Edit Profile in ResearchNow for HDR students

Research**Now**

Overview

This guide explains how to edit your HDR student profile information within ResearchNow.

Changes you make to your profile appear in the ResearchNow Portal, where your profile is made available to public view.

You can progressively add sections to your profile, but *nothing is saved* until you select *Save* in the *Person* window footer.

1. Login to ResearchNow.
2. Go to the *Personal* tab, and select the *Personal overview* tab.
3. In the workspace, select *Edit profile*.

Process

Process of Adding a Student Profiles in ResearchNow
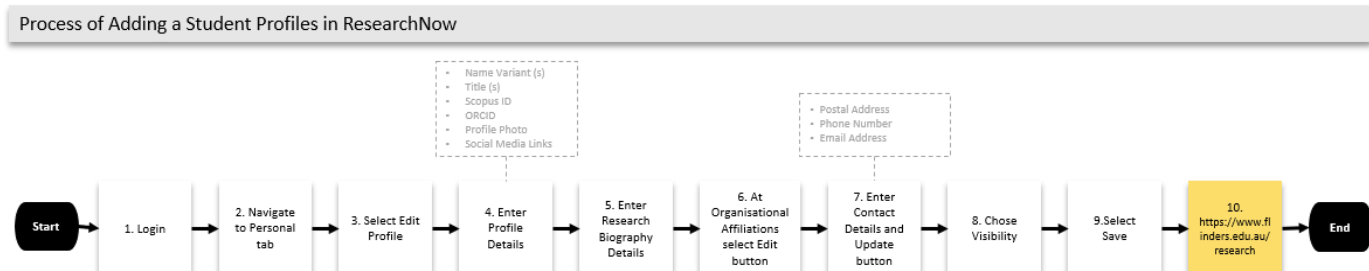
Options

Add a name variant
If you use more than one publishing name, add this to your profile as it will assist in more accurately associating you with publications.

1. Under *Personal identification*, select *Add name variant*.
2. Under *Name variant*, select the *Type*.
3. Enter your first name and last name.
4. Select *Create*.

Add a title
Titles, such as academic degrees, are displayed on the public portal in the order they are entered.

1. Under *Personal identification*, select *Add title*.

2. Under *Title*, select the *Type*.
3. Enter the title (or degree abbreviation).
4. Select *Create*.

Add your Scopus ID
If you have a Scopus ID, you can add this to your profile.

1. Under *Personal identification*, select *Add ID*.
2. Under *ID*, select *ID type*, then select *Scopus Author ID*.
3. Enter your [Scopus ID].
4. Select *Create*.

Add your profile photo
You can add a photo (also known as an avatar) to your profile; this will be visible on the ResearchNow Portal.

1. Under *Personal identification*, select *Add file*.
2. In *Addition of a new file*, drag your selected photo into the box displayed, or *browse* to thephoto's location on your computer.
3. Optionally, after the photo is uploaded, you can immediately choose to remove it from yourprofile by selecting *Remove*.
4. Select *Create*.

Note – Delete any existing profile photos for new profile photo to appear in Public profile,

Add a web link, academic profile link, or lab website

1. Under *Personal identification*, select *Add link*.
2. Enter the Web address (URL) of your chosen link.
3. Enter a description, if desired, and select the *Link type*.
4. Select *Create*.

Add your HDR *Curriculum and research description* and research interests
You can describe HDR research thesis by entering free-text.

1. Under *Curriculum and research description,* select *Add profile information*.
2. In the *Add profile information* window, select *Research Interests* under *Type*
3. Enter your information in the text area. If you need more room, you can expand the area by selecting the "*four arrow*" button next to *Font Size*; to reduce the area, select the button again.
4. Optionally, you can display a linked image by expanding the text area; by right-selecting insidethe text area, selecting *Insert/Edit Image*, and entering the URL and other details of the image.Note that:
    1. expanding the text area first is important
    2. you cannot upload or embed an image directly; you can only supply a URL reference.
5. Select *Create*.

Add your external work history

1. Under *Positions outside of the institution*, select *Add external position*.
2. In the *Add external position* window, enter the appointment name or title, along with the position's start date and end date.
3. Select *Add external organisation*.
   1. Search for an organisation already known to ResearchNow, or if the organisation you have specified isn't found, select *Create new* and provide the requested details (type of business, country of operation, and name). Searching first will help avoid creating unnecessary duplicate entries for external organisations already in the system.
   2. Select *Create* to associate the new organisation with your work history.
4. Select *Create* to add the external work history record.

Add your academic qualifications

1. Under *Education / Qualification*, select *Add education/academic qualification*.
2. In the *Add education/academic qualification* window, select the *Field of Study and Qualification*. Enter the focus of the degree (*Project Title*), the award date, the start date and end date.
3. Select *Add organisation* to identify the institution.
   1. Search for organisation to find one already known to ResearchNow, or if the organisation you have specified isn't found, select *Create organisation (external)* and provide the requested details (type of business, country of operation, and name). Searching first will help avoid creating unnecessary duplicate entries for external organisations already in the system.
   2. Select *Create* to associate the new organisation with your work history.
4. Select *Create* to add the qualification.

Add a field of research

A field of research is one of a pre-determined set of disciplines available in ResearchNow. You can only choose a Field of Research (FOR), not specify one yourself.

1. Under *Discipline assignment*, select *Add field of research*.
2. In *Fields of research*, select the (mandatory) *Field of research (+)*, then search for a field of research known to ResearchNow.
3. Enter the % apportionment. The percentage apportionment of all your current fields of research should add up to no more than 100%.
4. Select *Create*.

Set the visibility of your profile

You can choose to publish your profile publicly, restrict it to be on-campus, or restricted to just users of ResearchNow. Set the visibility of your profile on the ResearchNow Portal.

1. Under Visibility, select your desired Visibility setting. By default, it is (and should remain) Public- no restriction.

2. Save your changes!

Check your profile in the ResearchNow Portal
To see the changes you have just made, you view your profile on the ResearchNow Portal.

1. Go to the ResearchNow Portal
2. Select *Profiles*
3. Search for your name or browse via your surname
4. Select *Overview*
5. Select *Personal Profile*. All the information that you have added in your profile should appear in the profile. If not, check the *Visibility* setting in ResearchNow; it should be *Public - no restriction*.

Preview of Public profile

Note that visibility must be set to 'public'.

You can look at a preview of your 'Public' profile by clicking 'My public

profile' under your name. See the screen shot below -

Handy hints

Selecting the **(i)** *information* button next to section headings in a window provides useful help about the functions described in the section.

Any created item can be edited or deleted by selecting the *Edit* or minus (-) buttons to the right. If there are multiple entries, as for example with Research interests or Fields of research,you can re-order them by using the up and down arrows next to *Edit*.

Notes

If any change is made in your profile, do not forget to *Select Save* (at the bottom of the pop-upwindow). *Create* will create the new record but not save it. Changes will not be saved if you close the page without *Selecting Save*.

Any information entered for the profile photo, links, or profile information is shown in yourprofile on the public portal, unless you mark the information as *Private*.

Academic qualifications appear on your profile chronologically by the start date at the organisation, or by the name of the organisation alphabetically if no start date is entered.

You can also create or link your ORCID to ResearchNow; refer to the quick referenceguide Create, add, and link your ORCID.

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