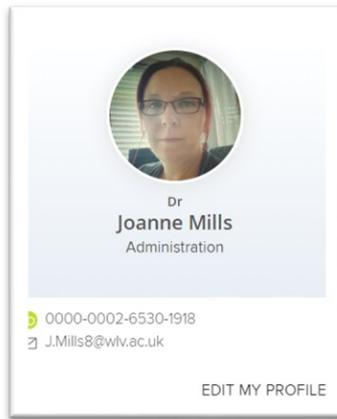




## Editing Your Profile

## Edit Mode

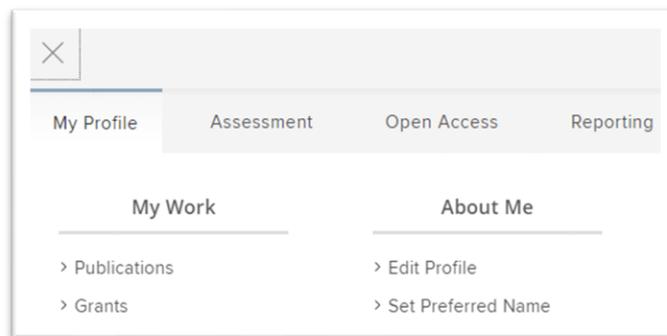
To edit your profile, click on the **Edit My Profile** link on the homepage.



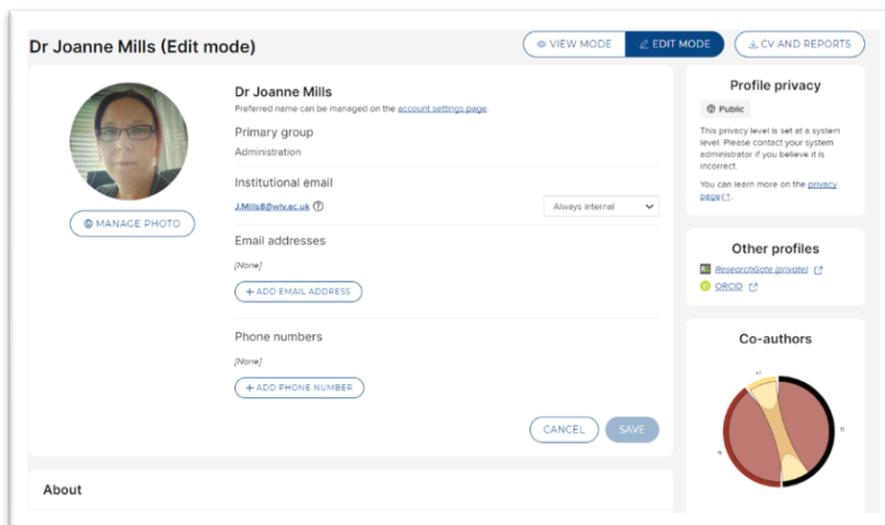
You can also find it by clicking the Top left menu



And then under **About Me**, choose **Edit Profile**.

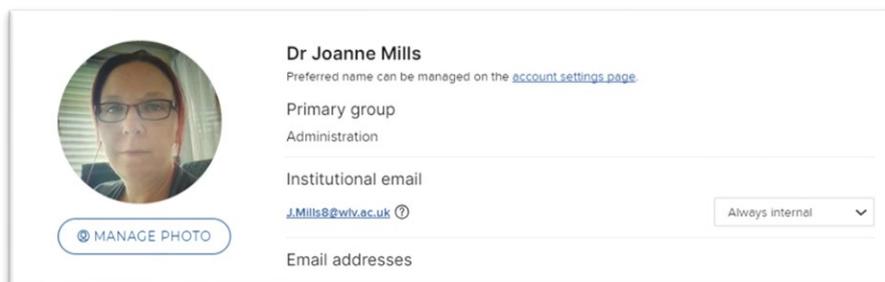


You will then see your profile in Edit mode.



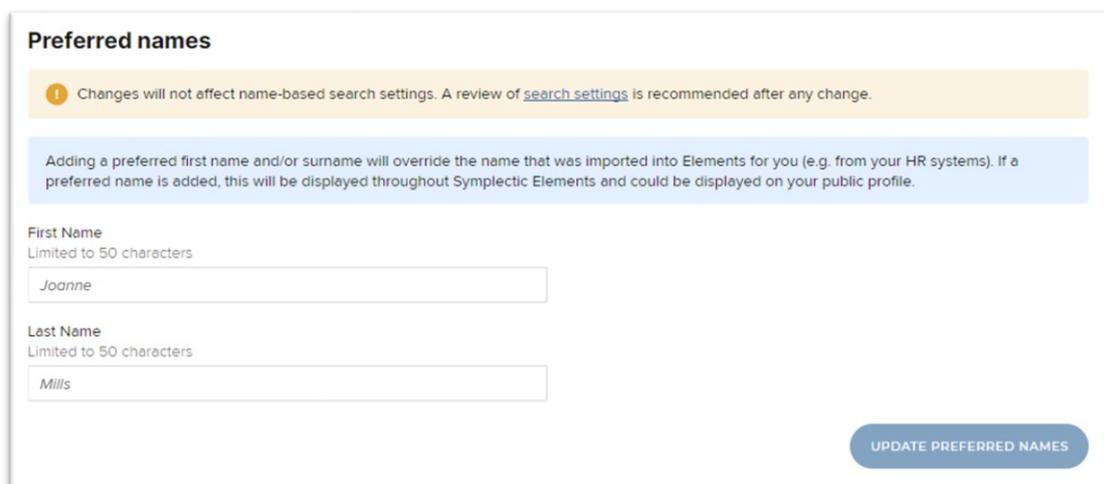
## Changing your preferred name

You can change your preferred name on the **Account Settings** page which can be accessed from the profile editing page.



The screenshot shows a user profile for Dr Joanne Mills. On the left is a circular profile picture with a 'MANAGE PHOTO' button below it. To the right, the name 'Dr Joanne Mills' is displayed, followed by a note: 'Preferred name can be managed on the [account settings page](#)'. Below this, the 'Primary group' is listed as 'Administration'. The 'Institutional email' is 'J.Mills8@wlv.ac.uk' with a help icon, and a dropdown menu is set to 'Always internal'. At the bottom, there is a section for 'Email addresses'.

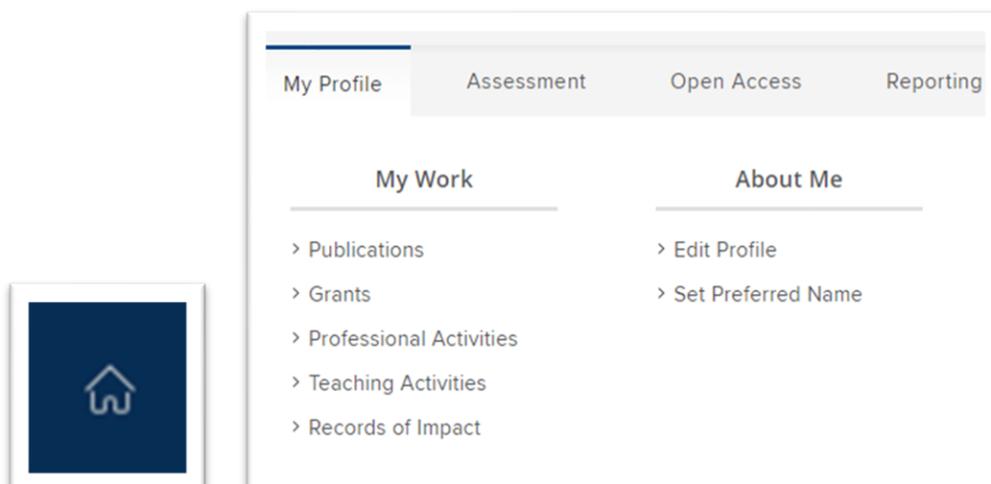
From the **Account Settings** page, navigate down to the **Preferred Names** section, and change the first and last name in the fields. This name will override the name which was automatically imported into Elements from your HR record, and will be displayed throughout Elements and on your public profile.



The screenshot shows the 'Preferred names' section. It starts with a yellow information banner: 'Changes will not affect name-based search settings. A review of [search settings](#) is recommended after any change.' Below this is a blue explanatory box: 'Adding a preferred first name and/or surname will override the name that was imported into Elements for you (e.g. from your HR systems). If a preferred name is added, this will be displayed throughout Symplectic Elements and could be displayed on your public profile.' There are two text input fields: 'First Name' (limited to 50 characters) containing 'Joanne' and 'Last Name' (limited to 50 characters) containing 'Mills'. A blue 'UPDATE PREFERRED NAMES' button is at the bottom right.

Once you have made any changes, click **Update Preferred Names**.

You can return to the profile editing page from either your home page (by clicking the button below), or the main menu as above.

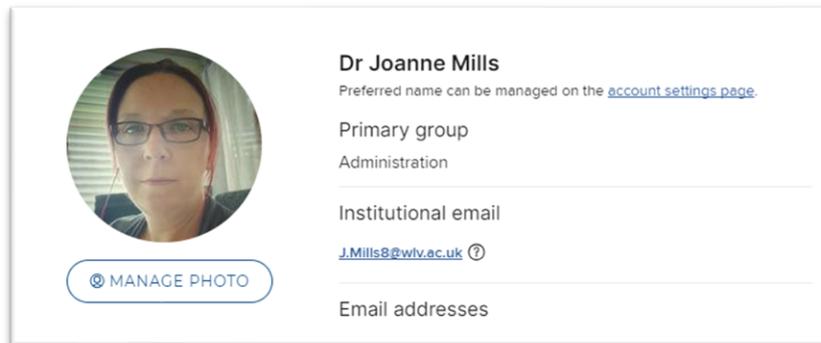


The screenshot shows a navigation menu with four tabs: 'My Profile', 'Assessment', 'Open Access', and 'Reporting'. Below the tabs are two columns of links. The left column, titled 'My Work', includes: '> Publications', '> Grants', '> Professional Activities', '> Teaching Activities', and '> Records of Impact'. The right column, titled 'About Me', includes: '> Edit Profile' and '> Set Preferred Name'. To the left of the menu is a dark blue square button with a white house icon, representing the home page.

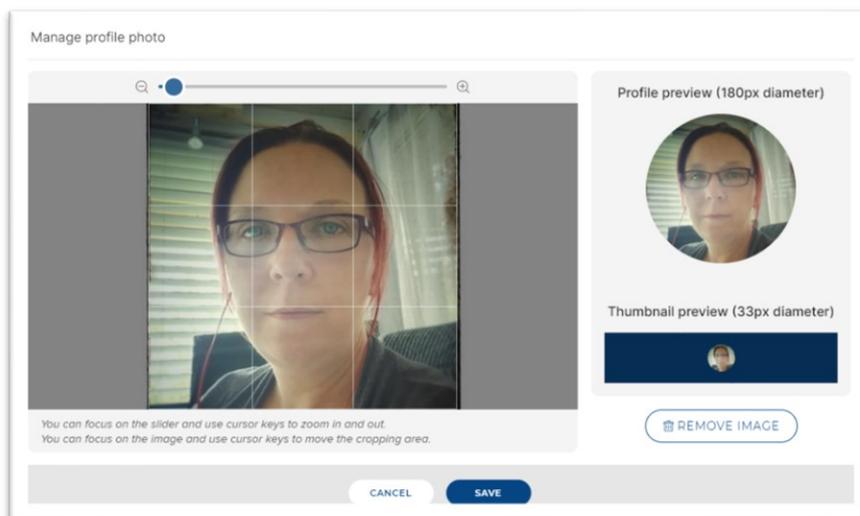
## Managing your photo

\* Before changing your photo, please read the photo guidance set out in the Elements Usage Policy available at [www.wlv.ac.uk/elements](http://www.wlv.ac.uk/elements).

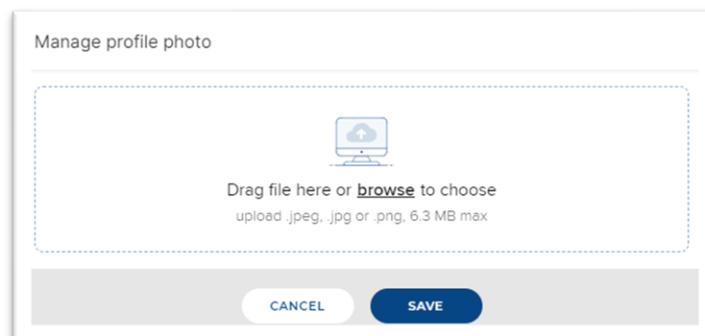
To change your profile picture, click on the **Manage photo** link.



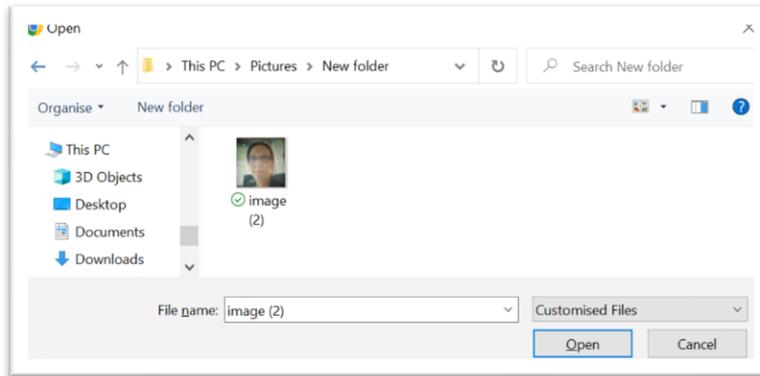
You can then choose to delete the photo by clicking '**Delete this profile picture**' or you can choose to upload a new profile picture by selecting '**Upload a new profile picture**'.



If you have chosen to upload a new picture, you will be presented with a screen to browse your pictures for you to select. Click on **Browse** and locate the picture you would like to use.

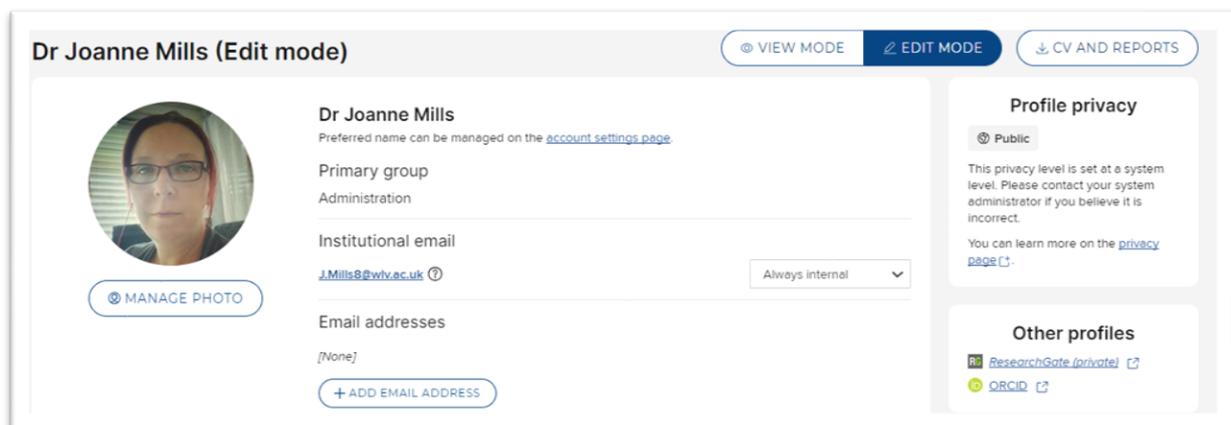


Once you have found the picture you wish to use, select the picture and then click on **Open**.



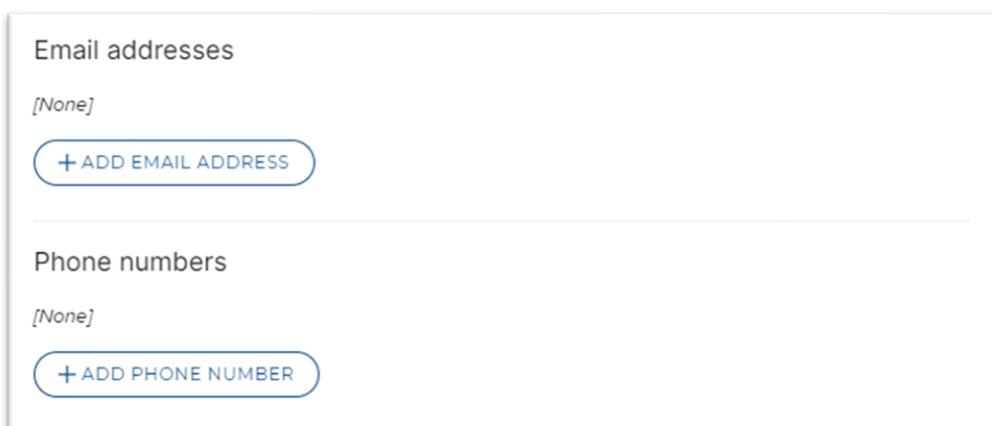
You will then see your new picture. Once you are happy with the positioning of your picture, click **Save**. Alternatively click **Cancel** to revert to your previous picture.

You should now see your picture displayed on your profile. Clicking **View Mode** will allow you to check that the same picture appears on your publicly viewable profile.



There are various options on this edit screen where you can add further information to your profile.

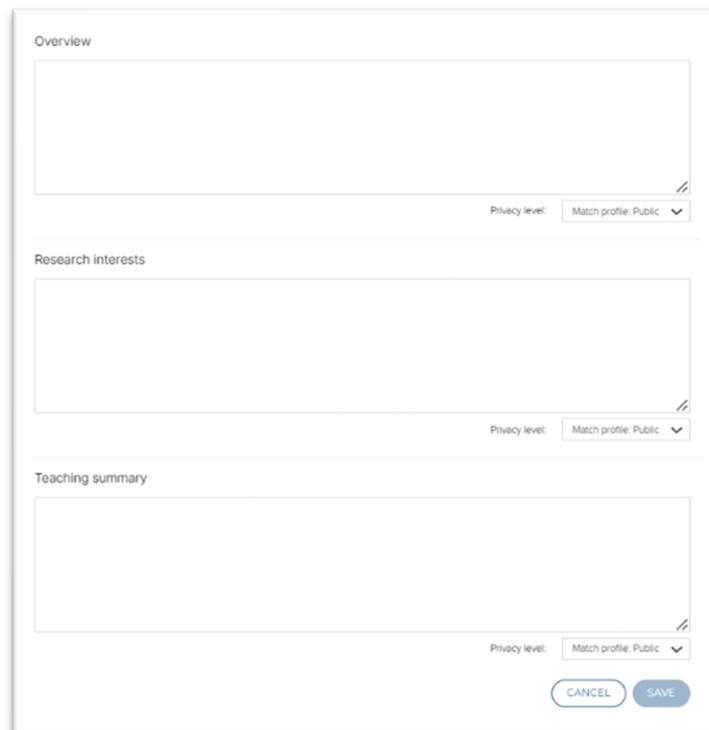
You can add another email address or an additional phone number.



**Remember to click save** for these amendments to be added to your profile.

## Adding an Overview / Research Interests / Teaching Summary.

In the About section, you can add in an Overview, Research interests and any applicable Teaching summary to your profile. If these text boxes are blank, they will not show in your profile.



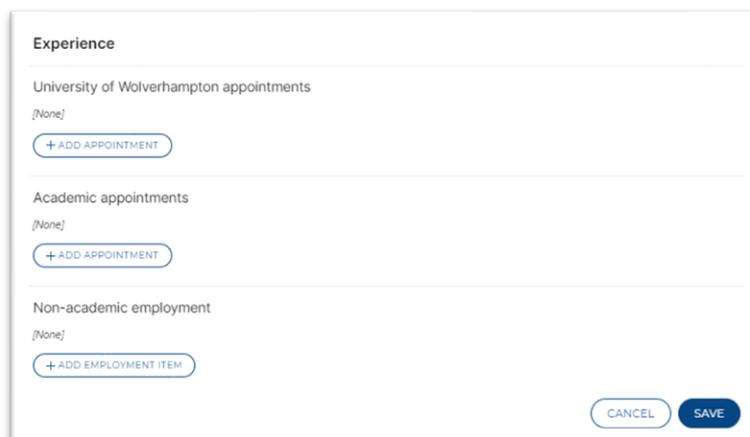
The screenshot shows a form with three main sections: Overview, Research interests, and Teaching summary. Each section contains a large text input area. Below each text area is a 'Privacy level' dropdown menu set to 'Match profile: Public'. At the bottom of the form are 'CANCEL' and 'SAVE' buttons.

These text boxes are free text. You can choose if these remain private or if they are shown on your profile by clicking the drop-down list under each text box.

Please remember to click **Save**.

## Adding Experience to your profile

You can list any appointments you hold within the University of Wolverhampton by clicking the **Add an institutional appointment** link.



The screenshot shows the 'Experience' section of the profile editing form. It is divided into three categories: 'University of Wolverhampton appointments', 'Academic appointments', and 'Non-academic employment'. Each category shows '[None]' and a '+ ADD APPOINTMENT' or '+ ADD EMPLOYMENT ITEM' button. At the bottom are 'CANCEL' and 'SAVE' buttons.

Complete the form, all mandatory fields (marked with a red Asterix **\***) need to be completed in order to save the record. As described above you can also set the privacy level if you didn't want an appointment to be displayed on your profile.

You can also add other academic and non-academic appointments by clicking on their relevant links.

Please remember to click **Save**.

### Adding Education to Profile

To add details of your qualifications, click on the **Add** link under the appropriate heading.

You can click the **blue arrows** to see the full fields available. Please complete all mandatory fields. Once complete, you can then choose the privacy level and click **Update**.

**Add degree**

**Qualification**

Qualification \*

SHOW ALL QUALIFICATION FIELDS

**Institution**

Institution name \*

City

Country \*

SHOW ALL INSTITUTION FIELDS

Start date

Valid formats:  
dd/mm/yyyy, 28  
Sept 2023, Sept  
2023, 2023

End date

Valid formats:  
dd/mm/yyyy, 28  
Sept 2023, Sept  
2023, 2023

Privacy level

Once you have added your qualifications, please remember to click **Save**.

### Adding Language Competencies

You can add any language competencies by clicking on the **Add a language competency** link.

**Language competencies**

Languages

[None]

The enter the language you wish to add and tick the applicable boxes. Select all that apply and then choose the privacy level and click **Update**. To add multiple languages, re-click the link and follow the same process.

**Add language competency**

Language \*

Can read

Can write

Can speak

Can understand spoken

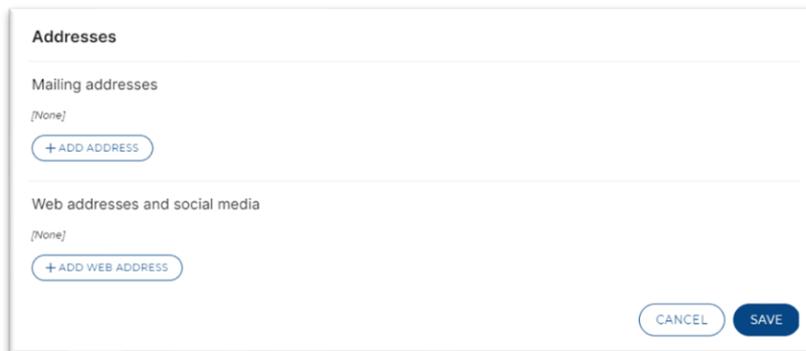
Can peer review

Privacy level

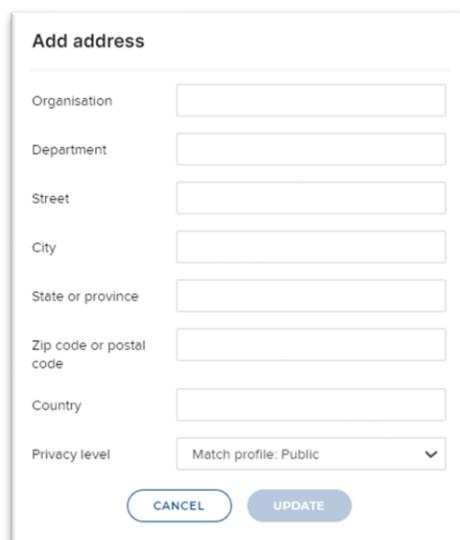
Once you have added your language competencies, please remember to click **Save**.

## Adding Additional Addresses

To add another mailing address, click on the **Add an address** link, fill in the details and click **Update**.

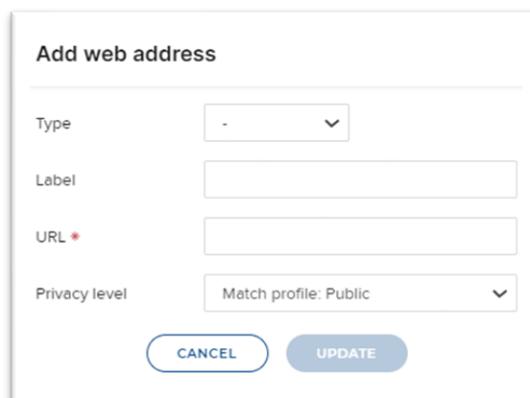


The screenshot shows a user profile section titled "Addresses". It is divided into two main categories: "Mailing addresses" and "Web addresses and social media". Under "Mailing addresses", there is a "[None]" status and a "+ ADD ADDRESS" button. Under "Web addresses and social media", there is a "[None]" status and a "+ ADD WEB ADDRESS" button. At the bottom right of the section, there are "CANCEL" and "SAVE" buttons.



The "Add address" form contains the following fields: Organisation, Department, Street, City, State or province, Zip code or postal code, and Country. At the bottom, there is a "Privacy level" dropdown menu currently set to "Match profile: Public". "CANCEL" and "UPDATE" buttons are located at the bottom of the form.

You can also add a Web address or Social media link for your profile page. Click on **Add a web address**, fill in the details and URL (Website address). Choose the privacy level and click the **Update** button.



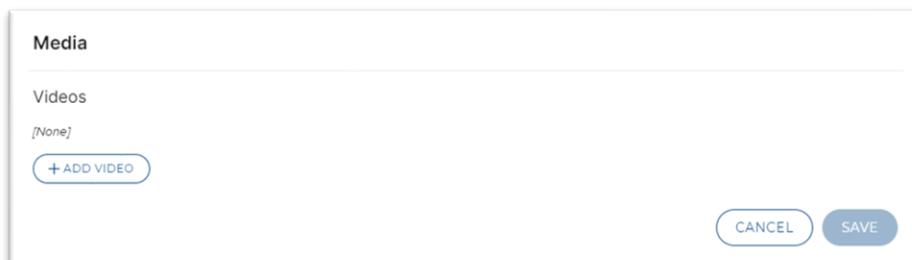
The "Add web address" form includes a "Type" dropdown menu, a "Label" text input field, a "URL" text input field with a red asterisk indicating it is required, and a "Privacy level" dropdown menu set to "Match profile: Public". "CANCEL" and "UPDATE" buttons are at the bottom.

Once you have added your additional addresses, please remember to click **Save**.

## Adding YouTube videos to your Profile.

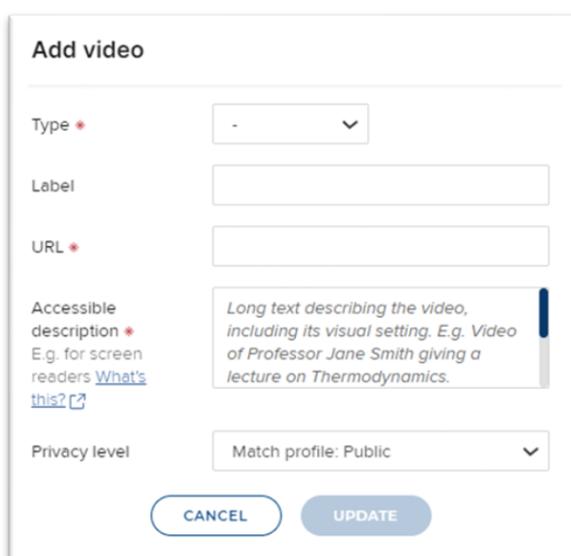
You are now able to add YouTube videos to your Research Profile. Please make sure it is suitable to be displayed on your profile and the university website.

Under Media, select the **Add a video** link.



The screenshot shows a 'Media' section with a 'Videos' subsection. Below 'Videos', there is a placeholder text '[None]' and a button labeled '+ ADD VIDEO'. At the bottom right of the section, there are two buttons: 'CANCEL' and 'SAVE'.

Fill in the required information. Please complete all mandatory fields. You will need to find the YouTube link and paste it into the URL section – to do this, navigate to [www.youtube.com](http://www.youtube.com), search for your video, highlight the website URL, and copy the link into the required field.



The screenshot shows the 'Add video' form with the following fields and options:

- Type \***: A dropdown menu with a '-' symbol and a downward arrow.
- Label**: An empty text input field.
- URL \***: An empty text input field.
- Accessible description \***: A text area with a placeholder text: "Long text describing the video, including its visual setting. E.g. Video of Professor Jane Smith giving a lecture on Thermodynamics." Below the text area, there is a small blue link: "E.g. for screen readers [What's this?](#) [?]
- Privacy level**: A dropdown menu with the text "Match profile: Public" and a downward arrow.

At the bottom of the form, there are two buttons: 'CANCEL' and 'UPDATE'.

Choose your privacy level and then click **Update**.

Once you have added your videos, please remember to click **Save**.