

A good online profile helps to build your professional presence, boost your reputation and increase your prospects of obtaining funding and professional exposure.

The University of Sussex recommends developing your Sussex profile because:

- Your Sussex profile can be found in the sussex.ac.uk search bar, and is

x

Staff and doctoral student profiles are now managed within Elements.

To access Elements, go to elements.sussex.ac.uk and sign in using your University username (e.g. aa001@sussex.ac.uk) and password.

BSMS users will need to sign in using their BSMS username (e.g. BSMS####@sussex.ac.uk) and password.

Once you have logged in to Elements, you shall arrive on your homepage. Click the **'Go to your profile'** button (below your profile picture) to be taken to the profile editor:



Your profile is made up of multiple sections and you will see all of these, regardless of your role at the University.



contact HR: human.resources@sussex.ac.uk

NB: Your information from the Research section of Web Profiles, if completed, will have been pulled into here.

As with the *Overview* section, you should write clearly and in first person. Complex terms and jargon are often necessary when discussing areas of research, but it is important that they are explained to the reader. This makes your research accessible and understandable to readers outside of your discipline.

Provided they are not subject to any confidentiality restrictions, you may also wish to include information about any major grants or funding you receive in this section.



The *Teaching summary* section is where you can highlight your teaching experience and interests. It is freetext and should be completed if you engage in any teaching activities.

To edit this section, click on the '**Add**' or '**Edit**' button below the *Teaching summary* text box:

NB: Content in the Teaching section of Web Profiles will have pulled across into this section.

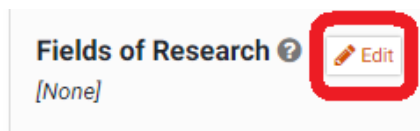
You should also use this section to detail your office hours for student drop-in and feedback sessions.



Fields of research tags are keywords that give people a quick sense of your areas of interest and research expertise and make it easier for them to find academics with similar interests.

Prospective postgraduate student can also use these tags to find relevant supervisors.

To add tags, click on the '**Edit**' button next to *Fields of Research*:



This will open a new box where you can select tags from a pre-defined,

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You have the option of detailing

Click '**Add a video**' to open a new box:



Add in the URL and an accessible descriptor for the video, then click '**Save**'.

As with other web addresses, it is advisable to check your video links regularly to ensure they still work.



This includes a histogram and publications list. These are populated using the publications you have claimed in Elements.

Click on '**Publications**' or '**Manage Publications**' to go through to the *Publications* section of Elements.

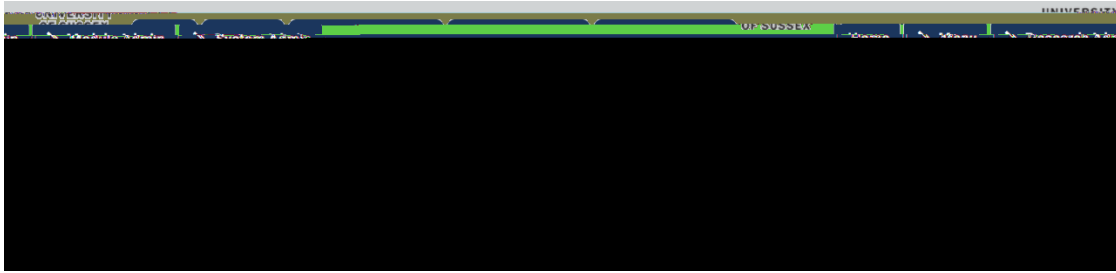
More information on how to manage your publications can be found in the publications user guides on our Elements [Support pages](#).



This section of your profile allows you to record details of any professional associations you have as well as professional activities you contributed to.

To add new items, click on '**Manage Professional Activities**' to go to your *Professional Activities* page.

Click on the '**Add a new professional activity**' button in the top right to open a list of professional activity types:



From the dropdown, select the most appropriate type for the activity you wish to record.

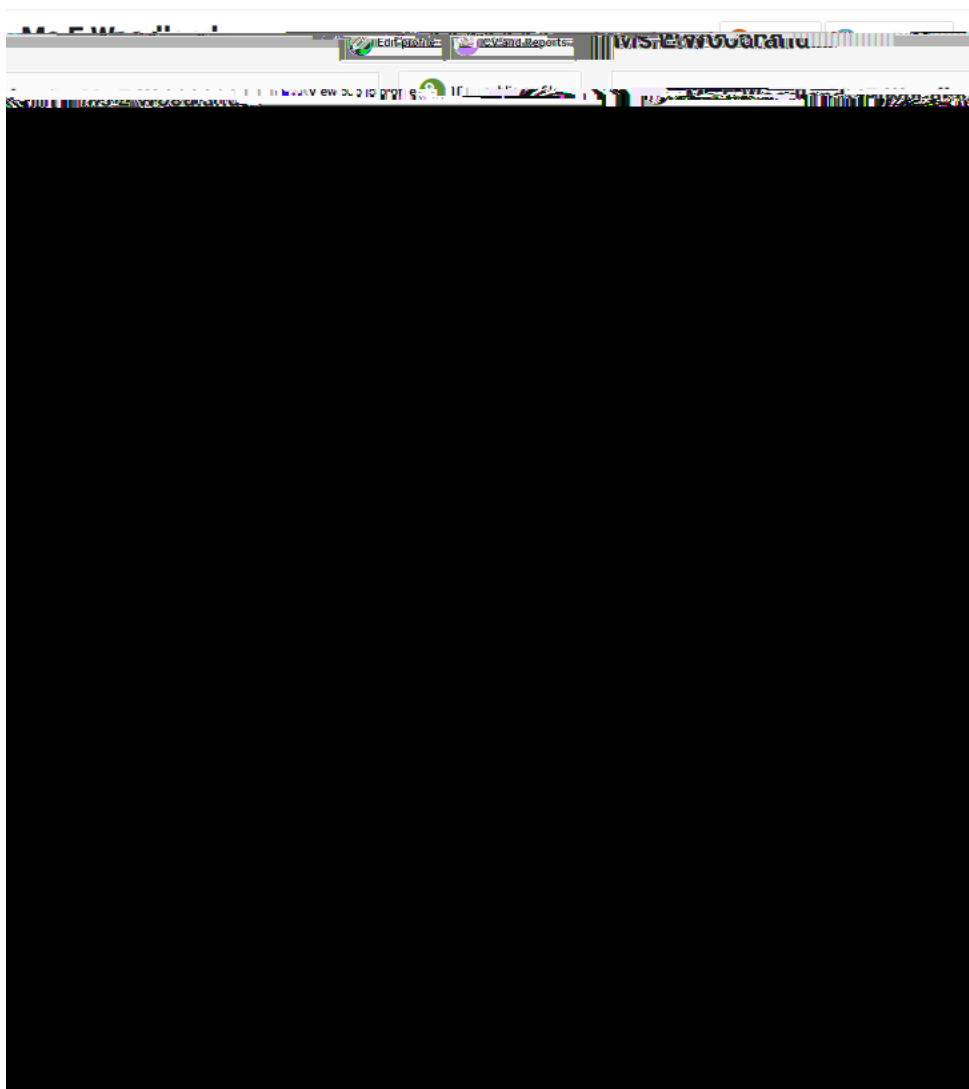
NB: For professional associations that do no

The internal view of your profile can be seen by clicking on the '**View profile**' button in the top right of your profile editing page:



This is the profile page that will be visible to University of Sussex members if the search for you within Elements.

The layout of the page is similar to the editing screen, however sections you have not filled in or have marked as '*private*' will not appear on this page:



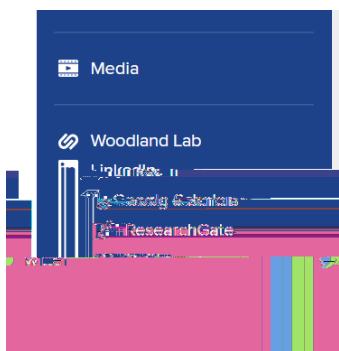
From this page (as well as the profile editing screen) you can also access the
'Find a colleague

Your external profile is the one that will be publicly visible. You can see how this looks by clicking '**View Public Profile**' in the top right of your profile editing page:



This page is publicly viewable and linked on the University of Sussex Website.

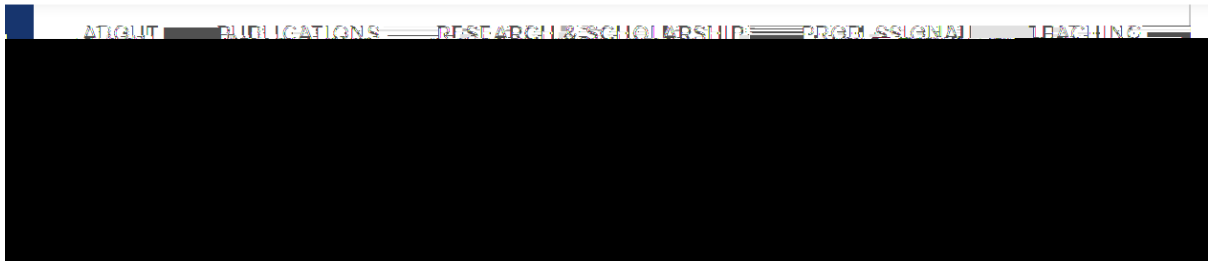
The format and layout are standardised, so will appear the same for all members of the university, regardless of department/service or role:







This page displays any text you have input in your *Research Interests* section:







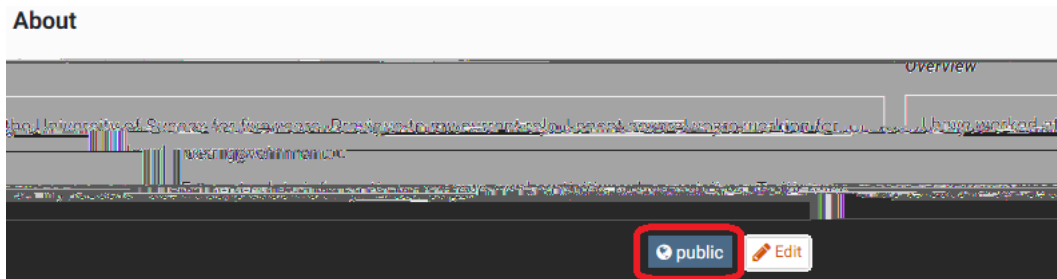
It is University policy that all staff profiles are publicly visible, so external profiles for staff members will have automatically been generated and linked on the University of Sussex website at the same time as an Elements account was created.



If you are a Doctoral Student, you will have exactly the same profile in Elements as staff members. The only difference is that the privacy level is set to '*Internal*' as default so you will not automatically have an external profile page. This is setting is regardless of your previous Web Profile settings, and

The visibility of most parts of profile can be toggled from in the profile editing screen.

Each section and item on the profile edit screen will have a box next to the **'Edit'** button which will tell you the current privacy setting:



To change the visibility, click on either the setting button or the **'Edit'** button. This will open the editing function and give you your privacy options:

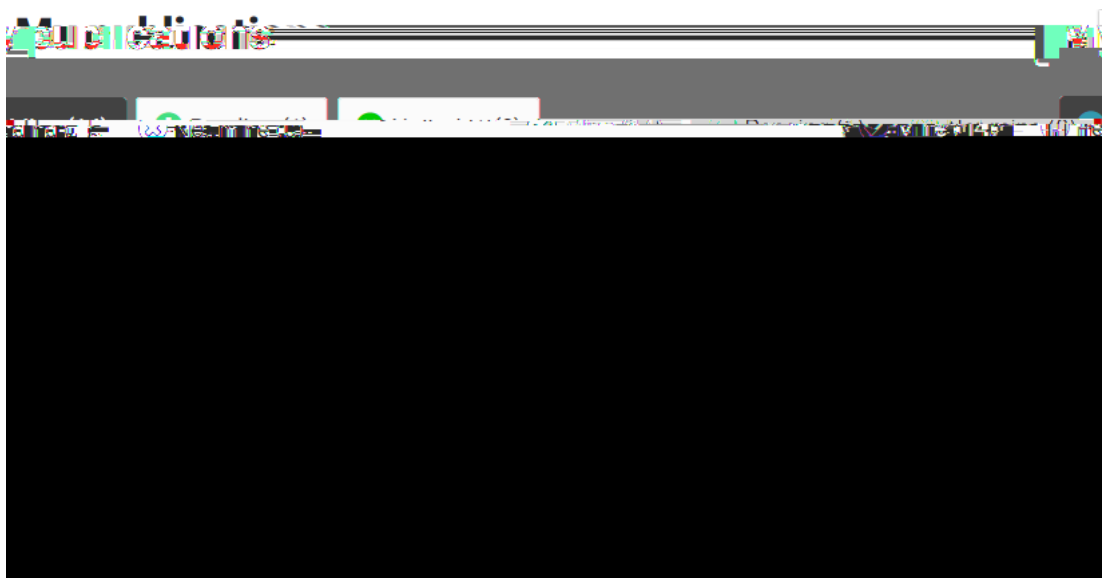


'Match profile level' will set the privacy to the same level as the overall profile; *Public* for staff, *Internal* or *Public* for doctoral students.

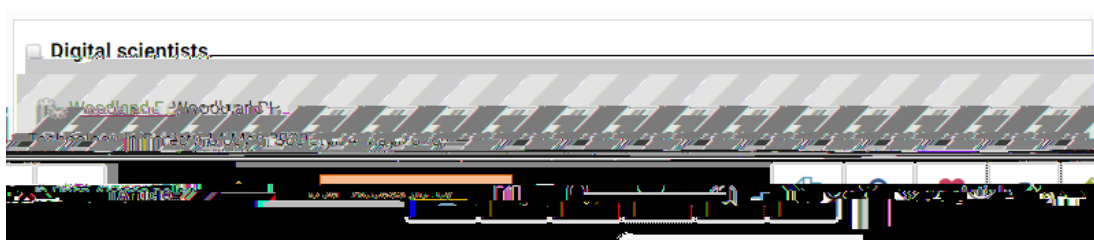
'Private' will hide the section or item from view on both your internal and external profile pages.

Once you have selected your privacy level, click **'Save'**.

Once on the section page, click on the eye icon to '*mark your relationship with this _____ as private*' in each individual item you wish to hide:



This will put lines across the item and remove it from your profile pages:



If you want to make a hidden item visible, just click the eye icon again.

