

How to manage the 'Our People' Subject Area Webpages

1. Subject Area web officers can add, remove and update staff information on their subject area webpage via T4.
2. In the case of new/leaving staff, **Heads of Divisions** let subject area web officers know when staff need to be added or removed from a subject area staff list. **Heads of Divisions** should also provide web officers with the new staff's post title (e.g. Lecturer in Museology).
3. In the case of new staff, Web officers can find the staff's phone number and email address on this page:
<http://staffprofiles.humanities.manchester.ac.uk/StaffList.aspx?ou=13088>. If the new staff member doesn't appear there, you should be able to find their information on the staff directory: <https://directory.manchester.ac.uk/>. If not, please contact the School Office.
4. Web officers can then go ahead and add the name, post title, telephone and email of new staff in the subject area 'Our People' list.
5. Finally, web officers go again to this page
<http://staffprofiles.humanities.manchester.ac.uk/StaffList.aspx?ou=13088> and look for the new staff's research profile (if the new staff should have a research profile). This appears as an active link of the person's name. You should then copy the research profile web link (looks like this
<http://staffprofiles.humanities.manchester.ac.uk/Profile.aspx?Id=Kostas.Arvanitis>) and paste it into a hyperlink in the person's name in your 'Our People' list.

If the person's research profile doesn't appear in the above page, it probably means that this person's research profile hasn't been activated, or the person hasn't made their research profile visible to 'World'. New staff should be aware of the relevant guidance on how to do this, but if you are asked, here is what they need to do: Go to MyManchester – Teaching and Research – Academic Profiles. They should click the [? Help] on top-right corner of the portlet, and follow the link to 'Guidance Notes for Profiles Portlet'. New staff should read the document first if their profiles are not visible, and follow the instruction there to get the data set up. They should submit a request in Remedy <http://remedy.manchester.ac.uk/cgi-bin/sr.cgi?scid=139> or just contact the Service Desk if their profiles are still not visible.

If subject areas want to opt out from managing their lists locally, please let Phil Olsen phil.olsen@manchester.ac.uk know (Phil is the Faculty Web Content Assistant assigned to SALC) and he will take care of this. But subject areas would still need to provide Phil with name, post title, phone number and email address of new members of staff or let him know when staff need to be removed from the list.