Updating a staff research profile

A staff research profile is a web page that contains information related to you and your work.

You may edit your staff research profile using the university's web publishing content management system (t4).

Who gets a staff research profile?

- All research active members of staff should already have a 'research profile'.

- Honorary staff members don't have a research profile by default, but can be set up by request by the web team.

Registering for a t4 account and getting permission to access your profile

- To access your staff research profile, you first need to have a t4 user account.

- If you need a t4 account, please visit the webpage below to register online:
  www.gla.ac.uk/myglasgow/staff/webpublishing/help/tutorials/researchprofile/

- If you already have a t4 user account but don't have access to your profile, you can request access to it. Contact: **webteam@glasgow.ac.uk**

How staff research profiles are displayed on the website

- To understand how to edit your staff research profile, it's helpful to know how the information is displayed on the live site.

- Categories include **Research Interests**, **Publications**, **Grants**, **Supervision**, **Teaching, Professional Activities and Recognition** and **Additional Information**.

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iD https://orcid.org/0000-0001-6643-0618

+ RESEARCH INTERESTS

+ SELECTED PUBLICATIONS

+ GRANTS

+ TEACHING

+ PROFESSIONAL ACTIVITIES & RECOGNITION

+ ALL PUBLICATIONS

Room 123
Fredrick Ake building
123 Fake Street
Glasgow G12 8QQ

- Note that you may not see all the same tabs on your own staff research profile page just now, as some tabs won't display until you add some content to them using t4.

- Also note that some of the information, such as your name, contact information, and publications cannot be edited in t4, although this document will explain what to do if you need to edit those.

1. Sources of content for your staff research profile

Name, job title and contact information

- The contact information (telephone, e-mail and internal postal address) at the top of the profile is generated automatically from HR and **cannot be edited in t4**.

ORCiD

- You can feature your ORCiD at the top of your profile. This needs to be connected to your profile using the Enlighten system. See: **www.gla.ac.uk/myglasgow/research/managingyourpublications/publicationsand researchreputation/identifiers/orcid/**

Using Core Portal to change your phone and internal address

- If you need to edit your phone number or internal address, log on to the HR Core Portal system at: **https://hrportal.mis.gla.ac.uk/pls/coreportal_live/cp_por_public_main_page.dis play_login_page**
- Select **My Profile:**

- Change the details for Work **Address** and **Telephone Work:**

- When you are finished, click **logout** to exit Core Portal:

Changing your Name or Job Title

- If you have changes to your **Name** or **Job Title**, you must contact **Human Resources** at:
  humanresources@gla.ac.uk

- Please note that changes to your **Job Title** must be authorised by your Head of School.

- You must also contact the web team at **webteam@gla.ac.uk** if your **Name** needs to be updated, as there are places where your name appears that only they can edit.

Publications

- This is automatically populated with a publications list drawn from Enlighten and/or ORCID (see: Note about publications from previous institutions)

- It may not be edited directly via t4.

- The Publications tab doesn't appear in your live staff research profile if you have no records in Enlighten or ORCID (see: Note about publications from previous institutions).

- To deposit your publications in the Enlighten system, visit: **https://www.gla.ac.uk/myglasgow/research/enlighten/depositpublications/**

- You can view your Enlighten account at: **http://eprints.gla.ac.uk/**

- Log in to Enlighten with your standard GUID and Password.
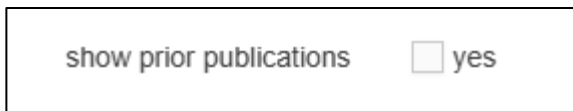
Note about publications from previous institutions

From the 29th April 2024, any publications from a previous institution will no longer be uploaded to Enlighten.

Important: this will not affect the publications from previous institutions that were uploaded to Enlighten before this date.

For new academic staff who start after April 2024 and have publications from previous institutions, these will be automatically displayed on your web profile via a link through from ORCID.

You may switch the import from ORCID off if you do not want this ORCID feed to show on your web profile. To switch it off, you just need to login to t4 and uncheck the "Show prior publications" box as shown below:

show prior publications ☐ yes

- If you need to edit your ORCID page, then you can do so here: **ORCID Sign in page**
- If you need to create an ORCID profile, then you can do so here: **ORCID Registration**
- If you would like further information or any help with this then you can see our **Managing your ORCID ID** page or contact **research-enlighten@glasgow.ac.uk** for more information.

Publications - 'Selected publications'

You can now use your Enlighten account to draw out and highlight certain publications from your full list.

This feature is displayed as 'Selected publications' in T4.

To develop this 'Selected publications' list, you need to use a feature in your Enlighten account called 'Shelves'.

Esteem

Esteem data can be added to your staff profile page through Enlighten. Esteem indicators can be added under the following sections:

- Editorial Boards
- Grant Committees
- Professional & Learned Societies
- Research Fellowships
- Prizes, Awards, Distinctions
- Selected International Presentation
- Other

There is a guide to adding Esteem:
www.gla.ac.uk/myglasgow/research/enlighten/howtoaddesteemdata/
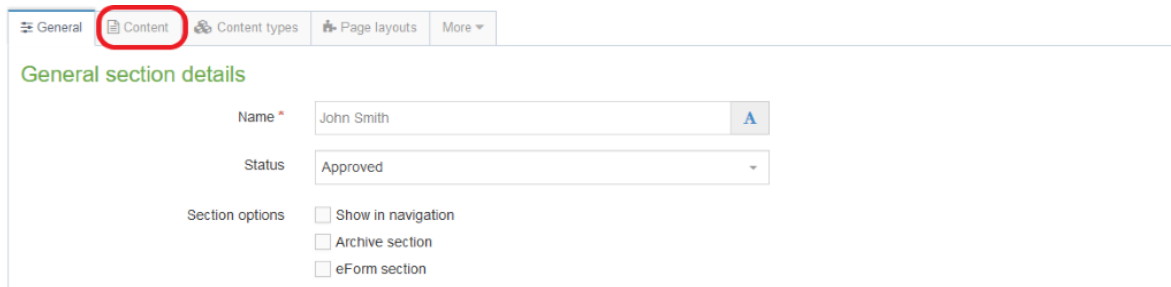
Grants, Supervision, Teaching, Additional Information

- These remaining sections are mostly completed by you within t4. Some exceptions apply:
    - A link to a research student you supervise will appear in your **Supervision** field (if they have their own t4 profile).
    - **Grants** will appear for MVLS staff – these are sourced from a system managed by MVLS.
- You will not see these sections appear in your live profile until you've added some content in the corresponding field in the t4 template. If there is no content in the field, it will not show.
- Your School or Research Institute may have slightly different processes for completing profiles. If the guidelines here differ from what you see in your own t4 profile template, contact your Principal Web Publisher for details. For a list of Principal Web Publishers, please visit:
  www.gla.ac.uk/myglasgow/staff/webpublishing/registerfort4/pwp/

2. Finding your profile and logging in to t4

Accessing your profile in t4

You can visit https://t4.gla.ac.uk/t4, log in, and click on your name to choose your profile. You should now see a row of tabs (see image below). To edit your profile you should click on the 'Content' tab.

Accessing your profile in t4 using your live profile page

- Another way to access and edit your research profile in t4. You can find a 'edit in t4' link on your live profile page. This will open t4 and (after logging in) take you straight to your own profile to edit it.

- **Important:** the 'edit in t4' link only appears if you are accessing the site on campus or using the VPN or Remote Desktop. The alternative is to access t4 directly **https://t4.gla.ac.uk/t4** and find your profile in t4.

- To access t4 from your live page, first navigate to your profile on the University of Glasgow website.
  If you don't already know where your profile is, you can:
    o navigate to your profile via your school, college or research institute pages.
    o search for yourself using the search bar
    o type your name (adding the word Glasgow may help) into a search engine and see if your profile is listed (typically your profile will rank highly in a search), select it

- once on your profile page, scroll down to the very bottom in the footer area and click on the **edit in t4** link (please note this will only appear if you are on campus or using the VPN or Remote Desktop):

Logging in to t4

- at the t4 login screen enter your username and password

(t4 will jump directly to your profile if you are already logged in to t4).

3. Modifying your staff or research profile in t4

- Important: You won't need to change any of the settings under 'General'.

- It is especially important to not change the Output URI.

- Leave the 'Show in navigation' box unchecked.

- Select the 'Content' tab (if not already selected). To edit your profile page, click your name (blue text); or click the **Actions** button and then select **Edit.**

Name: this will be completed automatically

A-Z staff code: this will be completed automatically

photograph: see the guide to uploading and selecting an image (at the end of this guide)

research interests summary: list the research areas you specialise in. There is a character limit so be brief and separate each research areas with semi-colons. This content will not actually display on your profile but will be used to improve search results and identify you to potential research students and other academics looking for specialists in your research areas.

research interests: see 3a

selected publications shelf ID: this is where you assign the shelf ID you created in Enlighten to display your 'Selected publications'

grants: see 3b

supervision: see 3c

teaching: see 3d

additional information: see 3e

twitter screen name: add a twitter widget to your profile

esteem consent: will enable Esteem data to display on your profile – see 3f

Formatting your profile
You can make changes to the content of each field using the tools in this editor much like you would in a word processing document.
If you leave a field blank, it will not appear in your profile.

Tips for formatting text in the house style
Use Format > Heading 3 for headers.
Use Format > paragraph for body text.
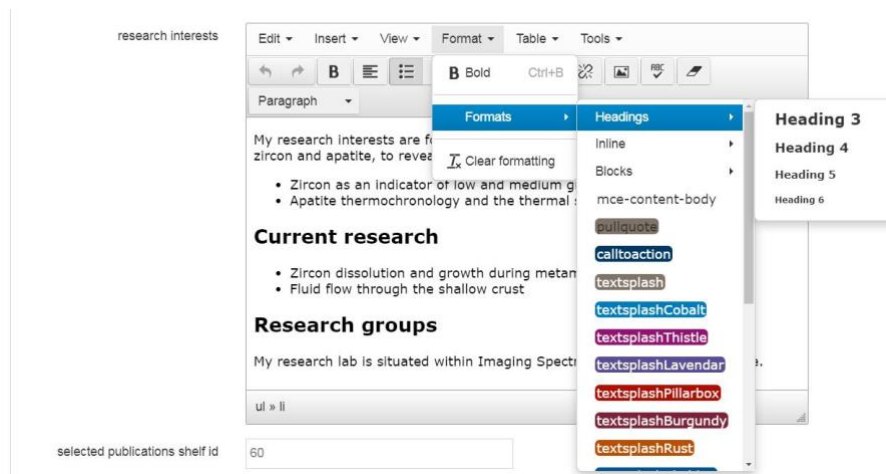Use bullet lists to keep list items together.

Content » new content

Preview | Publish

General | Content | Channels | Options | History | Linked Content

Content type : staff profile zz

Name * : Dr John Smith

A-Z staff code : 123456

photograph :
John Smith
Media_278856_smxx.jpg (2.1 kB)
Media Library > Categorised > Schools > Geographical and Earth Sciences > Staff photos
Select media | Clear selection | Download

research interests summary : Apatite thermochronology and the thermal structure of the shallow crust; Zircon as an indicator of low and medium grade metamorphic processes; crustal processes.

research interests :
Edit | Insert | View | Format | Table | Tools
Paragraph
My research interests are focused on the use of accessory minerals, principally zircon and apatite, to reveal information on crustal processes.
- Zircon as an indicator of low and medium grade metamorphic processes.
- Apatite thermochronology and the thermal structure of the shallow crust.

Current research
- Zircon dissolution and growth during metamorphism
- Fluid flow through the shallow crust

Research groups
My research lab is situated within Imaging Spectroscopy and Analysis Centre.
p

selected publications shelf id : 60

grants :
Edit | Insert | View | Format | Table | Tools
Paragraph
- **Variability in fault architecture, mineralogy and fluid flow through faults in granite gneiss exhumed from seismogenic depths.** NERC Isotope Geoscience Facility award IP-1156-1109, £43,200. Shipton Z. K., Lawther S., Dempster T. and Boyce A. (SUERC). 2009-2010.
- **Constraints on the longevity of fluid flow in the crust from low temperature thermochronometry and numerical modelling.** £10,000 (Royal Society London) Persano, C. and Dempster, T.J. 2007.
div

supervision :
Edit | Insert | View | Format | Table | Tools
Paragraph
- Jane Smith (PhD candidate) Thesis title: Apatite thermochronology
- John Crossan (PhD candidate) Thesis title: Metamorphic processes
I would like to hear from students considering a PhD in my areas of research.
div

teaching :
Edit | Insert | View | Format | Table | Tools
Paragraph
Courses
- Earth Sciences Level 1 Metamorphic rocks
- Earth Sciences Level 1 Earth History (Snowball)
- Earth Sciences Level 2 Global Tectonics
- Earth Sciences Level 2 Metamorphic Processes
Earth Sciences field classes
- Level 3 Mull
h2

additional information :
Edit | Insert | View | Format | Table | Tools
Header 3
Academic and professional body membership
- Fellow of the Royal Society of Edinburgh
Journals
- Editor of the European Journal of Mineralogy
h3

twitter screen name : Enter some text

I consent to making esteem publicly available : ☑ yes

Delete | Cancel | Save changes

3a. Research Interests

- As well as your research interests, you can also include a short biography, information about your research collaborations and links to your current research projects (optional).

- Place the cursor in the 'research interests' box
- It's good practice to separate the different sections of your information with headings.

- The first heading that should be used in a tab is **Heading 3**. Heading 4 can then be used to structure your content. These headings can be selected from the **Format** drop-down menu in the editor:

- Type your research interests in the paragraph below the 'Research interests' heading. Your interests can be a list or a paragraph describing your research interests.

3b. Grants

- Type in your recent grants (grant title, funder, start and end dates) in chronological order. You may wish to include the amount of the grant.

- **Tip:** press the keys **Shift** and **Enter** together to break a line without starting a new bullet or paragraph.

3c. Supervision

Important: To comply with data protection laws, students (both current and former) need to give their explicit consent for you to list them on your profile. PGR students can set up their own profile in t4 and opt to appear as a link in your profile, you won't need to seek consent from them in these circumstances.
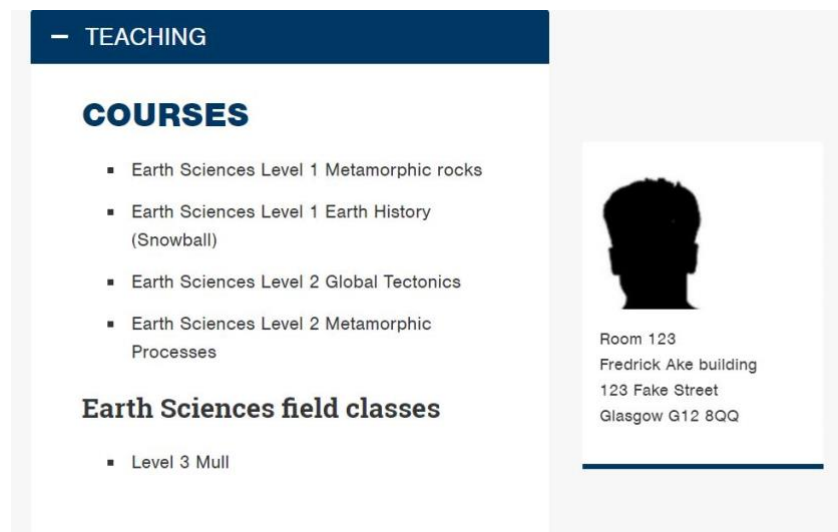
Without this consent, we still recommend you list the project titles of your current and former PhD students.

• The supervision field should include details about your PhD supervision areas, listing interests and projects you are looking to supervise.

Example: 'I welcome enquiries to supervise research students with interests in:'

3d. Teaching

- This should include information about the courses you teach and any teaching responsibilities you have. For example:

3e. Additional Information

This tab may be left empty or used for relevant information that does not fit well in the other tabs.
Some of these may be completed in your Enlighten Esteem data – see 3F. If so, they do

not need to be added here.

- Academic and professional body membership
- Research collaborations
- Research projects
- Academic and professional body membership
- Consulting and advice
- Academic background
- Research and knowledge transfer

- Conference contributions
- Journal editorships
- Editorial board
- Posts held
- Podcasts
- Consultancy and knowledge transfer
- Conference presentations
- Book and journal reviewing

3f. Professional Activities and Recognition

- These need to be completed in Enlighten. By consenting to make your data Esteem data available, you can display the following in your profile:

  - Editorial Boards
  - Grant Committees
  - Professional and Learned Societies
  - Research Fellowships
  - Prizes, Awards, Distinctions

- Find out how to complete your Esteem data here:
  www.gla.ac.uk/myglasgow/research/enlighten/howtoaddesteemdata/

- In your profile, make sure the checkbox is ticked to ensure this information is published.

h3

twitter screen name

Enter some text

I consent to making esteem
publicly available

☑ yes

4. Saving your changes

- To save your changes, you must navigate to the drop-down menu and select one of three options. **Note:** Only **Save and approve** will publish your changes so that they update your live page.
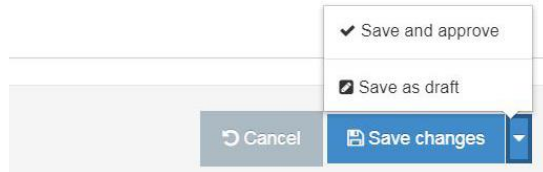
- Select **Save changes** if you want to save the changes you've made but not publish them just yet. Your profile will appear in the approval waiting list

- Select **Save and approve** if you want to save the changes you've made and publish them

- Select **Save as Draft** if you want to save the changes you've made but not publish them just yet. This option is not recommended as you cannot preview your changes

5. Preview

- You can preview your changes before or after saving them by selecting the **Preview** button.

6. Log out

- It's good practice to log out of t4 when you're done.

Creating links

Add a link to an external site

➔ Highlight the text you want to use as a link and then select the 'Insert/edit external link' option

A pop-up window named **Insert link** will appear

➔ In the box named 'URL' paste the full URL to the website you want to link to

➔ Leave all other options blank and select **Ok**

Add an email link

➔ Highlight the email address you want to use as a link and then select the 'Insert/edit external link' option

A pop-up window named **Insert link** will appear

➔ In the box named 'Link URL' paste the email link you want to use with the prefix – mailto:

➔ mailto:john.smith @glasgow.ac.uk

(if you miss out the 'mailto' and just paste in the email address, t4 will recognize it's an email address and ask to add the prefix anyway)

➔ in this case, click ok.
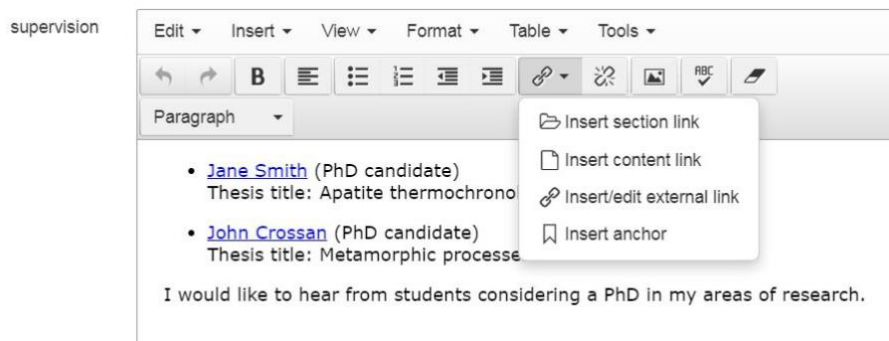
➔ Leave all other options blank and select **Insert**

Adding a section link

Create a link to another piece of t4 content. In t4 this is known as a 'section link'. You can use these to link to relevant schools, research groups, colleagues' profiles (or any page that is part of the University site produced in t4).

➔ Highlight the text you want to use to create a 'section link'
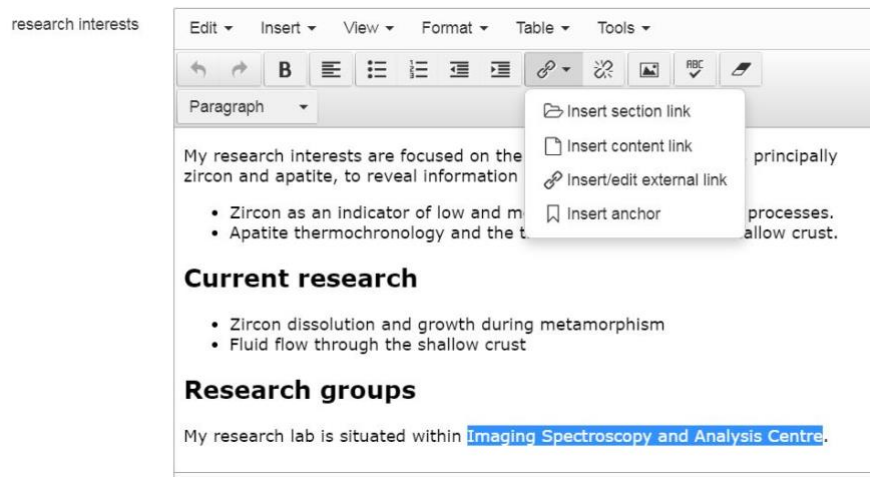
A pop-up window will appear that shows the entire site structure of everything within the t4 system.

➔ Expand the structure to find the section you want to link to.

Creating a section link to another staff profile

➔ Highlight the text you want to use to create a 'section link' icon (highlighted below)

Within each School site is another folder for staff who also have research profiles

➔ Expand the Staff folder within a School or Research Institute to see the list of staff with a profile

➔ Select the staff member you want to create a section link to.

Formatting your links

Format your links as an unordered (bullet) list

➔ Highlight any links you have created and select the unordered list icon

Profile photos - uploading images and adding them to your profile

If there are any problems with uploading an image, contact your school's Principal Web Publisher about adding a photograph (or other types of files) to your staff profile. You may not have the right level of access to upload photos to t4.

Uploading a photo to the Media Library

You need to upload your profile image to t4 using the Media Library. We recommend your profile image should be 300 pixels wide.

- From the navigation menu, choose 'Content > Media Library'

- Open 'Categorised' and and then 'Staff profiles'

- Open your own folder with your GUID

- Select **+ Add media**.

Fill out the following boxes and leave the rest blank:

- **Drop file or click to choose** the file you want to upload.

- **Type**. In most cases, this will be chosen for you. If not, select the associated file type from the text links. Please contact the webteam if you wish to upload a file type not listed.

- **Name**. Insert your first name and surname

- **Description**. Insert your first name and surname.
  Text inserted here is used to describe the file within the final published web page. In the case of .jpg and .gif image files, this text is displayed in the browser when a visitor hovers over the image with their cursor. This text also forms the alternative text or "Alt tag" description that visitors using assistive browsing technology will have read out to them. For example, the descriptive text associated with an image allows meaning to be conveyed to a visually impaired person.

- Select **Save changes** to upload the file to the media library.

Adding a photo to your staff research profile

Once you've added your photo to the Media Library, you can insert it using the 'photograph' field in your profile template.

➔ Click the 'Select media' button from the photograph field

➔ 2. Work down the Media Library folder structure by clicking on the symbol

Media Library » Categorised » Staff profiles» Your GUID

➔ 3. Select your profile picture

➔ **4.** Select your photo by clicking on it, or on the name of the file (blue text)