

Managing Personal Web Profiles



UNIVERSITY OF
CALGARY

UNITIS 4.3 User Guide

October 4, 2011

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Introduction

This guide will assist you in managing your personal profile on your department web site. Your profile is available to the public through your department web site and its Directory of People, as well as will be linked to when someone does a search for your name, email or phone number on the University Contacts site (<http://contacts.ucalgary.ca/>).

The profiles are generated by a software tool called UNITIS that has been developed on campus. UNITIS is able to assist in creation of personal profiles as well as the displaying of course related information on the department web site.

How to get assistance

If you need assistance with managing your personal web profile for any departments in the Faculty of Arts please contact:

Jason Reid

Phone: 220-7903

Email: jrreid@ucalgary.ca

How to log in

To begin to update your profile you need to login:

1. Go to this web site: <https://llc.ucalgary.ca/manageprofile/>
2. Click on **Login** on the bottom of the site in the footer bar.
If you are logged in to the Portal (my.ucalgary.ca) or other university web sites you may be automatically logged in; otherwise.
3. Enter your UCIT or EID **username** and **password**.

Profile

This feature allows you to set your basic profile information such as name, email address and personal web site

To access your profile

4. Log in to your web site (see page 2)
5. Click on **People** tab
6. Click on your profile
7. Click on **Edit** beside the various headings, in order to make changes to that section, OR click on the section headings located below the profile picture to access these areas.

John D. Smith

[View](#) [Edit](#)

[Profile](#) | [Account](#)

Professor

+1 (403) 220-0000
SS 000
email@ucalgary.ca

Office Hours [edit](#)

Mondays	11a-5p	By appointment
Wednesdays	11a-5p	By appointment
Fridays	11a-5p	By appointment
Sundays	12p-1p	

Research Interests [edit](#)

[A topic of research](#), [More research](#), [Research on something](#).

Currently Teaching

▼ F2011 - SOCI 400A - Honours Thesis SEM 2	Details
▼ W2012 - SOCI 400B - Honours Thesis	Details

[edit](#)

- Additional Profile Blocks
- Awards
- Courses
- Curricula Vitae
- Education
- Group Memberships
- Office Hours
- Publications
- Research Interests

Editing basic Information

There are 6 sections within each person's profile:

Name

Your name can only be adjusted by your Department web master ([contact Francey Pisicoli](#)). How your name is input here will affect the Department web site, the University Contacts site as well as how it appears in Microsoft Exchange (if applicable)

Rooms & Phones

Your room numbers and phone numbers can only be adjusted by your Department web master ([contact Francey Pisicoli](#)).

Email & Web

The first Email Address is intended for official University communications and cannot be altered; however, it can be unpublished to the public if necessary.

Email & Web



Email Address	Publish
j.smith@ucalgary.ca	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>

[+ Add Email](#)

Select **Add Email** to include an additional email address if desired.



Website URL	Publish
	<input checked="" type="checkbox"/>

[+ Add Website](#)

Select **Add Website** to add your personal web site to your profile

Positions

Position data is generated from Human Resources and cannot be changed.

Groups

You may be assigned to one or more groups in your Department by the department webmaster. These groups may be used for various purposes including the Organizational Chart (“People” page) or for mailing lists.

Privacy

If you do not want your profile publically available you may unpublished it by unchecking the **Publish this Profile** checkbox. Unpublished profiles will not be visible on the University Contacts web site.

Profile Photograph

This feature allows you to set your profile photograph. The photograph can be any common (JPG, GIF, PNG) format and will automatically be resized to the correct size.

To access your Profile Photograph

1. Log in to your web site (see page 2)
2. Click on **People** tab
3. Click on your profile
4. Click on **Edit** tab at the top of the page
5. Click the **Photograph** sub-tab at the top of the page



Uploading a new Profile Photograph

1. Click **Browse** then select the image on your computer
2. Click **Preview** to view the image
3. Click **Save** to use the image, or click **Cancel** to upload a new image

To remove an existing Profile Photograph

1. Click the **Remove** button below the image

To replace an existing Profile Photograph with a new photograph

1. Click **Browse** then select the image on your computer
4. Click **Preview** to view the image
2. Click **Save** to use the image, or click **Cancel** to continue using the current image

Curricula Vitae

This feature allows you to upload a copy of your Curriculum Vitae (CV) to your profile. The Curricula Vitae must be saved in Microsoft Word (.doc), Adobe PDF (.pdf) or Text format (.txt).

Access your Curricula Vitae


1. Log in to your web site (see page 2)
2. Click on **People** tab
3. Click on your profile
4. Click on **Curriculum Vitae** on the right below your photograph

Adding a new Curriculum Vitae:



1. Click the **Add Curriculum Vitae** tab at the top of the page
2. Enter the title of the Curriculum Vitae in the **Title** field. This title will show as the link to the file on the profile.
3. Click **Browse** and select the curriculum vitae file. Click **Open**
4. Click **Upload**


Setting the published Curriculum Vitae

Title	Format	Uploaded on	Web
John Smith's CV 2010		Aug 23 2010 14:11	View Delete <input type="radio"/>

1. To change which curriculum vitae is published on the profile click the radio button in the **Web** column beside the curriculum vitae you want to publish. Only one may be published at a time.

Removing a Curricula Vitae

1. Click the **Delete** link beside the curriculum vitae you want to remove

Title	Format	Uploaded on	Web
John Smith's CV 2010		Aug 23 2010 14:11	View Delete <input type="radio"/>

2. Click **Delete CV** to remove the curriculum vitae, or click cancel to not remove it

Education and Degrees

Access your Education and Degrees

1. Log in to your web site (see page 2)
2. Click on **People** tab
3. Click on your profile
4. Click on **Education and Degrees** on the right below your photograph

Adding a new degree



1. Click **Add Degree** tab at the top of the page
2. Enter the type of degree in the **Degree** field. As you type a list of degrees matching what you have entered will appear below, if your degree is in the list click on it, otherwise type the full name of the degree
3. Optionally enter the University the degree is from In the **Campus** field. As you type a list of university campuses matching what you have entered will appear below, if your university is in the list click on it, otherwise type the full name of the university.
4. Optionally enter the specialization the degree is in, if applicable, to the **Specialization** field
5. Optionally enter the year the degree was completed in the **Year** field
6. Click **Save**

Editing a degree

1. Click **Edit** beside the degree in the list



2. Change the type of degree in the **Degree** field if needed. As you type a list of degrees matching what you have entered will appear below, if your degree is in the list click on it, otherwise type the full name of the degree
3. Optionally change the University the degree is from In the **Campus** field. As you type a list of university campuses matching what you have entered will appear below, if your university is in the list click on it, otherwise type the full name of the university.
4. Optionally change the specialization the degree is in, if applicable, to the

Specialization field

- Optionally change the year the degree was completed in the **Year** field
- Click **Save**

Removing a degree

- Click the **Delete** link beside the degree you want to remove

John Smith's Education and Degrees

<u>Degree</u>	<u>Campus</u>	<u>Year</u> ▲	<u>Web</u>	
M.A.	University of Calgary	1982	<input checked="" type="checkbox"/>	Edit Delete

- Click **Delete degree** to remove the degree

1

Office Hours

This feature allows you to list your office hours on your profile for students and others to see

Access your Office Hours

1. Log in to your web site (see page 2)
2. Click on **People** tab
3. Click on your profile
4. Click on **Office Hours** on the right below your photograph

Adding a new office hour



1. Click the **Add Office Hour** tab at the top of the page
2. Select the **Days** that the office hour is on
3. set the **Start Time**
4. set the **End Time**
5. Optionally check the **By appointment only** box if desired
6. Optionally select which **course section** the office hour is for
7. Optionally enter any other **details** about the office hour
8. Check the **show on web** box to include the office hour on your profile
9. Click **save**

Editing an office hour

1. Click **Edit** beside the office hour

A screenshot of the 'Edit Office Hours' interface. At the top, there are two buttons: 'View' and 'Add Office Hours'. Below the buttons, the text 'John Smith's Office Hours' is displayed. Below this, there is a table with columns: Hours, Days, Appointment, Course, and Web. The table contains one row of data: 12:00-13:00, MWF, an unchecked checkbox, a checked checkbox, and 'Edit Delete'.

Hours	Days	Appointment	Course	Web
12:00-13:00	MWF	<input type="checkbox"/>		<input checked="" type="checkbox"/> Edit Delete

2. Select the **Days** that the office hour is on
3. set the **Start Time**
4. set the **End Time**
5. Optionally check the **By appointment only** box if desired
6. Optionally select which **course section** the office hour is for

7. Optionally enter any other **details** about the office hour
8. Check the **show on web** box to include the office hour on your profile
9. Click **save**

Deleting an office hour

1. Click **Delete** beside the office hour

[View](#) [Add Office Hours](#)

John Smith's Office Hours

Hours	Days	Appointment	Course	Web	
12:00-13:00	MWF	<input type="checkbox"/>		<input checked="" type="checkbox"/>	Edit Delete

2. Click **Confirm**

Additional Profile Blocks

This feature allows you to add free-form text to the profile that does not fit into any other area on your profile

Access your additional profile block

1. Log in to your web site (see page 2)
2. Click on **People** tab
3. Click on your profile
4. Click on **Additional Profile Blocks** on the right below your photograph

Adding a new profile block

John Smith's Additional Profile Blocks




View Add Profile Block



Name

1. Click **Add Profile Block** tab at the top of the page
2. Enter the **Title** for for the profile section
3. Enter the **Text** of the profile block. Basic formatting can be added using the buttons above the text field
4. Click **Save**

Editing a profile section

1. Click **Edit** beside the profile block

2. Change the **Title** for for the profile block
3. Change the **Text** of the profile block. Basic formatting can be added using the buttons above the text field
4. Click **Save**

Removing a profile section

1. Click the  button beside the profile block you want to remove

2. Click the **Save** button at the bottom of the page

Reordering the profile blocks

3. Drag the ☰ button beside the profile block you wish to move to move to its desired location. Note that only blocks that have the ☰ button can be reordered.

John Smith's Additional Profile Blocks

Name	
Office Hours	 *
Research Interests	 *
Course Listings	 *
 Research (edit)	 *
 Biography (edit)	 *
Publications	 *
Curricula Vitae	 *
Education	 *
Awards	 *
Student Supervision	 *

Publications

This feature allows you to add a publication to the profile. Several types of publications can be entered including but not limited to books, journal articles, book chapters.

Access your publications

1. Log in to your web site (see page 2)
2. Click on **People** tab
3. Click on your profile
4. Click on **Publications** on the right below your photograph

Creating a new publication

1. Click **Add Publication** tab at the top of the page



2. Select the **Publication Type**. Depending on the type selected different fields will appear in the following steps. Click **Continue**
3. Enter the authors of the publication in the **Authored By** field one at a time. Click Add Author after each author. The current user is automatically added as an author
4. To reorder the authors click the radio button beside the Author name and click **Move Up** or **Move Down**
5. Click **Continue**
6. Enter the **Title** and other information as required by the form
7. Enter the Publisher. If the publisher is an existing publisher click Load Publisher Information, otherwise enter the City and Web site for the publisher
8. Enter any identifiers (ISBN, ISSN, DOI, etc) into the **Identifier Type** and **Identifier values**
9. Enter the **Total Pages**, **Abstract**, and **Language**
10. Enter the **Publication Date** and **Status**
11. Select if you want the publication to **Show on Profile**
12. Click **Continue**
13. If you want to upload an image click **Browse**, and select the file on your computer. **Click Upload** Image
14. If you want to upload a file for people to view/download click **Browse**, and select the file on your computer. Click **Upload File**. (**Note: Be aware of copyright infringement. Only upload documents which you have rights to publish**)

15. Enter the **Web Site** for the publication (e.g. a link to the publishers web site about the publication)
16. Enter descriptive **Subjects** for the publication, one subject per line
17. Click **Continue**
18. A review of the publication will be presented. If there are any errors a link to the page to correct the error will be presented.
19. Click **Add Publication**

Editing an existing publication

1. Click **Edit** beside the publication

View		Add Publication	
All	Published	Accepted	Pending
John Smith's Publications			
<u>Publication Title</u>	<u>year</u> ▼	<u>Web</u>	
This is the title of my book	2010	<input checked="" type="checkbox"/>	Edit Delete

2. Enter the authors of the publication in the **Authored By** field one at a time. Click Add Author after each author. The current user is automatically added as an author
3. To reorder the authors click the radio button beside the Author name and click **Move Up** or **Move Down**
4. Enter the **Title** and other information as required by the form
5. Enter the **Publisher**. If the publisher is an existing publisher click Load Publisher Information, otherwise enter the City and Web site for the publisher
6. Enter any identifiers (ISBN, ISSN, DOI, etc) into the **Identifier Type** and **Identifier values**
7. To remove an existing identifier click the **Remove** link beside it in the table
8. Enter the **Total Pages**, **Abstract**, and **Language**
9. Enter the **Publication Date** and **Status**
10. Select if you want the publication to **Show on Profile**
11. If you want to upload an image click **Browse**, and select the file on your computer. **Click Upload** Image
12. If you want to upload a file click **Browse**, and select the file on your computer. Click **Upload File**
13. Enter the **Web Site**, and **Subjects** for the publication
14. Click **Save Publication**

Deleting a publication

1. Click the **Delete** link beside the publication you want to remove

View Add Publication

All | Published | Accepted | Pending

John Smith's Publications

Publication Title	year	Web	
This is the title of my book	2010	<input checked="" type="checkbox"/>	Edit Delete

2. Click **Yes** then click **Continue** to remove the publication

Research Interests

This feature allows you to include research interests on your profile which can be used to link people on your web site together.

Access your research interests

1. Log in to your web site (see page 2)
2. Click on **People** tab
3. Click on your profile
4. Click on **Research Interests** on the right below your photograph



Add a research interest

1. Click **+ Add Research Interest** link at the bottom of the table
2. Click on the new interest field that opens
 - Type in a new interest; or
 - Browse through the list of research interests and click the interest you wish to add to your profile
3. Click **Save** at the bottom of the page

Removing a research interest

1. Click the **X** button beside the research interest
2. Click **Save** at the bottom of the page