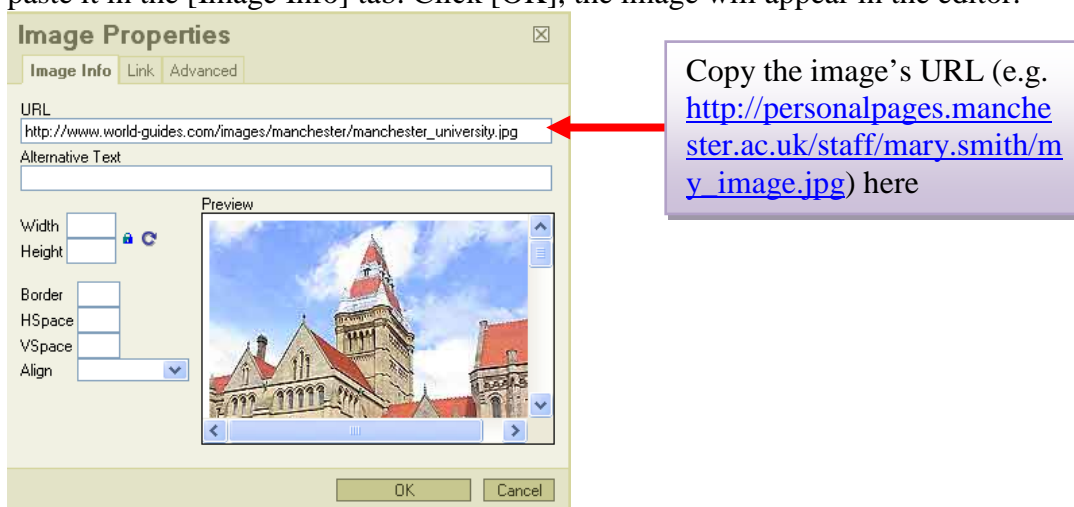
Tip: For some users the University’s personal webpage might not be initialised properly. In that case please contact the Service Desk to get it sorted first.

Step 4: Insert an image that’s already on a publically available webpage into profile

- a) Go to Academic Profiles portlet in MyManchester (<https://my.manchester.ac.uk/>), select the block you want to insert your image, and click [Edit] to get to editing mode.
- b) In the editor box, click [Insert/Edit Image] button  in the editor's tool bar to open the Image Properties window.



- c) In the Image Properties window, copy the image file's URL from your browser, and paste it in the [Image Info] tab. Click [OK], the image will appear in the editor.

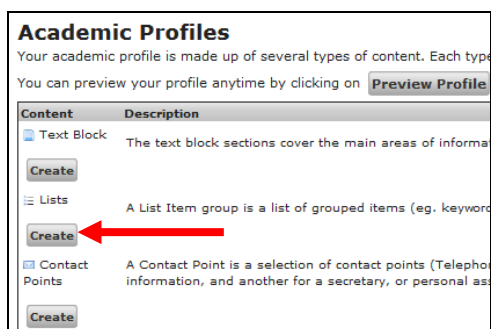


- d) Click [Update] button in your block's Editor to save the change in the block of your profile.

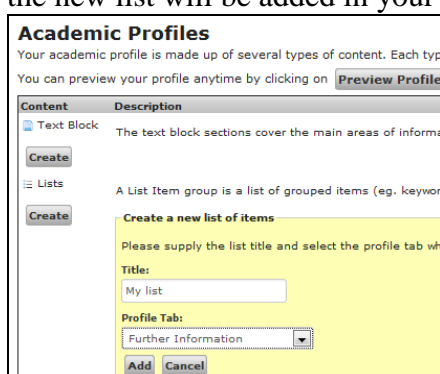
Tip: Edit an already inserted image within the profile: Go to your block where the image is in, click [Edit] to get to the editing mode. In the editor, click your image to select it, then click the [Insert/Edit Image] button to open the Image Properties window. You can edit it to some extent in the Image Properties window, e.g. to change size by entering the width and height.

QC9: Can I add a list into my profile and how?

A Yes. In [Welcome] tab (the default one) of the portlet, find "Lists" in the content column and click [Create] button below it.



A yellow box of [Create a new list of items] will appear. Enter a title for your list and choose a profile page tab for it to be added into, then click [Add] button. A portlet tab for the new list will be added in your portlet. Select it to edit.



For more details see the tutorial [Managing List Items] by clicking [?] button on top-right corner of the portlet, and then choosing it from the tutorial list.

Tip:

If a URL is provided for a list item it will appear as a link. If the URL field is left blank the item will just be text.

QC10: I'd like to upload another file (e.g. a PDF file or a Word file) to my profile, how can I do it?

A: You cannot upload a file directly to your profile. However you can upload it to your P drive's "public_html" folder, so the file will be available in your University's personal web page, and set a link in your profile to point to that file.

To upload a file to your P:drive remotely: Go to <https://pdrives.manchester.ac.uk> in a browser and login. Select the "public_html" folder listed below. Click the [Browse] button on the top to find the file to be uploaded on your hard drive, and click the [Upload file(s)] button to upload it. The file should appear in the "public_html" folder's file list.

The file you uploaded will be available on your personal page with an URL like this (say, the file name is myfile.pdf, and your name is Mary Smith):

<http://personalpages.manchester.ac.uk/staff/mary.smith/myfile.pdf>.

You can then set a link to point to the file using the above URL. See QC6 for instruction on adding links.

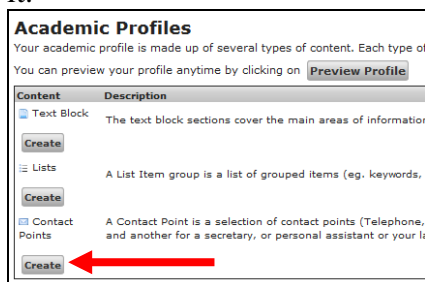
Tip:

Your P:drive can also be accessed from within the staff portal, it is listed as "My documents (P Drive)" under "Personal" section on the portal's home page.

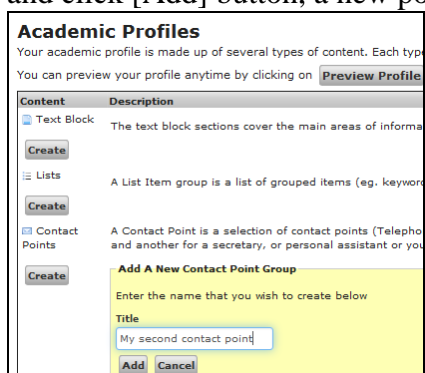
QC11: I'd like to show another address in my contact details block, how can I do it?

A: You can add an extra contact point (e.g. your lab, or your secretary's office) to your profile.

In [Welcome] tab, find "Contact Points" in content column and click [Create] button below it.



A yellow box will appear. Enter a title for this contact point (e.g. My second contact point) and click [Add] button, a new portlet tab with the given title will be added in.



Select the portlet tab to open it, you can edit the details of it or add more details (e.g. mobile number) to this contact point.

Note each contact point can only have one entry for each type, for instance, you can't enter two addresses or two mobile phone numbers for same contact point.

The extra contact points will appear in the Profile Page Tab [Personal details] on your profile page.

For more details see the tutorial [Managing Contact Points] by clicking [?] button on top-right corner of the portlet, and then choosing it from the tutorial list.

QC12: Can I change / add website addresses in my contact details block?

A: The default website listed in your [Contact details] block in Profile Page Tab [Personal details] is your school site. This can't be changed or deleted in the profiles portlet.

More websites can be added in. To do it:

Click the standard portlet tab [Personal websites] in the portlet, add the description and URL of your website in, and make sure the access level is set to "Public". The extra site will be listed under the default one (your school site) in your contact details block on your profile page.

QC13: How can I update the teaching data showing on my profile page?

A: Your teaching data will be displayed in the Profile Page Tab [Teaching] on your profile page.

The first block titled “Units taught” shows the teaching data fed from Campus Solution which can’t be modified in the profiles portlet. Please use your usual Campus Solution support to maintain it if needed.

You can also add your own free-text-style teaching data into [Teaching], such a block, if existed, will appear below the “Units taught” block.

QC14: Can I add letters after my name in my profile?

A: Yes. To do this:

- 1) In [Welcome] tab, create a new text block (refer to QC1 in this file if you don’t know how to do it), enter “LETTERSATERNAME” in [Title], and in [Profile Tab] dropdown list choose [Personal] as its Profile Page Tab.
- 2) There should be a new portlet tab appearing with the title “Letters after Name”. Select it, and click [Edit] button to get to the editing mode.
- 3) Input the letters you want to appear after your name into [Content] box. This should be in a single line. Make sure the access level is set to “Public”. Click [Update] to save it.

Letters after Name
 The text below is the information that is stored under the title **Letters after Name**.
Status: This text will **NOT** appear on your profile.

Edit text

Size Limit: There is a size restriction of 3980 characters for the main content block recommended that you create additional text blocks (from the Welcome tab).
For Word Users: It is recommended that if you are using Word, copy and paste the

Title
 LETTERSATERNAME

Content (no html please)
 BA, PhD

Profile Tab
 Personal

Access Level
 Public

Update **Cancel**

QC15: I’d like to add my photo to the Profile Tab [Personal details] on my profile page, how can I do it?

A: **TO BE CHECKED / REWRITTEN**

The data in the Profile Page Tab [Personal details] of your profile page is fed by the University’s staff online directory. It’s not editable in the [Academic Profiles] portlet, and no text/image can be added in with current release of the [Academic Profiles] portlet.

Tip:

Many people choose to create a “Biography” block in [Personal details] and add a photo there.

QC16: My name and/or title in my profile are not correct, how can I change it?

A: Your name and title can’t be changed in the [Academic Profiles] portlet. This can only be done via HR and the updated data will be fed to your profile. Please contact your school’s HR for this.

QC17: My job title and/or phone number and/or office location in my profile are not correct, how can I change it?

A: The data for your job title, phone number and office location are fed from the University’s

staff online directory, and can't be changed in the [Academic Profiles] portlet.

To edit your online directory details please go to the University's online directory page (<https://directory.manchester.ac.uk/>), find your entry, click "Change your details" button on that page, and follow the procedure there.

Tip:

The data in profiles portlet's "Directory Information" tab shows part of your data in the University's staff online directory, in read-only format, as a quick reference.

QC18: I need to use another name in my publications, how can I do it?

A: You should maintain any publication-related information in eScholar.

QC19: I'd like to delegate other staff member(s) to access/edit my profile data, can I do it and how?

A: The profiles delegation facility is not enabled in the current release of the portlet. You have to do it by yourself.

QC20: I've been added in as a delegate for another staff member to edit his/her profile, how do I access his/her profile?

A: The profiles delegation facility is not enabled in the current release of the portlet. You can't access other individual's profile.

QC21: I have several blocks in a profiles tab, can I order them?

A: The functionality for ordering data blocks in a profiles portlet's tab isn't available in the current release of the portlet.

D) Other related information

QD1: How can I check/edit my details in staff online directory?

A: You can check your contact details in the University’s staff online directory (<https://directory.manchester.ac.uk/>).

You can also check your location/email/phone number in the [Academic Profiles] portlet by clicking the [Directory Information] tab. However you can’t edit these details in the portlet.

Some of your online directory details – your job title, photo number, office location, etc. – can be updated by yourself in the online directory. Go the online directory page (<https://directory.manchester.ac.uk/>), find your entry, click the button “Change your details” on that page, and follow the instruction there.

For details such as your name and title, you must update them via HR.

Please note that the changes you make in the staff online directory will take up to 48 hours to show on your profile.

QD2: Can I check/edit my publication details in the portlet?

A: No. This should be done in eScholar on <https://www.escholar.manchester.ac.uk/>.

There is a quick link to the eScholar in the profiles portlet’s Publications tab.

Please note that the changes you make in the eScholar will take up to 48 hours to show on your profile.

E) Known issues

- [RIP Health check] doesn't work, please avoid using it.
- Preview facility doesn't show the content in correct style.
- The portlet doesn't work properly in Internet Explorer v11 with the browser's default setting. Please try to use other browsers (e.g. FireFox or Chrome).