

**MyImpact User Guide**  
**To**  
**Editing your Web Profile**

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## Edit and Publish your Web Profile

MyImpact

Home Personal Information ▾ Publications ▾ Teaching ▾ Web Profile ▾ Supervision ▾ Projects ▾ REF2021 ▾ Manage ▾ View Reports ▾ Help ▾

Web Profile

Edit and Publish

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Research Intelligence & Systems Officer

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20-21

Background

Research

Teaching

Publications

[Web Profile Background Text Editor](#)

#### Personal Information

*A quick introduction about yourself Roles and Responsibilities  
(attributed to your current job role)*

Qualifications (any qualifications that may be relevant to your  
job role)

Previous Positions Memberships (of  
professional organisations)

Languages

### How to edit and publish your web profile

Once logged into MyImpact. You can Edit and Publish your web profile from the '**Edit and Publish**' button on the Home page.

Preview Updated Profile

Change Photo

Updated

Edit Personal Details

Change Tab Order

Edit Background Text

Edit Research Text

Edit Teaching Text

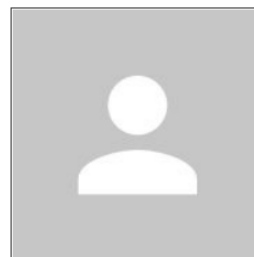
Change Publications List

Publish Updates To Web

## David Hughes

Research Intelligence & Systems Officer

- Email: david.hughes1@ncl.ac.uk
- Address: 24/08/22



Background

Teaching

Research

Publications

Web Profile Background Text Editor

Personal Information

A quick introduction about yourself Roles and Responsibilities (attributed to your current job role)

Qualifications (any qualifications that may be relevant to your job role)

### How to edit and publish web profiles

The Web Profile Editor takes you to a preview of your profile.

New left sidebar menu options are as follows:

- Preview Updated Profile
- Change Photo
- Edit Personal Details
- Change Tab Order
- Edit Background Text
- Edit Research Text
- Edit Teaching Text
- Change Publication List
- Publish Updates To Web

Preview Updated Profile

Change Photo Updated

Edit Personal Details

Change Tab Order

Edit Background Text

Edit Research Text

Edit Teaching Text

Change Publications List

Publish Updates To Web

## Web Profile Photo ?

Select the image you would like to be used on your web profile. Click the **help icon** above for further information.

Use Personal Photo



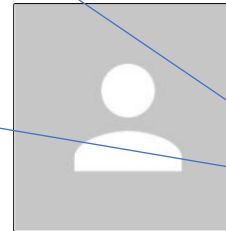
Upload

Delete

Use Smart Card Photo



No Image Displayed



## Web Profile Photo ?

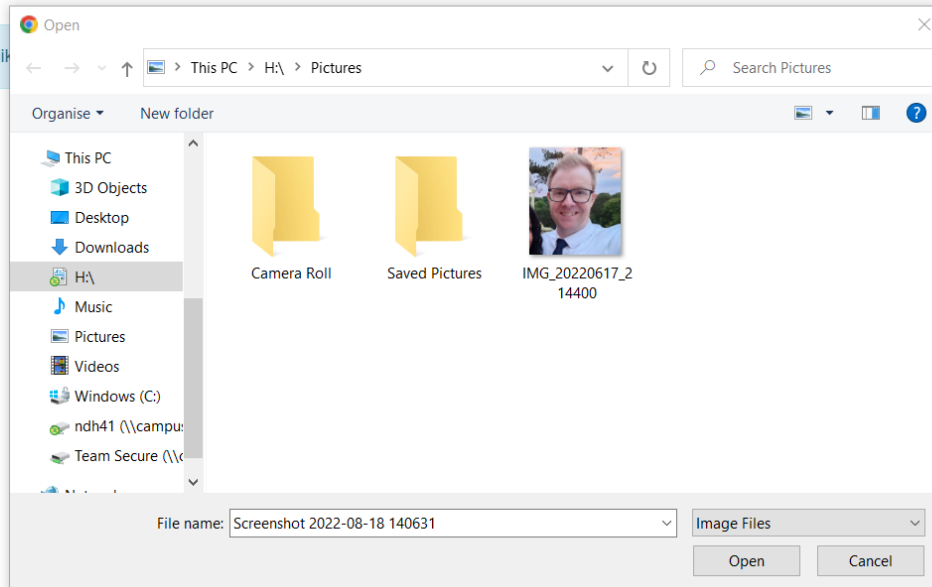
Select the image you would like

Use Personal Photo



Upload

Delete



## How to change your Photo

Select the **Change Photo** menu, which will take you to the Web Profile Photo options.

You have 3 options for displaying a web profile photo:

1. Use Personal Photo
2. Use Smart Card Photo
3. No Image

The green tick signifies your current selection, to change this select the grey X.

Remember who your audience is – Funders, external Business Opportunities, future PhD students when selecting an appropriate photo.

## Use Personal Photo

To use your personal photo, select the **Upload** button.

This will take you to the file browser.

Select your photo and then Open, and then Yes to upload the photo.

Preview Updated Profile

Change Photo

Updated

Edit Personal Details

Change Tab Order

Edit Background Text

Edit Research Text

Edit Teaching Text

Change Publications List

Publish Updates To Web

## Web Profile Personal Details ?

Please note, if your details change on the University's HR system it may take 24 hours for those changes to appear here.

**You must then Publish your Profile** for those changes to appear on the University's web site. Click the **help icon** above for further information.

Save

Display Name David Hughes

Job Title Default Research Intelligence & Systems Officer

Use Custom Job Title Custom Job Title Not Entered

Email Address david.hughes1@ncl.ac.uk

Telephone Default

Use Custom Telephone Enter your Telephone Number. Leave blank to show no Tele

Postal Address 24/08/22

Personal Website Url Enter the full url including https://

## Edit Personal Details

Personal details pull through from the University's HR system. These are selected by default.

You have the option to use a Custom Job Title or telephone number. Enter this into the **Custom Title/Telephone** field and ensuring this option is ticked.

MyImpact & the service desk cannot change the Job Title Default. This can only be changed through People Services.

If any changes have been made you must press **Save** before leaving this page.

You can change your Display Name in [myapps.ncl.ac.uk](https://myapps.ncl.ac.uk) by selecting **MyDetails** and editing the **Known As** fields.

To access this, you will need to select **Show More** within the **Additional Personal Details** Field. Select **Edit**, and then edit the **Known as First Name** and **Known As Last Name**.

Please note, changes made will take a day to appear within MyImpact.

Remember you will need to 'publish' the new update.

- Preview Updated Profile
- Change Photo **Updated**
- Edit Personal Details **Updated**
- Change Tab Order**
- Edit Background Text
- Edit Research Text
- Edit Teaching Text
- Change Publications List
- Publish Updates To Web

## Web Profile Tab Order

Select how you would like the tab order to appear on your web profile.

- Profile | **Teaching** | Research | Publications
- Profile | **Research** | Teaching | Publications



<u>Background</u>	▼	<u>Background</u>	▼
<u>Teaching</u>	▼	<u>Research</u>	▼
<u>Research</u>	▼	<u>Teaching</u>	▼
<u>Publications</u>	▼	<u>Publications</u>	▼

## Change Tab Order

Tab order is only available for Teaching and Research sections and can be changed by selecting the desired format.

Screenshot to show the tab order will display in MyImpact.

Screenshot to show how it will display on your external online profile.

- View Web Profile
- Change Photo
- Edit Personal Details
- Change Tab Order
- Edit Background Text**
- Edit Research Text
- Edit Teaching Text
- Change Publications List
- Publish Profile To Web

Web Profile Background Text Editor

Enter content you wish to be displayed on the Background tab of your profile. Please click Save after making any changes.

Save

Normal **B** *I*

**Web Profile Background Text Editor**

**Personal Information**

*A quick introduction about yourself Roles and Responsibilities (attributed to your current job role)*

Qualifications (any qualifications that may be relevant to your job role)

Previous Positions Memberships (of professional organisations)

Languages

**Web Profile Background/Research/Teaching Text Editor**

Background, Research and Teaching Text can be edited by selecting the appropriate editor.

Once you have completed the editing of these screens ensure you save any changes made by selecting the **Save** button.

Note; any tabs without text will not display on your profile page, this will benefit staff with non-academic research roles.



- Preview Updated Profile
- Change Photo **Updated**
- Edit Personal Details **Updated**
- Change Tab Order
- Edit Background Text
- Edit Research Text **Updated**
- Edit Teaching Text
- Change Publications List **Updated****
- Publish Updates To Web

## Web Profile Publications List

Select which of your publications you would like to be listed on your web profile. The selected publications will appear on your web profile sorted by type, year and then title.

### Article to be shown on Web Profile:

1997 J. Hughes, J. H. Lakey, M. A. Hughes. *Production and characterization of a plant alpha-hydroxynitrile lyase in Escherichia coli. Biotechnology And Bioengineering* 1997, **53**(3), 332-338.

### Bibliography to be shown on Web Profile:

2010 Hughes D. *A day in the life of a bee*. 2010. In Press.

### Musical Composition to be shown on Web Profile:

2022 Hughes D. *Tour de France Theme Tune*. . 2022.

## New publications Display Screenshot:

- Background
- Research
- Publications**

### Articles

- Hedley LH. [How to display a publication on your web-profile, use the Drag and Drop or click on Automatic order by year then by title, then Save and Publish.](#) *MyImpact Training* 2018, **1**(1), 1-2.
- Hedley LH. **Top Tip** - Adding multiple author's quickly and author's with ' or ^ or spaces in surname, **1)** add yourself as author, **2)** save your publication with basic info on **3)** click 'edit' publication **4)** click on 'Edit Author Name Edit' this will open the Author's list and allow you to add surname and initials much more easily. *MyImpact Training* 2018, **4**(4), 4-5.
- Docherty JA, Hedley LH, smith b, Another A, Another B. Test Publication. 2015. In Preparation.

### Bibliography

- Hedley LH. [How to add a Book using MyImpact Software.](#) *MyImpact Testing* 2018. **1**(1), 1-100. In Preparation.

### Creative Writing

- Hedley LH. [web profile LIVE testing 31/08/2018 check NO SHOW on profile.](#) *Lynn Hedley* 2018. Newcastle University, **2**. In Preparation.

## Web Profile Change Publication List

This screen allows you to list or hide any publication within your web profile. Any publication with a green tick will be displayed while those with a X will not.

### New Display Change (Jan 2023)

Your outputs will now publish by Output Type and in date order.

This is to ensure all outputs across the University are in uniform order to help our external viewers and also help with external searches.

### Users with existing publications

The display change will only take place after the first time you 'publish'. All publication pre-selected for display prior to the Jan 2023 change will remain in place.

### Please Note:

*New publications should still be added to your profile through the Publications then Add Publications menu.*

Publications ▾ Teaching ▾ Web Prc

View Publications

Add Publication

Author Internal Quality Assessment

Publications Data Amendment List

- Preview Updated Profile
- Change Photo **Updated**
- Edit Personal Details **Updated**
- Change Tab Order
- Edit Background Text
- Edit Research Text **Updated**
- Edit Teaching Text
- Change Publications List **Updated**
- Publish Updates To Web**

## Publish Web Profile ?

This version of your profile has not yet been published to the web.

Please use the **Publish** button to submit this updated version of your profile for publishing on the web. Click the **help icon** above for further information.

To **preview** your profile before you publish, select the "Preview Updated Profile" option on the side menu.

**Publish**

### Recent Changes

Action	When	By Who
Publication List Updated	12/09/2022 13:23:10	David Hughes (ndh41)
Publication List Updated	12/09/2022 11:43:53	David Hughes (ndh41)
Publication List Updated	12/09/2022 11:43:53	David Hughes (ndh41)
Publication List Updated	12/09/2022 11:40:45	David Hughes (ndh41)
Publication List Updated	12/09/2022 11:40:45	David Hughes (ndh41)

**Profile Submitted for Publishing**

## Publish Web Profile ?

The current version of your profile has been published to the web. You can re-publish your profile using the **Publish** button. Click the **help icon** above for further information.

### Publish Updates to Web

Each profile screen that has been updated will show **Updated** against it. In order to publish these changes to your web profile the **Publish** button will need to be selected within the **Publish Updates To Web** section.

**Recent Changes** section within the Publish Web Profile will list any recent changes including action type of edited or published including when they were made and by who.

In addition, school web pages will not update externally until 12 noon or overnight. Any difficulties contact your local web editor.

When you make changes using the Web Profile Editor, your modified profile is stored as an unpublished "draft" version so you can review it and make further changes.

You don't have to publish your profile now. Your "draft" version has been saved so you can return and publish later.

Please note your MyImpact home page will always show the latest "draft" version of your profile, not the version currently published to the web.

## Appropriate for All Staff:

### Background or Profile

*Type in the following Text then highlight and choose Header 2)*

**Personal Information**, a quick introduction about yourself

**Roles and Responsibilities** (attributed to your current job role)

**Qualifications** (any qualifications that may be relevant to your job role)

**Previous Positions**

**Memberships** (of professional organisations)

**Languages**

## Appropriate for Researchers:

### Research

**Current Work**

**Main Expertise**

**Other Expertise**

**Future Research**

**Research Role** (e.g. Director of Research)

**Postgraduate Supervision** (include names of students if you have their permission)

**Esteem Indicators**

**Funding Received**

**Patents**

**Industrial Relevance**

## Appropriate for Academics & Researchers with a Teaching Role:

### Teaching

**Undergraduate Teaching Modules** – (include any external links to your modules for potential new students)

**Postgraduate Teaching Modules**

General issues/enquiries regarding your profile either contact your local web editor at school/faculty level or IT Service Desk

<https://nuservice.ncl.ac.uk/> or 0191 208 5999 or it.servicedesk@newcastle.ac.uk

## What should I add into my web profile?

If you are starting from scratch and don't have an existing web-profile, then the headlines shown should be used as a general guideline.

It's worth looking at other colleague's web-profiles and matching what they have added to their own pages.

It is not compulsory to complete all headings but have them consistent with other staff profiles.

Write about yourself in first person language (I do this, my research involves xyz) remember who your audience is – Funders, Business Opportunities, future PHD students.

## How project information is added to your web-profile

Projects are added to your web-profile automatic via your School/Institute Web-Editors.

Web-editors have an additional database attached to a system called '**Site Manager**' which allows them to manually add in your Research Projects on your behalf.

