MyImpact User Guide

To

Editing your Web Profile

Index **Page Number**

How to Edit and Publish your Web Profiles……3

How to change your Photo……5

Edit Personal Details……6

Change Tab Order……7

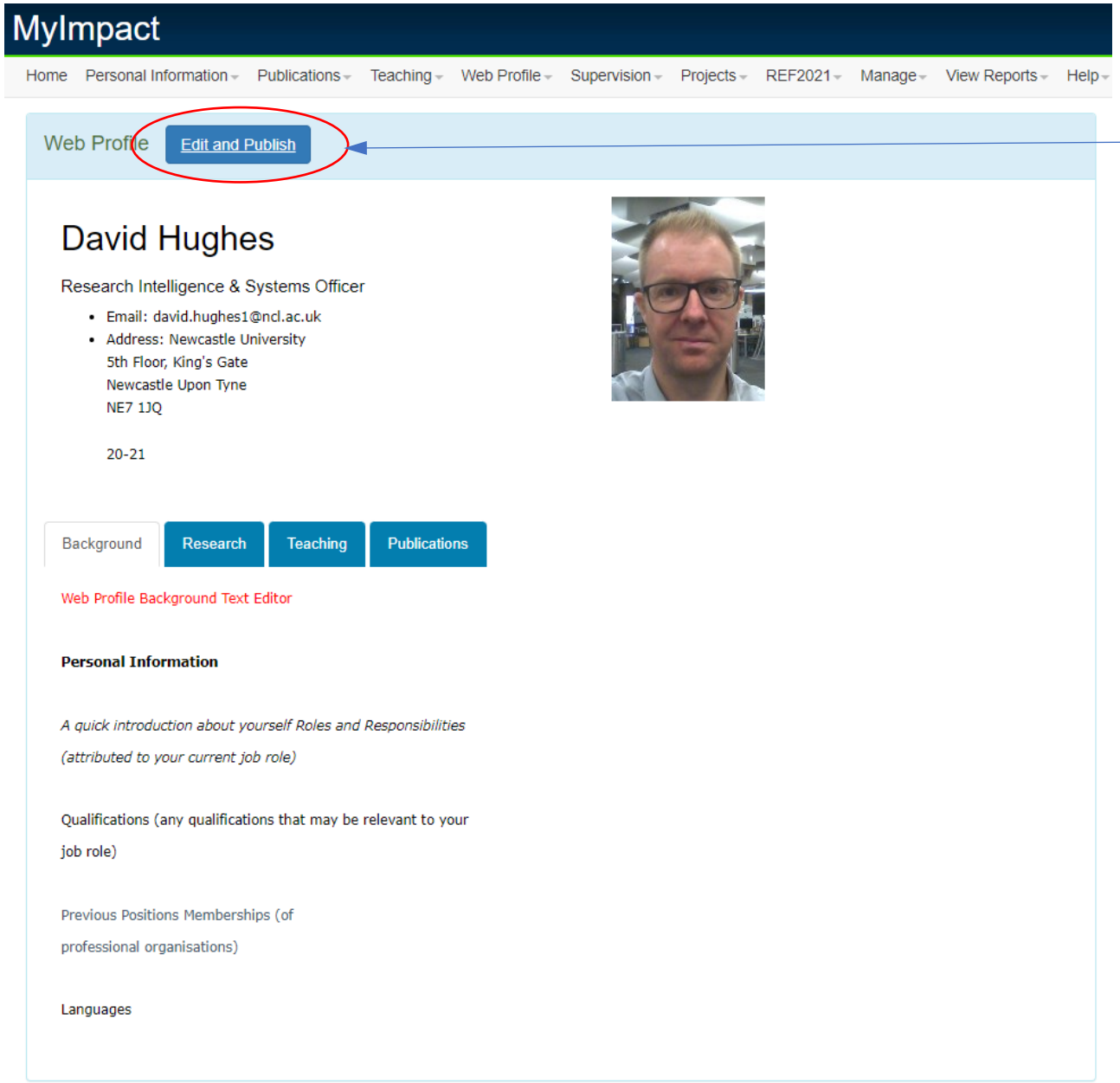
Web Profile Background Text Editor……8

Change Publication List……9

Publish Updates to Web……10

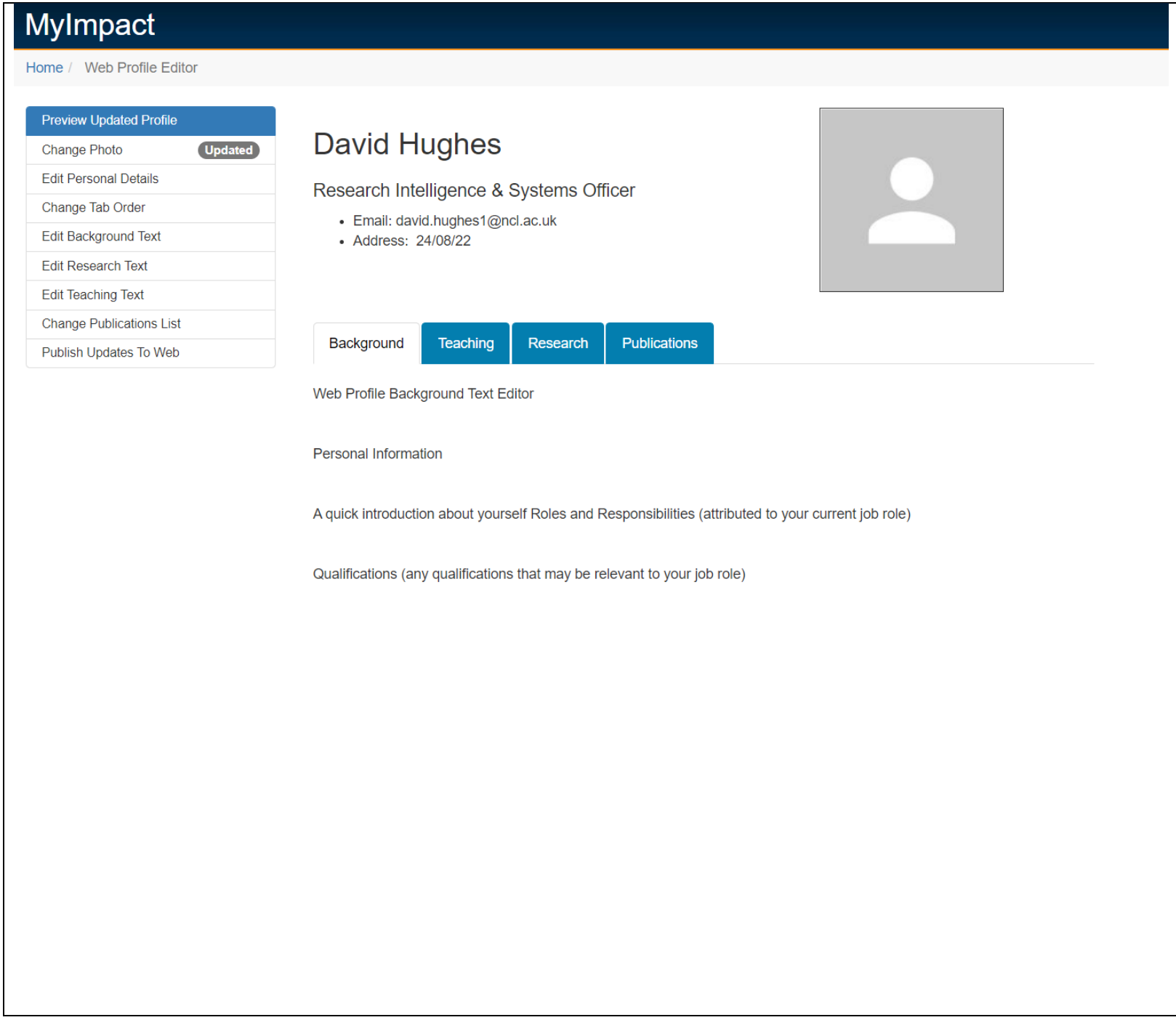
What should I include?……11

Edit and Publish your Web Profile



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.

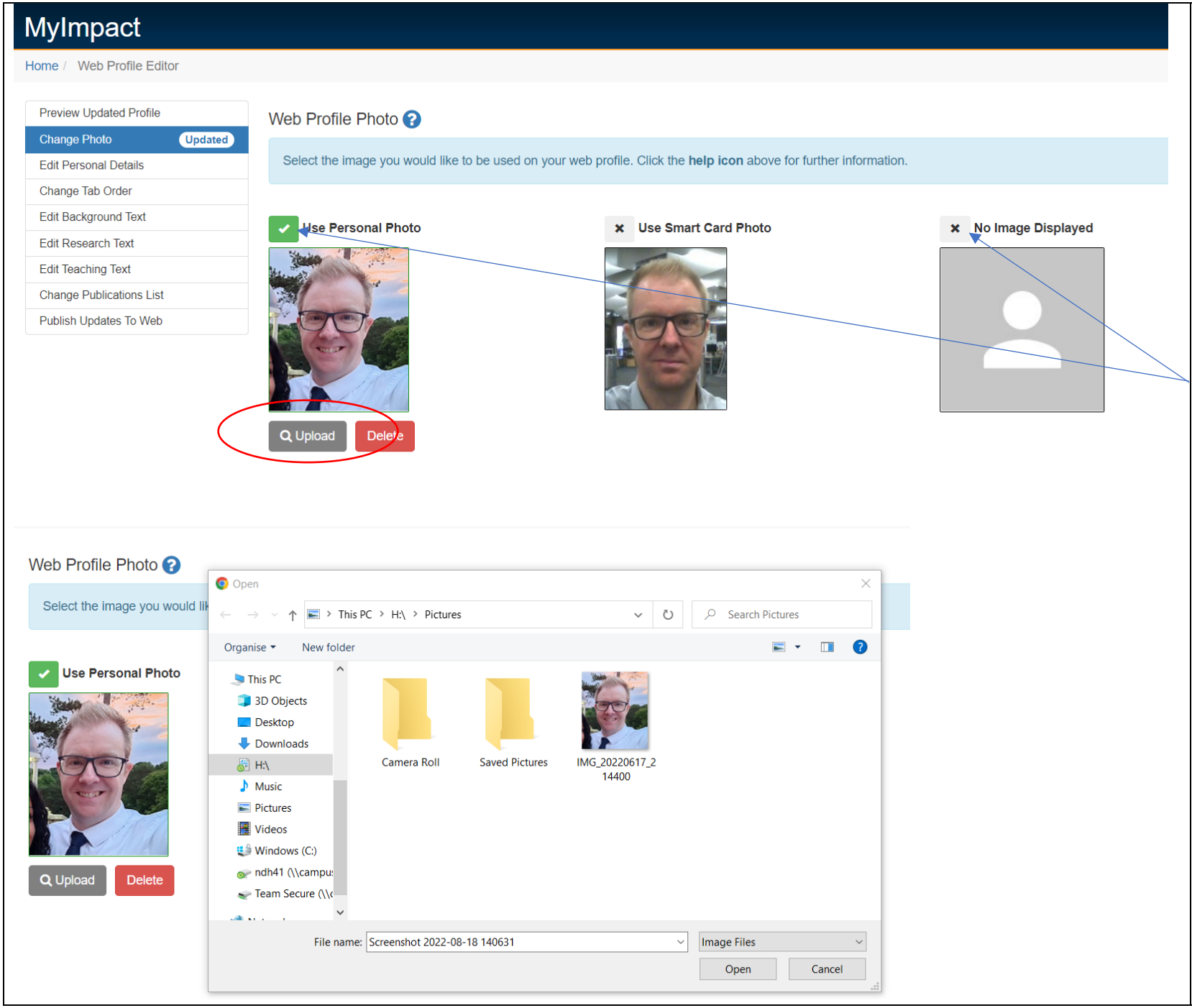


How to edit and publish web profiles

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 Test
- Edit Teaching Text
- Change Publication List
- Publish Updates To Web



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:

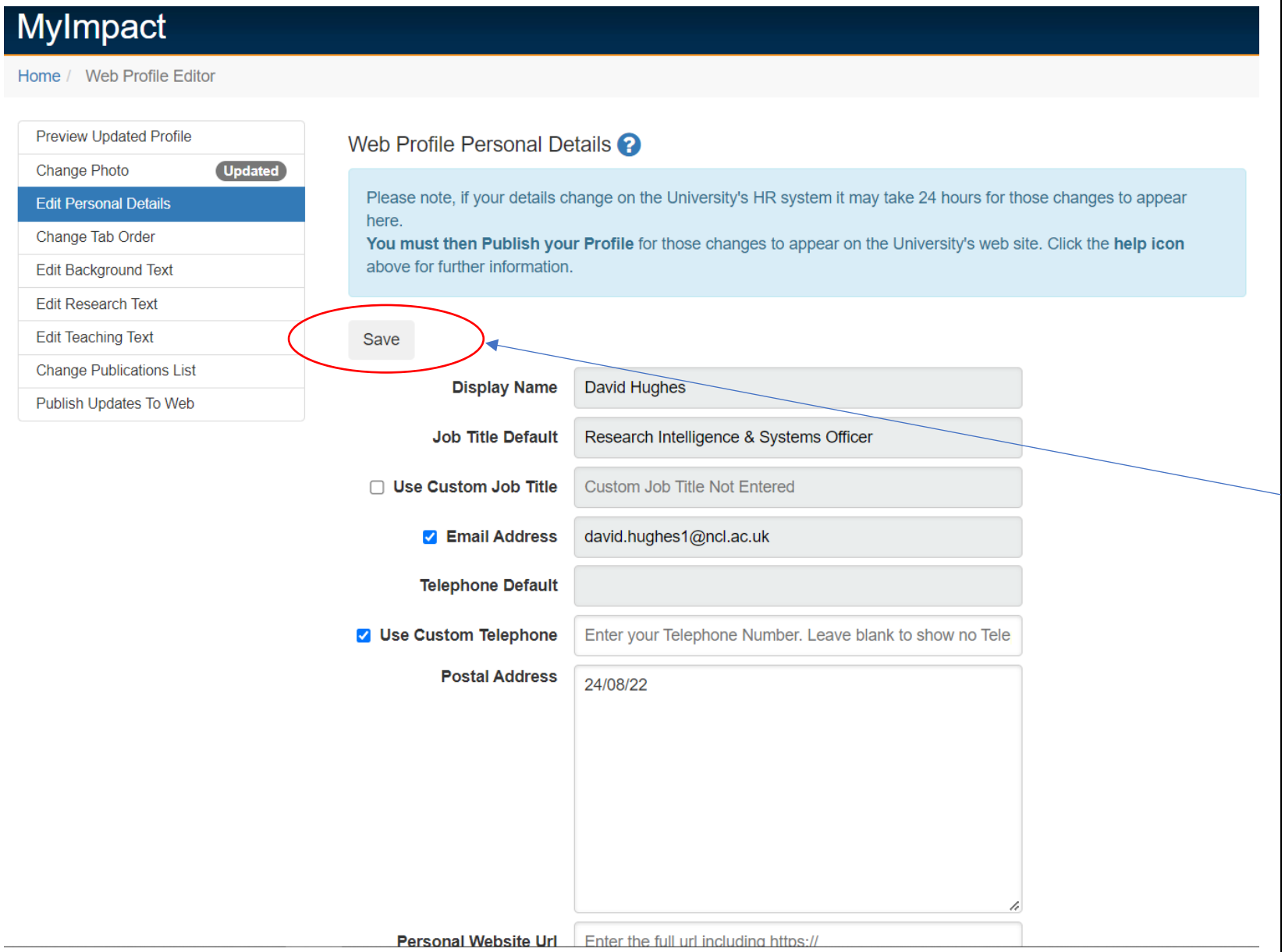
1. Use Personal Photo
2. Use Smart Card Photo
3. No Image

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.



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.

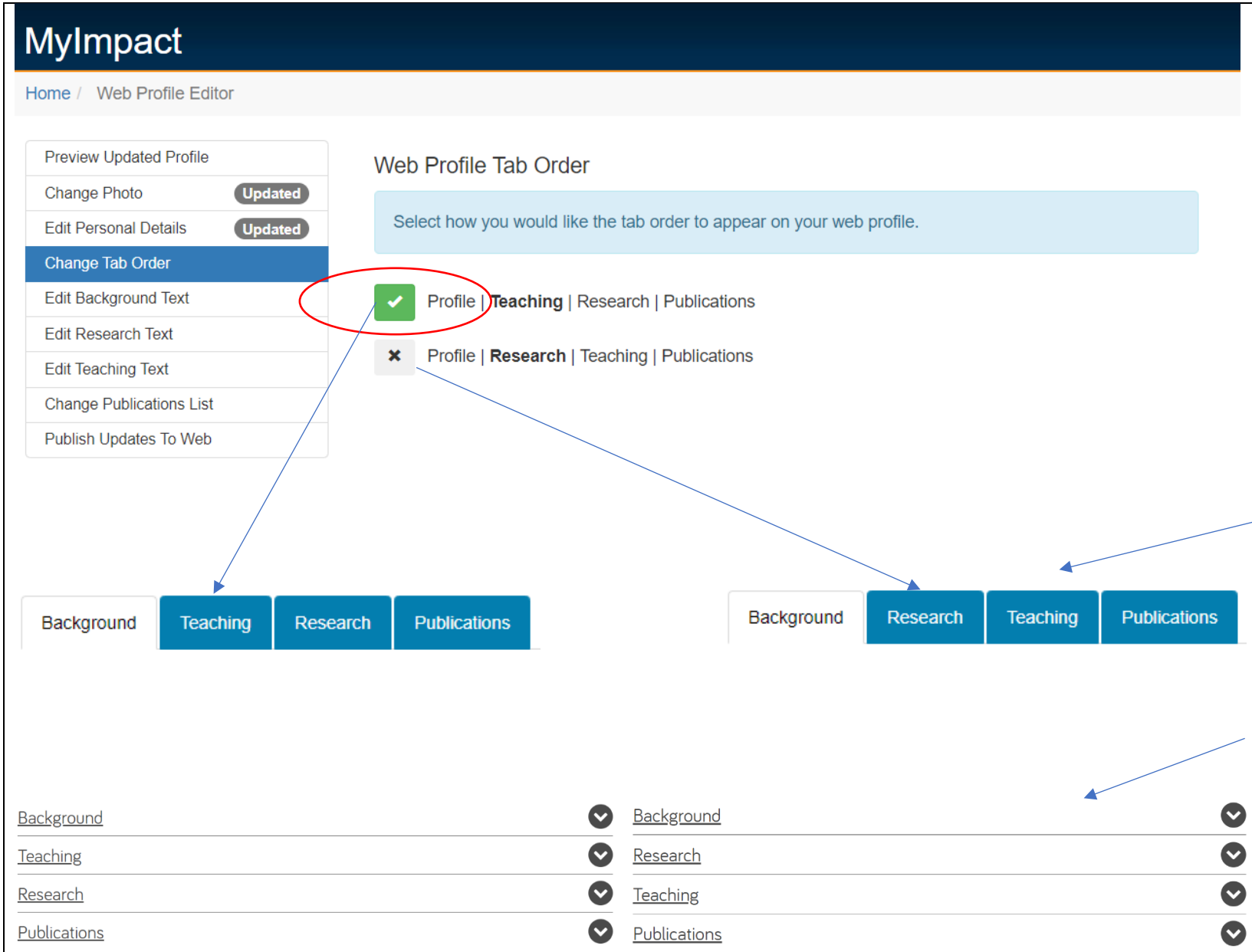
If any changes have been made you must press **Save** before leaving this page.

You can change your Display Name in myapps.ncl.ac.uk 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 **Know 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.

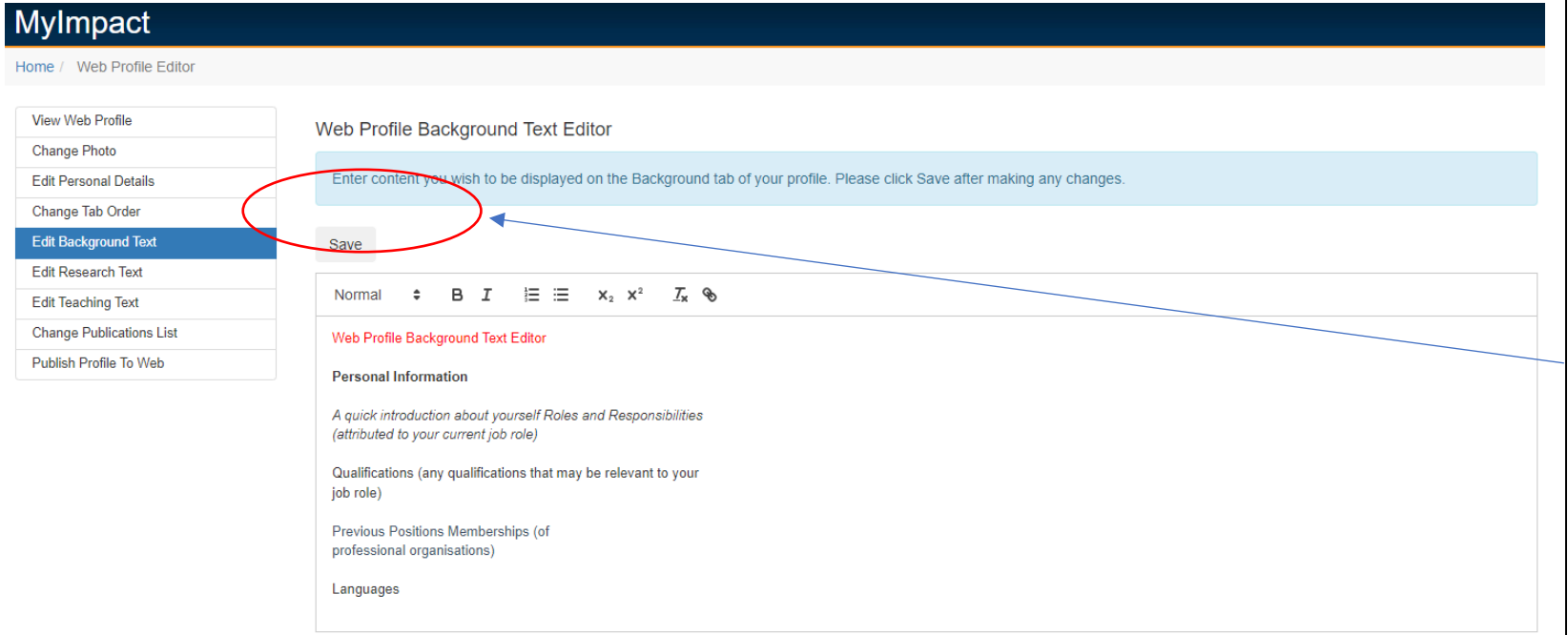


Change Tab Order

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.

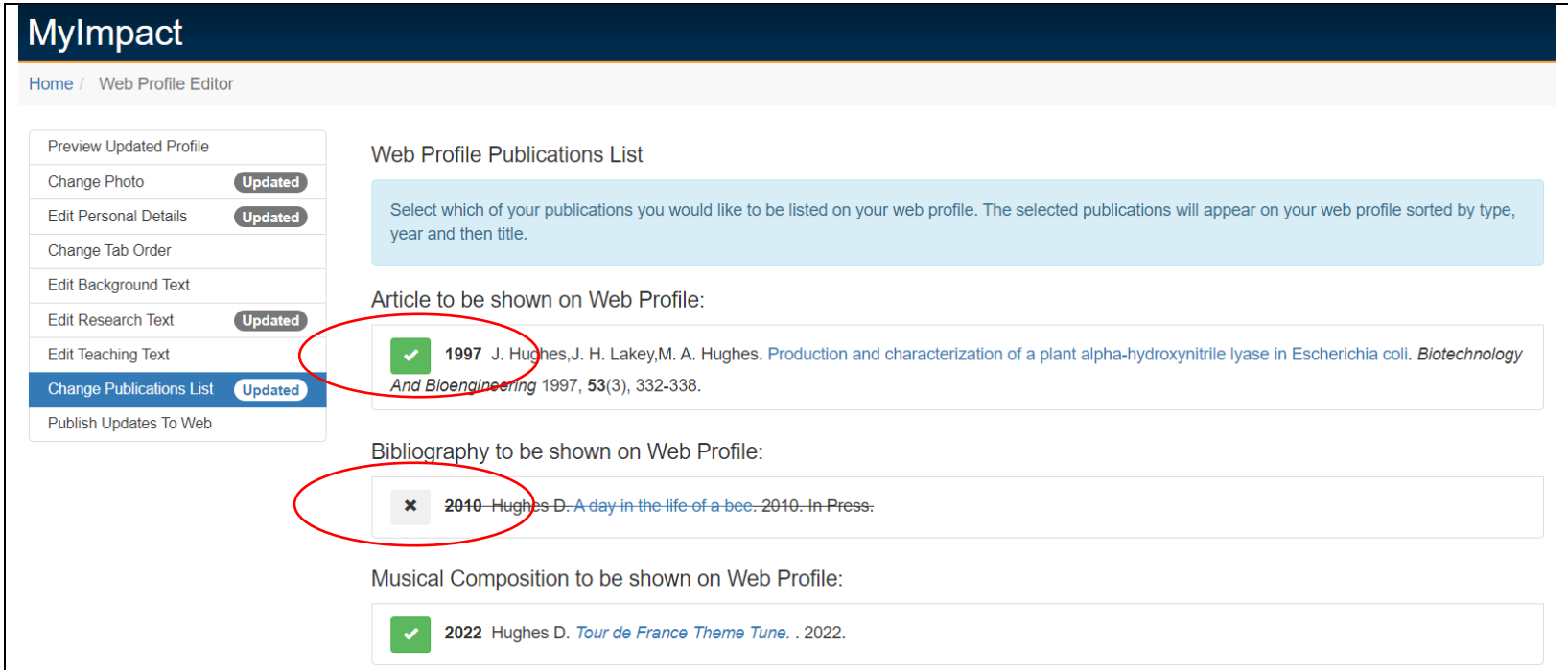


Web Profile Background/Research/Teaching Text Editor

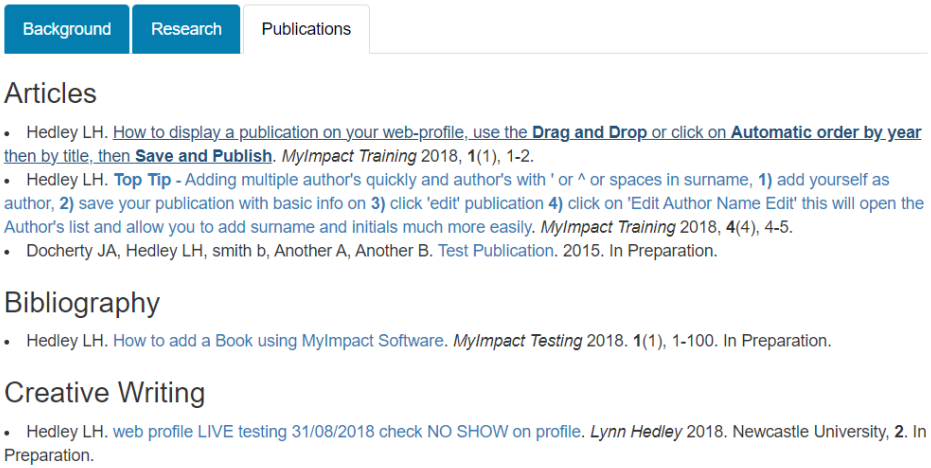
Background, Research and Teaching Text can be edited by selecting the appropriate editor.

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.



New publications Display Screenshot:



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)

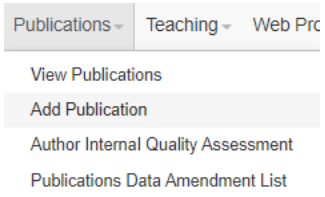
Your outputs will now publish by Output Type and in date order.

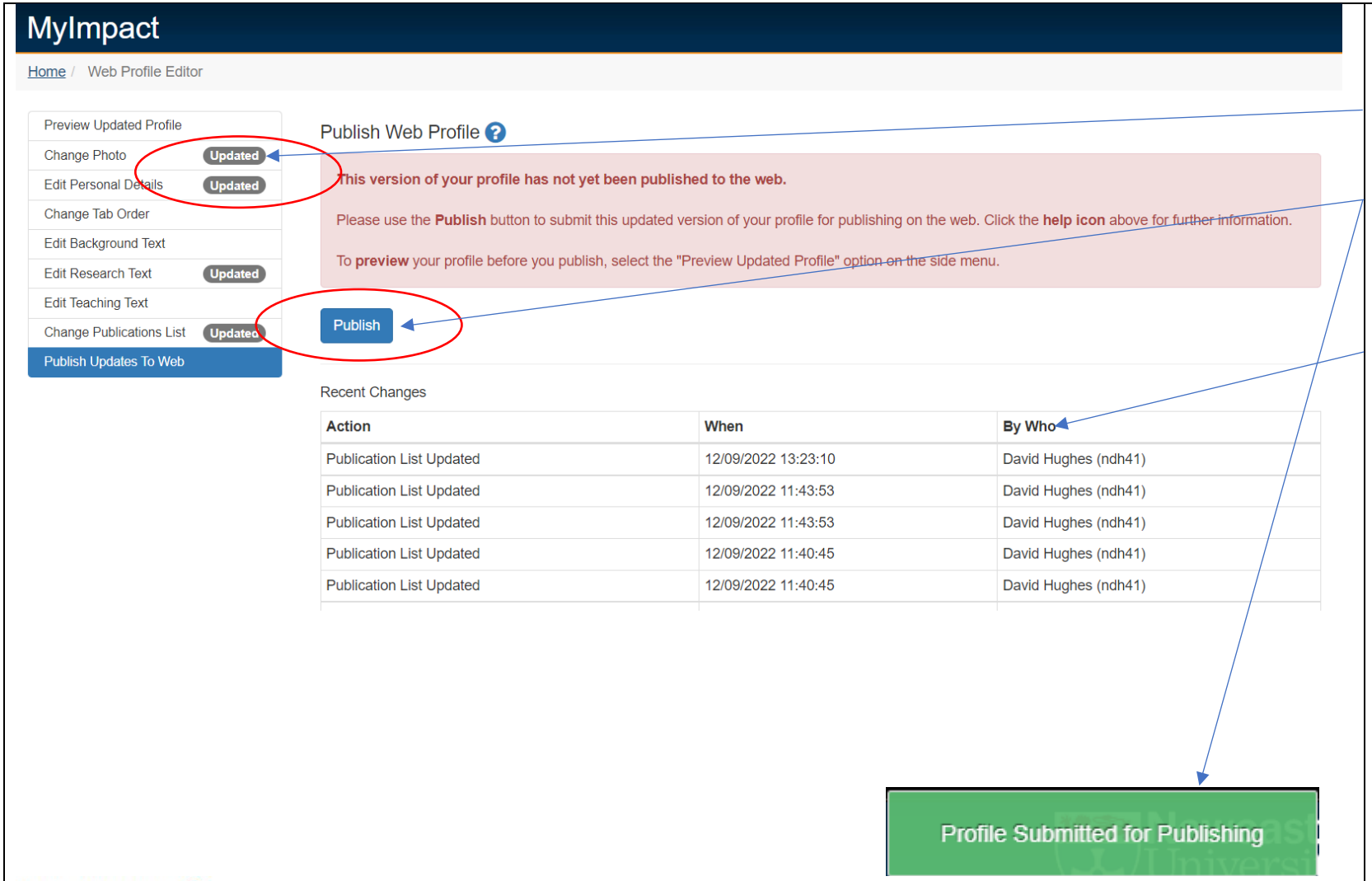
This is to ensure all outputs across the University are in uniform order to help our external viewers and also help with external searches.

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.*





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.