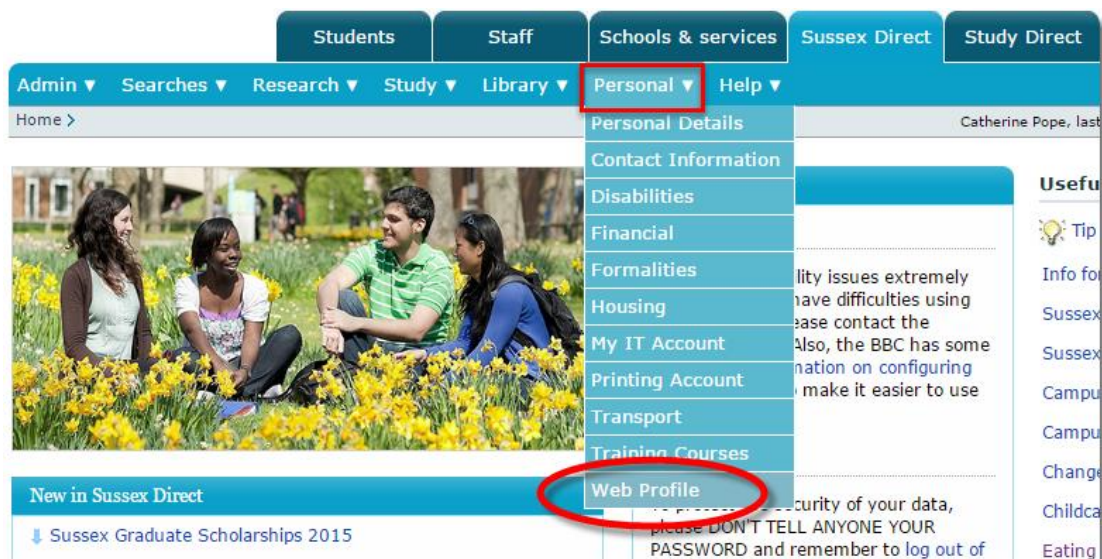


Creating a Sussex Online Researcher Profile

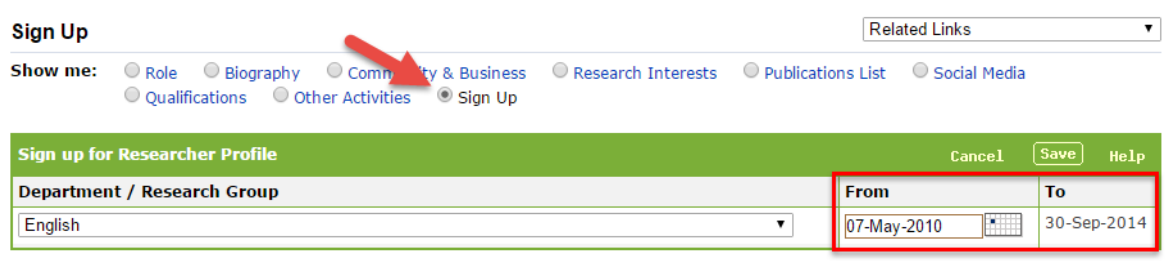
Your researcher profile appears alongside other doctoral researchers in your departmental webpages. It is also automatically included in the [Directory of Doctoral Researchers](#). Once you've signed up for a profile, your role (Research Student/Associate Tutor) and email address are displayed, along with your student ID photo (see below for how to change or remove it).

1. Signing up for a Researcher Profile

If you don't already have a profile, you'll need to sign up for one. Log in to **Sussex Direct** from the University homepage. Now go to the **Personal** tab and select **Web Profile** from the drop-down list.



Click the **Sign Up** button at the top of the screen. The Department/Research Group field defaults to the department in which you are registered as a research student.



Use the **From** field to specify the date on which your profile will appear online. The default is set to one week from the day on which you sign up for your profile. This allows you time to develop the content. You can change it to today's date if you'd prefer your profile to be immediately visible. The **To** field is the date after which your profile is deactivated and no longer available online. The default is set to 3 months after your programme ends.

Click **Save** in the green bar to proceed to the next step.

2. Managing your photo

If you don't want to display a photo in your profile, go to the **Personal** tab under **Sussex Direct**, then click **Personal Details**. Now scroll down to the **Privacy Policy** section and click **Edit**. You can now choose to 1) never show your photo 2) show your photo 3) or show it only to internal users. Make your selection and click **Save**.



To change your photo, click **Edit** on the **Your Personal Details** bar. Underneath your existing image, click **Choose file** and locate the image on your computer. It needs to be in jpeg format. As the message explains, the University reserves the right to

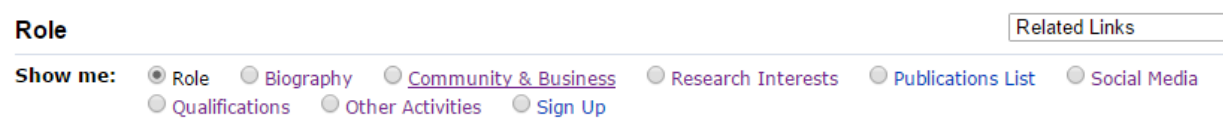
delete any images it deems inappropriate. In fact, there is a 24-hour delay (sometimes longer during peak times) before your new photo is displayed to allow time for it to be checked.

3. Editing your profile

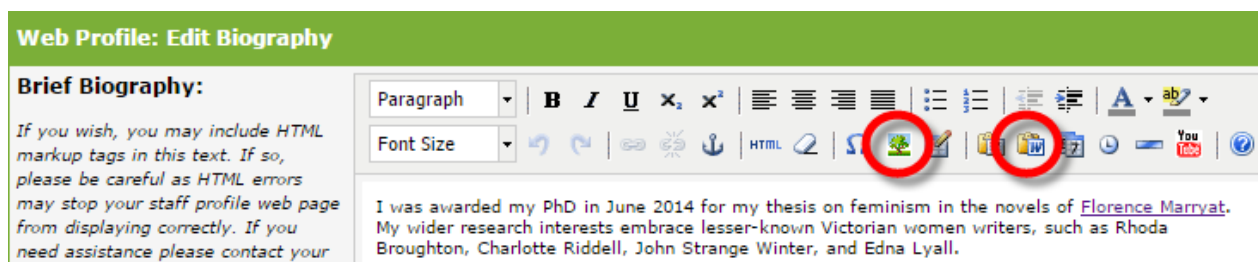
OK, now you're ready to start building your profile. In **Sussex Direct**, go back to **Web Profile** from the drop-down menu as before. There are 8 sections available for you to complete, although you can leave any of them blank. Blank sections aren't displayed. Here's what they cover:

- **Role** – if you have another role at Sussex in addition to being a doctoral researcher, give details here. Otherwise, leave it blank.
- **Biography** – this is a brief introduction to you and your research. 2-3 paragraphs are enough.
- **Community & Business** – here you can describe any business or community activities related to your research.
- **Research Interests** – you might want to include a short paragraph outlining your research interests, or simply provide a bullet list.
- **Publications List** – this list is automatically generated from [Sussex Research Online](#), the University's digital repository.
- **Social Media** – under this section you can provide a link to your blog, if you have one, and also display your latest tweets.
- **Qualifications** – this should comprise a simple list of your HE and professional qualifications.
- **Other Activities** – here you can add anything that doesn't fit into the other sections.

To edit any of these sections, select it from the **Show Me** area, then click **Edit** on the dark blue bar.



You'll now see an editing screen. The toolbar should be familiar to anyone who has used MS Word. To find out what each button does, simply hover over it with your mouse. There are a few features that are particularly useful.



If you're pasting content from Word, click the **Paste from Word** button (a clipboard with the Word symbol) and paste it into the window. This function strips out Word formatting that can yield unexpected results. To insert an image, click the button that resembles a tiny tree.

It's important to use hyperlinks to point your visitors to your web presence elsewhere. Select the text you want to link, then click the link button (it looks like a chain). Now simply type your URL into the box.

For users familiar with HTML, you can actually edit the code directly. Just click the HTML button on the toolbar. Only use this feature if you know what you're doing, else your profile might not work.

Please remember to click Save on the green bar before moving to another section, or you'll lose your work. You can preview your profile at any time using the link below the editing screen. Any changes to your profile are only visible to others 24 hours after saving.

Tips

- **Keep it brief** – write in short sentences, make the information relevant, and be succinct.
- **Avoid jargon** – it won't be just other experts who read your profile
- **Keep it up to date** – make sure you include all your achievements
- **Check for typos** – this page is visible to everyone, so make a good impression

If you have any queries, please email researcher-development@sussex.ac.uk