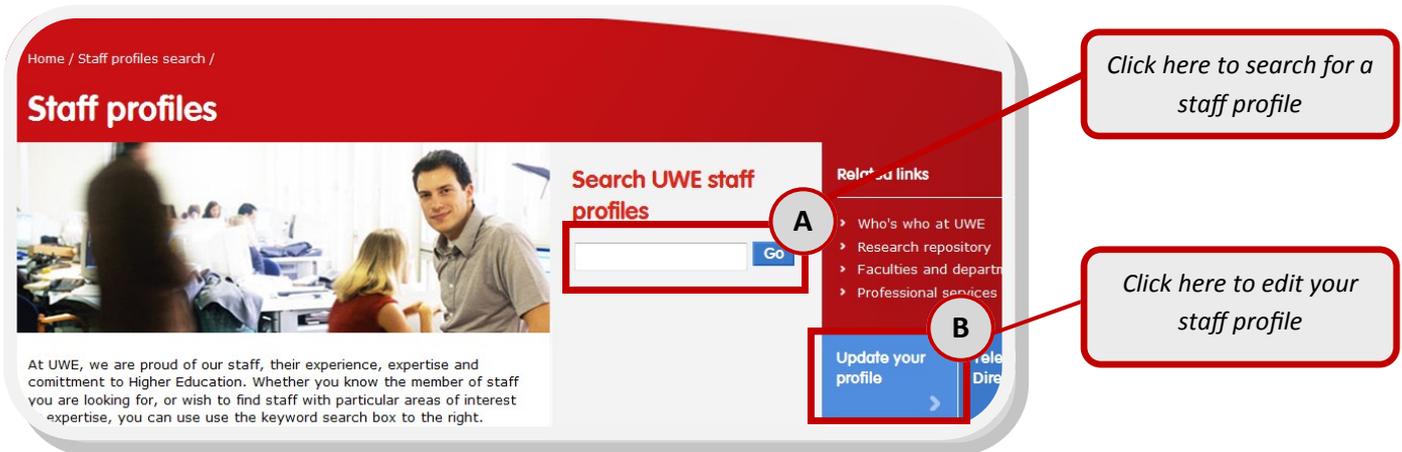


USP - QUICK REFERENCE GUIDE

The aim of the new University wide **UWE Staff Profile** system is to raise the profile of the University and its academic and professional staff on the externally facing web. While some of the attributes in the profile will be visible on the public facing web (public profile), others will be for internal use only. The system will enable staff to update their content easily and quickly in one single location.

How do I access staff profiles?

1. Open a web browser e.g. double click the Internet Explorer icon
2. Click into the address bar at the top of the browser window
3. Type **people.uwe.ac.uk** (add **https://** at the beginning if outside of UWE) and tap **[Return]**



The screenshot shows the 'Staff profiles' search page. A search box is highlighted with a red box and labeled 'A'. A 'Go' button is next to it. A 'Related links' menu is on the right, with 'Update your profile' highlighted by a red box and labeled 'B'. Two callout boxes point to these elements: 'Click here to search for a staff profile' points to 'A' and 'Click here to edit your staff profile' points to 'B'.

Before you begin editing your profile

All staff will need to be aware of their [responsibilities as a publisher](#), and to refer to the [UWE Web Guidance area](#) for further advice and guidance on areas such as [writing for the web](#).

Staff will also be expected to adhere to University policies on [copyright](#), [data protection](#) and [acceptable use](#).

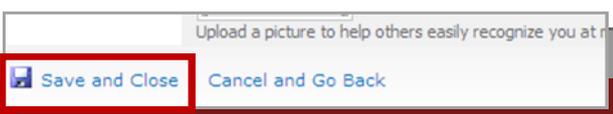
How do I edit my profile?

1. Once you have logged into 'My Site', click the **My Profile** link at the top of the screen
2. On your profile page, you can edit the details by clicking **Edit My Profile** which is under the image placeholder



The screenshot shows a user profile for 'Karl Daly'. The profile includes a placeholder for a profile picture, a name 'Karl Daly', title 'Mr PERS', phone number '81201 640 - 640', and email 'Karl.Daly@uwe.ac.uk'. A red box highlights the 'Edit My Profile' button located below the profile picture placeholder.

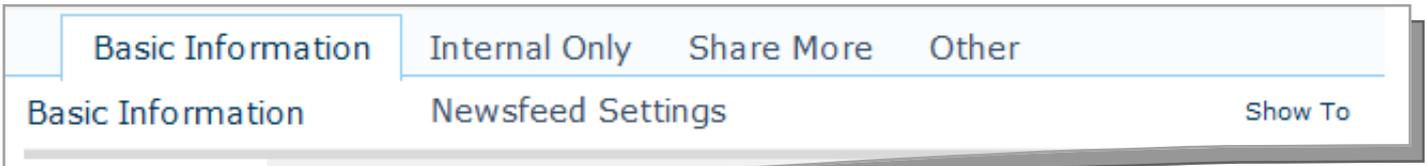
3. Click onto the relevant tab within your profile
4. Edit the required details
5. When finished click **Save and Close** at the bottom of the screen



The screenshot shows a modal dialog box with the text 'Upload a picture to help others easily recognize you at'. At the bottom, there are two buttons: 'Save and Close' and 'Cancel and Go Back'. The 'Save and Close' button is highlighted with a red box.

What do the tabs mean?

When editing your profile you can amend certain fields of data. These fields of data are split across multiple tabs and the table below outlines what each one means. Some are un-editable as they feed in from other UWE systems.



Tab	What is it?
Basic Information	Mostly read-only information from central systems and a place to upload a photo. [Externally visible]
Internal Only	Additional Information which you can share but which is only visible to current staff and students. A number of these attributes can also be restricted to colleagues, your line manager or team.
Share More	Additional Information which will be visible via the public facing web site. [Externally visible]
Other	Provide links to direct people to your twitter, Facebook and/or LinkedIn profiles. [Externally visible]
Newsfeed Settings	Helps filter the information you are interested in hearing about from others via internal profiles.

Where do I go if my data is wrong?

If there is information on your profile that is incorrect, you may be able to make the amendment yourself. If this is not possible then the table below shows where to go for help.

Field	How to change
Title/Name	E-mail staff.database@uwe.ac.uk with details of the change
Telephone number	Complete the Telephone Directory Amendment Form found at http://www.uwe.ac.uk/its/corporate/services/telecomm.shtml .
Job title	Same as telephone number. Note: this also applies to room location details.
Department	You can update this from the 'Share More' tab.

What else can I do?

Your **Mysite** area has lots of interesting features. Find out more in the [full user guide](#) found at the Learning and Development Centre web site.

Social tagging



Ask me about

Here are some topics Karl Daly can help you with. To ask a question, click on the relevant topic below.

- SharePoint
- Training
- Microsoft Office

