

## How to update your staff profile – Quick Start Guide

The staff profile system has been upgraded making it easier to update your profile information, adding more data types and updating to the web faster.

### Getting an account

Staff are currently added to the system manually according to data received from HR and so there may be a delay between your start date and getting set up with a profile. We are working to automate this process but in the meantime if you haven't received an email from us yet please send a message to [staffprofiles@city.ac.uk](mailto:staffprofiles@city.ac.uk) requesting an account.

### Logging in

Once you've received an email from us saying that your account is ready login to the system at <https://publications.city.ac.uk> using your usual City username and password. It's the same one you use for Moodle, Staff Hub or ServiceNow.

### Navigating the system

When you login you will see a page like the one below

The screenshot shows the staff profile system interface for Dr Harry Jekyll FRSM. The interface includes a top navigation bar with 'Logout', 'Workspace', and 'Help' buttons. Below this is a 'Home' button and a 'Menu' button. The main content area displays the user's name, title, and school information, along with an 'Edit your profile' button. A 'My Actions' section shows a notification for a publication to claim or reject, with a 'Claim publications' button. The 'My Summary' section is divided into two columns: 'Publications' (0 publications, plus 1 pending) and 'Other data' (3 professional activities, 1 contact information, 1 about, 1 profile: research, 0 grants). Callout boxes point to various elements: 'Logout', 'Workspace', 'Help', 'Home', 'Menu', 'Title, name, school, email', 'Edit your profile', 'Calls to action', 'Publications', and 'Other data'.

This page is a summary of your publication and other profile data and gives you access to pages for adding, updating or removing data.

Staff Profiles Guidance can be found here: <https://blogs.city.ac.uk/staffprofiles>

## Updating your basic data

### Data that you cannot change

In order to keep all our systems up-to-date there are certain fields that are linked to your HR record and IT account. Therefore these cannot be changed here, to get these changed please request via [Service Now](#).

These data are:

- your title & name
- your primary email address (although other emails can be added)
- your school / department affiliation
- your staff number
- your job title

### Edit your profile

Through the 'Edit your profile' link you can manage the following data:

- your photo
- other email addresses
- telephone numbers
- overview
- expertise labels (if these have been setup for your school)
- employment history (City and non-City appointments)
- education – degrees and certifications
- language competencies
- web addresses – including social

You can also click through the links to manage publications, professional activities, grants etc. Note that this list will depend on what sections are in use by your school.

### Help with my Publication records

There is a team in the library who can assist with anything relating to your publications, open access, depositing papers for the repository etc.

**Help with Publications: [publications@city.ac.uk](mailto:publications@city.ac.uk) or visit <http://libguides.city.ac.uk/publications>**

### Making your profile live and viewing it online

When you are ready to make your profile page live on the City [Academic Experts](#) pages you will need to email us. We will do some checks and then publish your page. From then on, any edits you make will be reflected in your public profile within the hour.

### When I leave City

When you leave City your profile, if published, will be removed from the City [Academic Experts](#) pages and access to the system will be removed. However, your data are preserved in case you come back to City in the future.