ABOUT THIS GUIDE

This guide describes the process of managing your profile and biographical information in the RIS.

By the end of the guide you should be able to:

• **Login** to the System
• **Update** your biographical and profile details
• **Create and Edit** new Professional Activities
• **Control** which information is displayed on your public profile
LOG IN

Login at:
ris.essex.ac.uk

Your normal university login is all you need.

The username does not need @essex.ac.uk

You don’t need the VPN to access the RIS. It works from anywhere with an internet connection and in most browsers (IE, Chrome, Firefox, Safari)
YOUR PROFILE

Your Profile can be viewed by other users in the RIS. It contains your email address, an overview statement, your co-authors at Essex, experience, and a list of your Publications, Grants and Professional Activities grouped into Recent, Favourites and All tabs.

Some parts of this profile data is used on your public facing web profile:

- Some categories in the About area (covered in this guide)
- Publications (covered in the Publications Guide)
- Grants (covered in the Grants Guide)
- Some Types of Professional Activities (covered in this guide)
- All Types of Teaching Activities (covered in this guide)

Note: In nearly all areas you can control visibility of items on your internally available RIS profile and your externally available web profile by using the visibility controls. Look for the icon that looks like an eye to hide the item from everyone apart from yourself.
Your About information can be viewed by other users in the system. It contains your email address, an overview statement and details of qualifications, appointments, training and language competencies.

Some parts of this profile data is used on your public facing web profile:
- Overview
- Experience: Essex Appointments
- Experience: Academic appointments
- Experience: Non-academic employment
- Education: Degrees
- Web addresses (includes blogs, twitter, LinkedIn etc.)

Note: we are planning to import your photo from a central repository. This will be the same place your web profile photo comes from and will be completed in 2018.
EDIT YOUR ABOUT

To begin editing your profile Click the Edit your profile button in the Header.

You can also choose Edit Profile from Menu > My Account > Profile.
EDIT YOUR ABOUT

You can edit any area by clicking the yellow pencil icon or in the text.

When you have finished editing click the Green tick to accept or the red cross to reject.

Note: The Overview area does not support links. Please add links in the Web addresses Section.
EDIT YOUR ABOUT

For entries in other About sections including the Experience and Education areas you can also Delete entries (waste bin icon) or make them invisible (eye icon) on your public profile.

<table>
<thead>
<tr>
<th>Experience</th>
<th>Essex appointments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position</strong></td>
<td>Director of Education</td>
</tr>
<tr>
<td><strong>Institution name</strong></td>
<td>University of Essex</td>
</tr>
<tr>
<td><strong>Department</strong></td>
<td></td>
</tr>
<tr>
<td><strong>City</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Country</strong></td>
<td>United Kingdom</td>
</tr>
<tr>
<td><strong>Start date</strong></td>
<td>2012</td>
</tr>
<tr>
<td><strong>End date</strong></td>
<td>2017</td>
</tr>
</tbody>
</table>
Professional Activities are part of your profile. You can add a variety of types including: Research Interests, Current Research, Conference Participations, Media, Interviews or Broadcast, Consulting / Advisories, Committee / Panel memberships, Editorships, Expert witness, Journal reviewing / refereeing, Professional Memberships, Offices held and Fellowships.

Some of this data is used on our public facing web profiles:
- Research Interests
- Current Research
- Conferences and Events

Note: If data was imported from your old web profile (Research Interests, Current Research, Conference Participations) all the data will be in the title field. You can edit this afterwards. The new types have spaces for start / end dates, detailed descriptions and keywords that were not in the old SID, so these need to be added.
ADD PROFESSIONAL ACTIVITIES

You can view your Professional Activities from Menu > Manage > Professional Activities

Or you can access them from your summary page
To add a new one choose Add from the Summary page or the My Professional Activities list.
ADD PROFESSIONAL ACTIVITIES

Each Professional Activities type will have a different data entry form.

They all work in the same way: Red Star fields must be completed in order to save. Other details are optional.

Add start and end dates where appropriate. (If current, no end date is needed.)
MANAGE PROFESSIONAL ACTIVITIES

You can remove your relationship to an activity
Click the red cross

You can see more detail about the activity and edit it by clicking the magnifying glass
MANAGE PROFESSIONAL ACTIVITIES

You can promote or hide the activity

Click the heart to make the activity a Favourite on your RIS profile (this does not effect your web profile)

Click the Eye to hide the activity from everyone but you. This will also hide it from your RIS and web profile

隐藏的活动将被灰色显示
When adding Research Interest you can Manage how you appear in the Web Research Finder for PGR Finder.

Check the box to indicate you are open to supervise Postgraduate students for this research interest and all keywords associated with the research interest.

Matching your research interest to a programme of study it will help prospective PGR students when they are searching for this research interest.

If there is more than one programme that matches add them in the "Additional Information" section.
Teaching Activities are part of your profile. You can manually add Academic Support Hours. Modules Taught and Post Graduate Supervisions are added automatically.

All of this data is used on your public facing web profiles:

- Academic Support Hours (Manually added – Just one entry required)
- Modules Taught (Automatically Added, the current academic year displayed on the web)
- Post Graduate Supervision (Automatically Added, Current and past Supervisions shown on the web)

What to do if Teaching Activity Data is wrong?

Academic Support Hours are easily corrected in the system.

Modules Taught are fed from the timetabling system – speak to your department Undergraduate Administrator to check what is recorded.

Post Graduate Supervision is fed from the student records system. Speak to your department Graduate Administrator to check what is recorded.
You can view your Teaching Activities from Menu > Manage > Professional Activities

Or you can access them from your summary page
TEACHING ACTIVITIES

Teaching Activities Work in a similar way to Professional Activities (and Grants and Publications)

To remove your relationship to an activity by click the red cross

You can see more detail about the grant and Edit it by clicking the magnifying glass

Click the heart to make the activity a Favourite on your RIS profile

Click the Eye to hide the activity from everyone but you. This will also hide it from your public web profile
TEACHING ACTIVITIES

Note that for the Academic Support Hours type you only need one entry and you can simply edit the record.

Don’t create multiple versions of this type, just edit the existing one if the details need updating.
NEED HELP?

You should now be able to:

• **Login** to the System
• **Update** your biographical and profile details
• **Create and Edit** new Professional Activities
• **Control** which information is displayed on your public profile

You can find extra help, including video guides on common tasks by clicking the help button in the RIS.

For support contact the Research Systems Team in the REO
reors@essex.ac.uk

You can also contact The Web Editing and Digital Media Team
wedm@essex.ac.uk for help with web and profile enquiries.

If you have queries about what to deposit or Open Access please email
repository@essex.ac.uk