



Nottingham Trent
University

Updating an existing staff profile

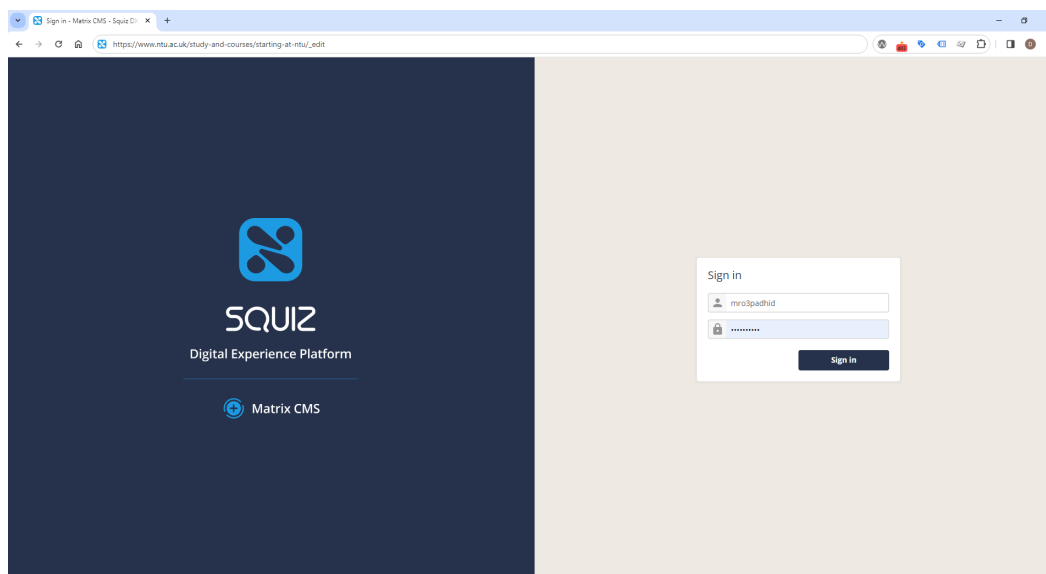
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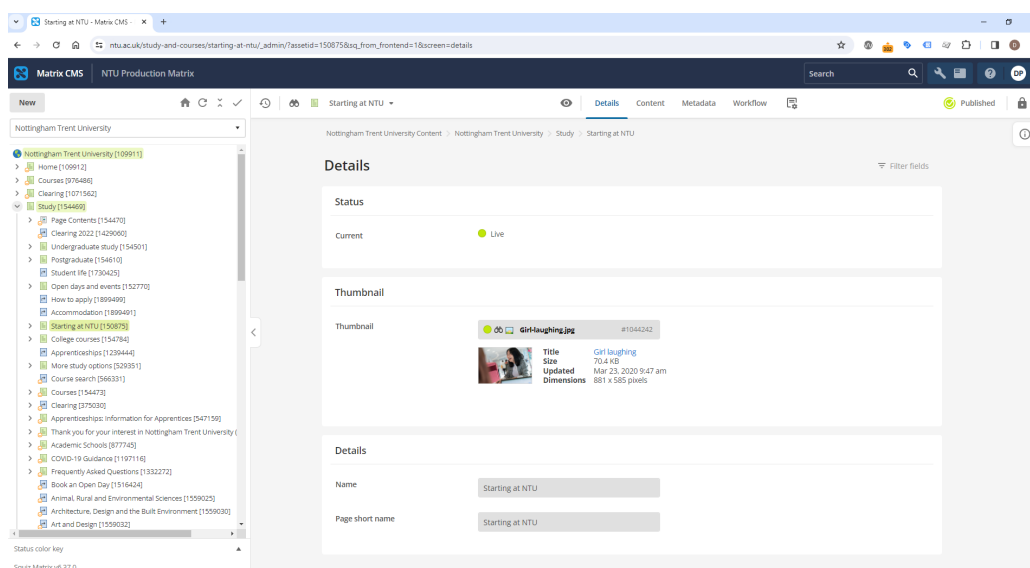
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1. Logging in to the website editing interface

1. You can log in to the editing interface of the website by adding “/_admin” to the end of your staff profile URL. e.g. https://www.ntu.ac.uk/staff-profiles/law/XXX/_admin
 - a. If you want to locate your staff profile on the website, please search for your name using the search bar on the NTU homepage.
 - b. You can also often find it easily by searching for “*Your name* + NTU” in Google. If a profile exists, it should be one of the first returned results.
2. When you see the Squiz Matrix log in page, use the same log in credentials you use when signing into your laptop. E.g. mro3padhid



3. Click “Sign in”.
4. You should now be logged in and see a screen similar to below.



2. Start editing your staff profile

Before you can start editing, you need change the status of your staff profile to Safe Edit.

Safe Edit allows you to make changes and preview them without the changes appearing on the live site.

You can only put a page that is currently live into Safe Edit. If a page is Under Construction, it's not visible on the live site so there's no need for Safe Edit.

There are two ways to put a page into Safe Edit:

- From the Details screen.
- From the status button in the top right of the page.

Details screen

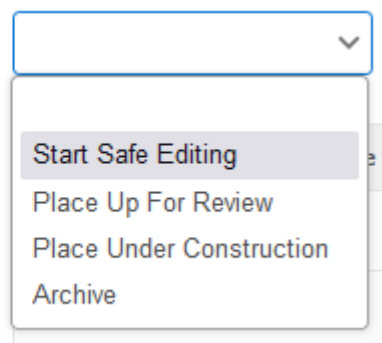
Navigate to the page you would like to put into Safe Edit. Navigate to the 'Details' screen.

You can do this by right clicking on the page in the asset tree and selecting the 'Details' screen or by navigating to the page and selecting the 'Details' screen from the top menu.

Click on the 'Change status' dropdown and select 'Start Safe Editing'.

Change status

Scheduled Status Changes

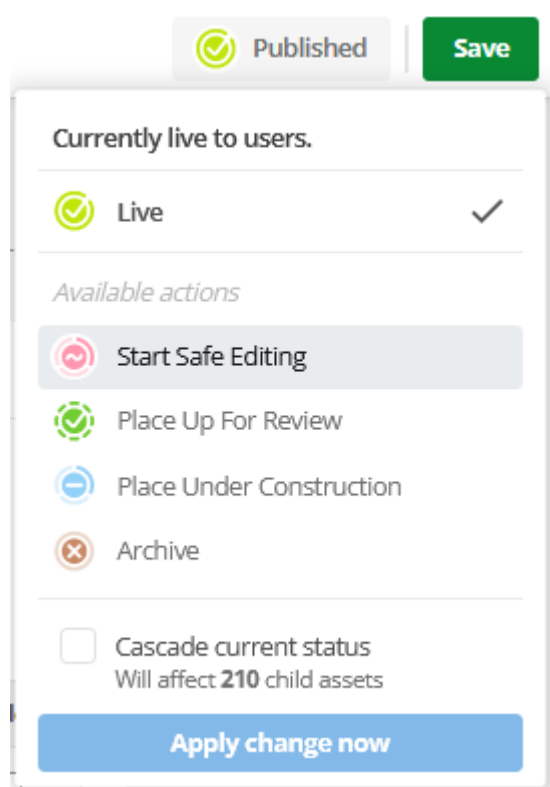


Status button

In the top right of the page, there's a button which describes the current status of the page (Unpublished, Published, Draft, Archived etc).

Click on the status button and select 'Start Safe Editing'.

Select the 'Apply change now' button.



Now, any changes that you make to the page won't show on the external site until you make the page live.

Advice

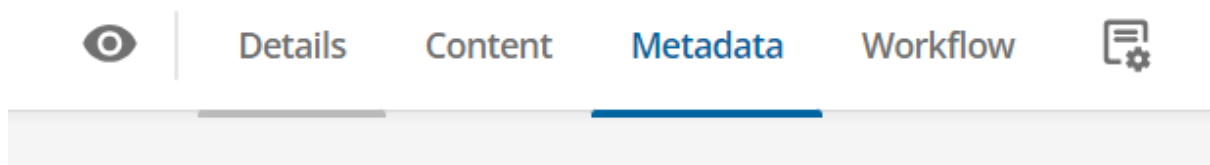
Try to avoid leaving a page in Safe Edit as it makes it difficult for someone else who needs to edit the page to know whether they can put the page live as there's no way of knowing if elements may not be ready to go live yet.

3. Editing your content

The Metadata screen is where you can add or update content that you want to appear on your profile page. It contains a variety of fields which will appear on a profile page when populated and selected to display the information contained within them.

Navigating to the metadata screen

Click on the metadata tab that appears at the top of the screen.



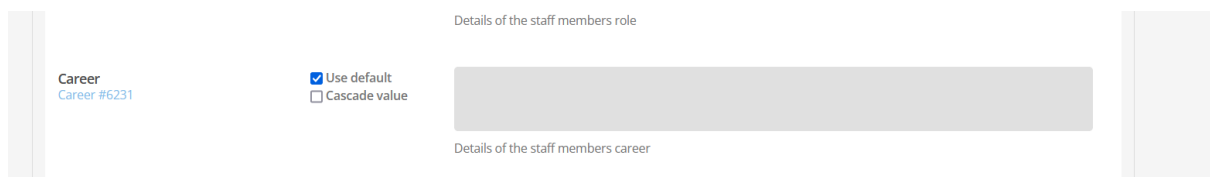
Adding or editing content in free text sections

The areas that have free text boxes are:

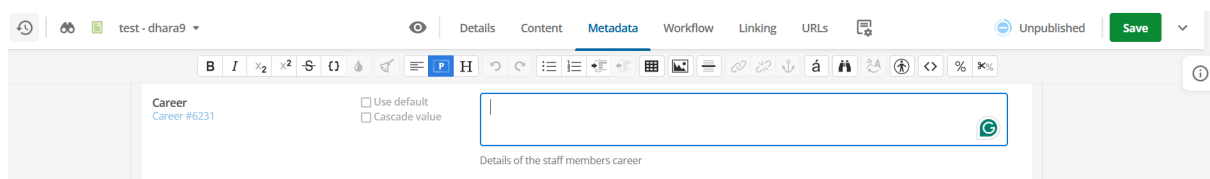
- Role (mandatory)
- Career overview
- Research areas
- External activity
- Publications

How to edit free text sections

Unclick the “Use default” option so that the blue tick disappears, and the greyed-out box turns white.



When you click into the white box, the toolbar should appear at the top of the screen. You can use this to format your content.



Including your publications from iRep

Next to “Show Publication Link, unclick “Use default”, and change the dropdown to “Yes”.

Adding courses you teach on

You can add up to 20 courses to your profile in the Course(s) I teach on section. The system by default will only show the first 3 courses you have selected at the bottom of the page. If you have selected more than 3 a link will also appear to an additional page listing the rest.

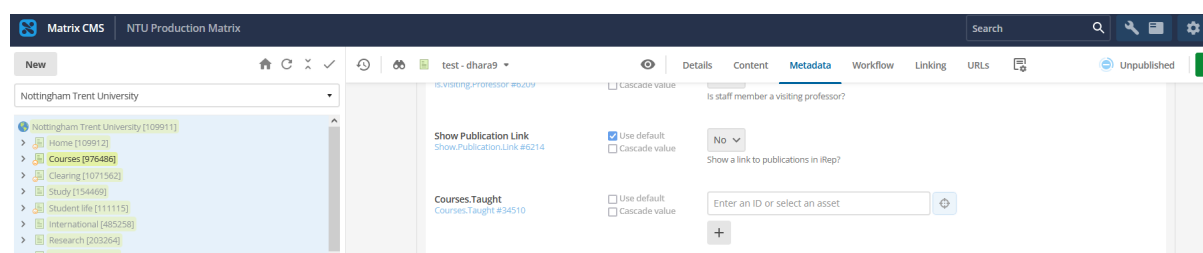
Please note due to the way the system works you cannot add individual modules to this list, instead any modules should be detailed in the role section.

Please note courses are date specific for each academic year. You will need to update your course list each new academic year to show the relevant courses for that year.

Course(s) I teach on

Click the compass icon next to the Courses.Taught field.

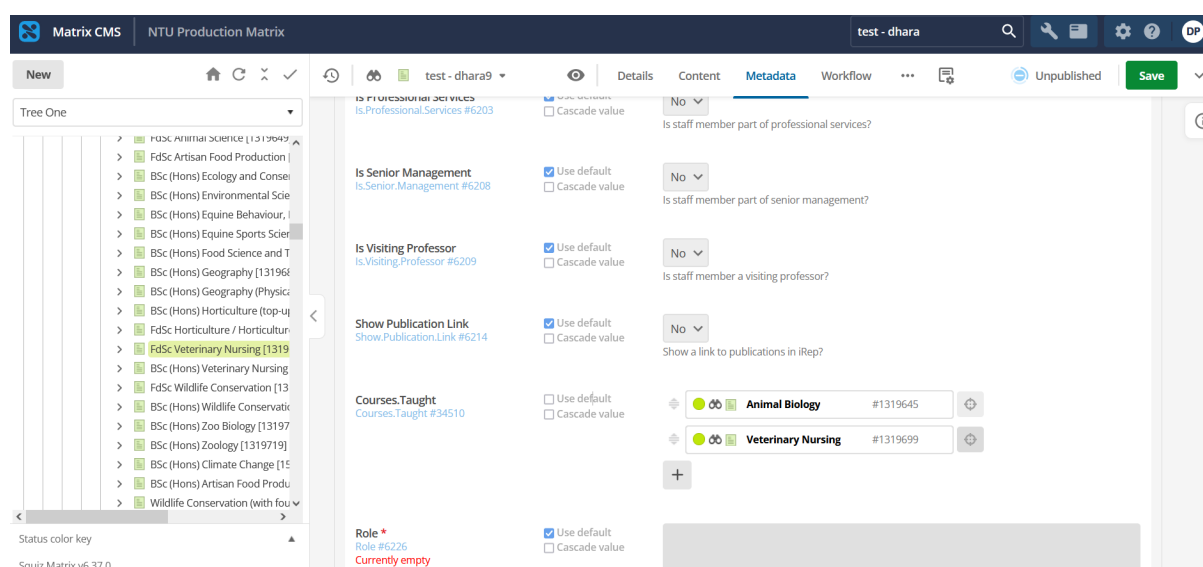
The left hand menu will now be highlighted blue. All of the areas in the list will be slightly greyed out except the “Courses” folder:



Click the “>” arrow next to “Courses [976486]” and navigate through the folders until you find the course that applies to you. E.g. Course > Art & Design > undergraduate

Right click on the course you want to add and select “Use me”.

The course you selected will now appear next to the Courses.Taught field. A ‘plus’ icon will also appear underneath it and this will allow you to add multiple courses.



Adding UN Sustainable Development Goals

Scroll down to the UN Goals section (located towards the bottom of the metadata tab).

Uncheck the ‘use default’ option listed under ‘UN Sustainable Development Goals Header’ and write a brief title. We recommend putting ‘My UN Sustainable Development Goals’.

Write a short piece of introductory text explaining to the reader how your work links to the UN SDG goals you want included on your profile. After this, select one of the 17 goals from the dropdown list, which will show as small icons on the page when it is live.

Note, up to four SDG goals can be selected to include on your profile.

▼ UN Goals

UN Sustainable Development Goals Header
[Staff.UN.Goal.Header #1812263](#)

☐ Use default

UN Sustainable Development Goals

UN Sustainable Development Goals Text
[Staff.UN.Goal.Text #1812264](#)

☐ Use default

These are the goals my work covers:

Staff UN Goal Image One
[Staff.UN.Goal.Image.One #1850386](#)

4 - Quality Education Badge ▼

Select the first image from the dropdown list you wish to display

Staff UN Goal Image Two
[Staff.UN.Goal.Image.Two #1850409](#)

11 - Sustainable Cities and Communities Badg ▼

Select the second image from the dropdown list you wish to display

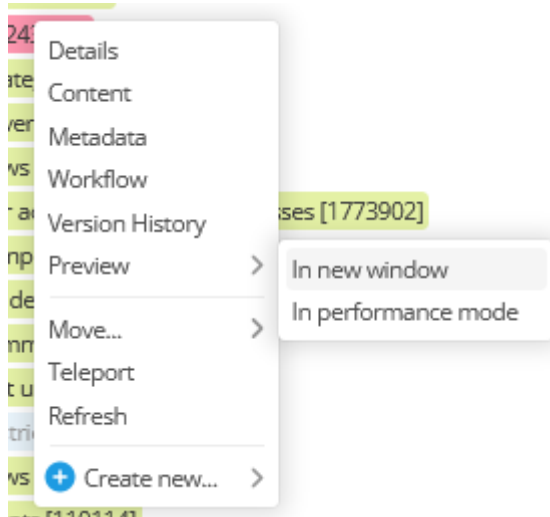
Advice

Click the green “Save” button in the top right corner regularly when editing your profile.

Previewing your staff profile

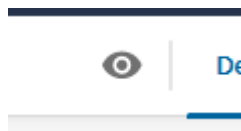
There are two ways to preview a page:

Right click on the page in the Asset Tree and select **Preview > In new window**. This will open the page in a new browser window.



Or

Click on the eye symbol in the menu across the top of the page. This will open the preview within your current window. To go back to editing the page, select the 'Content' screen from the menu across the top or by right clicking on the page in the Asset Tree.



Making a page live

There are two ways to put a page live:

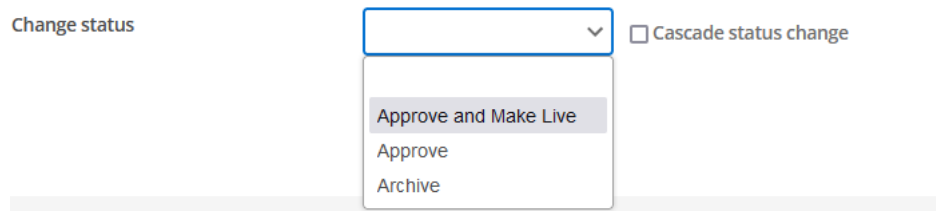
- From the Details screen.
- From the status button in the top right of the page.

Details screen

Navigate to the page you would like to make live. Navigate to the **'Details' screen**.

- You can do this by **right clicking** on the page in the asset tree and selecting the **'Details' screen**.
- Or by navigating to the page and selecting the **'Details' screen** from the top menu.

Click on the **'Change status' dropdown** and select **'Approve and Make Live'** and click the green Save button in the top right corner.

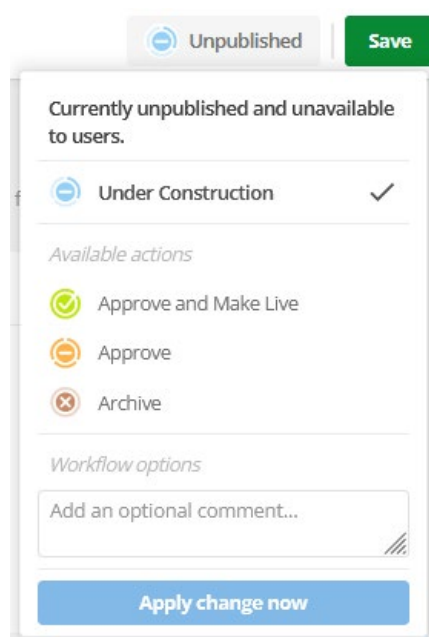


Status button

In the top right of the page, there's a button which describes the current status of the page (Unpublished, Published, Draft, Archived etc).

Click on the status button and select **'Approve and Make Live'** (depending on your permission level).

Select the **'Apply change now'** button.



The screenshot shows a web interface for updating a staff profile. At the top, there are two buttons: 'Unpublished' (with a blue circular arrow icon) and 'Save' (in green). Below these, a message states: 'Currently unpublished and unavailable to users.' The main section is titled 'Under Construction' with a blue circular arrow icon and a checkmark. Underneath, there is a section for 'Available actions' with three options: 'Approve and Make Live' (green checkmark icon), 'Approve' (orange circular arrow icon), and 'Archive' (red X icon). Below this is a section for 'Workflow options' with a text input field labeled 'Add an optional comment...'. At the bottom, there is a blue button labeled 'Apply change now'.

Updating your staff profile image

If you want to update your staff profile image, send a request using the [staff profile requests form](#). Upload your new image to the form under the 'existing staff profile changes' dropdown option. Please ensure that:

- The image is a professional style shot
- The image is preferably in landscape view (rather than portrait).