Guide to eStaffProfile (eSP) and CMS staff profiles

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1. Introduction to eSP and CMS website staff pages

All HR recognised members of staff have access to eStaffProfile. This means you can edit your own personal eSP information.

Information from eSP is used on your staff profile page on the University website.

1.1 Accessing and logging on to eSP

You can access eStaffProfile in two ways:

1. Through the UoN intranet portal.

   To access eStaffProfile follow the link to the intranet portal from the quick links dropdown menu on the home page of the University website or visit http://my.nottingham.ac.uk. Sign in using your workstation login then click on the 'Me' tab. Launch eStaffProfile.

2. Through http://estaffprofile.nottingham.ac.uk

The eStaffProfile login page looks like this:

![eStaffProfile login page](image)

To login enter your workstation login and password.

Only members of staff on the HR database will have an eSP profile, e.g. if you are a visiting professor you would have to contact the IS helpline to be added.
1.2 eSP menu system

The eSP menu system looks like this:

The highlighted main menu items indicate the areas of eSP that have a bearing on your University staff listing:

- **Contact Details**
  - Personal
  - Work
- **Qualifications & Skills**
  - Teaching Interests
  - Other Interests
- **Memberships & Links**
  - University Groups
- **Expertise Summaries**
- **Research Interests**
  - Research Summaries

2. Staff listing page in CMS

The information in a School/Department staff listing on the University website is pulled in from information contained in eStaffProfile. The Staff listing page looks like this:

There are tabs across the top of the page. Each tab contains the staff listing of a certain staff category:

- Academic Staff
- Research Staff
- Administrative Staff
- Technical Staff

To assign yourself to the correct category you will have to make sure certain information is entered correctly into your eSP.
### Allocating yourself to the appropriate staff category

To allocate yourself to the correct staff category you will need to enter certain information into the Memberships & Links > University Groups page in eSP:

<table>
<thead>
<tr>
<th>Menu System</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Profile</td>
</tr>
<tr>
<td>Contact Details</td>
</tr>
<tr>
<td>Personal</td>
</tr>
<tr>
<td>Work</td>
</tr>
<tr>
<td>Linked IDs</td>
</tr>
<tr>
<td>Qualifications &amp; Skills</td>
</tr>
<tr>
<td>Memberships &amp; Links</td>
</tr>
<tr>
<td>External Memberships</td>
</tr>
<tr>
<td>External Links</td>
</tr>
<tr>
<td>University Institutes</td>
</tr>
<tr>
<td>University Groups</td>
</tr>
<tr>
<td>Esteem Indicators</td>
</tr>
<tr>
<td>Expertise Summaries</td>
</tr>
<tr>
<td>Research Interests</td>
</tr>
<tr>
<td>Groups I Control</td>
</tr>
<tr>
<td>System Admin</td>
</tr>
<tr>
<td>Profiles I Can See</td>
</tr>
<tr>
<td>Inactive Profiles I Can See</td>
</tr>
<tr>
<td>Non-Staff People Admin.</td>
</tr>
<tr>
<td>Help</td>
</tr>
</tbody>
</table>

There are three fields where you will need to add information in the University Groups page: Group Type, Group and Role Within Group.

1. First, choose your ‘Group Type’ from the dropdown menu and then press ‘select’
2. Choose your ‘Group’ from the dropdown menu and then press ‘select’.
3. Choose your ‘Role Within Group’ from the dropdown menu and then ‘Add Group’.

The information you entered should appear in the ‘Existing Links Table’ below. You can add more groups and roles by repeating the process. Once you have entered this information you will appear on the correct staff listing tab on your website’s staff listings page.

See diagrams below:

<table>
<thead>
<tr>
<th>1. Group Type</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Diagram 1" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Group</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image2.png" alt="Diagram 2" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Role Within Group</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image3.png" alt="Diagram 3" /></td>
</tr>
</tbody>
</table>
3. Personal details tab

A typical academic’s staff profile in CMS looks like this:

- name and job title
- contact information
- biography
- teaching summary (taken from first paragraph of the ‘Teaching and Learning’ tab)
- research summary (taken from first paragraph of the ‘Research Summary’ tab)
- selected publications (taken from the publications database)

3.1 Formatting your text in eSP

For consistency in style it is recommended that you write your personal information in the third person — especially as the Teaching summary and Research summary information is pulled in from the Teaching and Learning and Research tabs. If you jump between the first and third person it will look inconsistent on your personal details page.

Teaching and Research summaries: The information on your Teaching and Research summaries within the Personal Details page is pulled in from the Teaching interests and Research Summaries areas in your eSP. You have the option of having all your research or teaching and learning information on your Personal Details tab or you can have a summary of a couple of lines with a link to a Teaching and Learning and Research tab where your full information will display. You will have to format your text in a certain way to ensure that the option your summary and tab display correctly. (See 3.5 Teaching summary, 3.6 Research summary, 4. Research tab and 6. Teaching and Learning tab for full information)

Avoid using chunks of text: Web users scan text rather than reading in a linear fashion. Therefore it is important to break up text with subheadings and use bullets wherever possible.
3.2 Name

Name details

Name details are found within the **Contact details > Personal:**

![Diagram of eStaffProfile](image)

Your **surname** and **forename** information on your staff profile is pulled directly from the information contained in your Personal page in eSP. These fields are greyed out and you will be unable to edit them. This is because the information in these fields is pulled in from the central HR database.

If this information is incorrect you must contact HR to get the information changed.

**Overriding official HR forename**

If you would rather be known as something other than your forename, for example ‘Jon’ instead of ‘Jonathan’ you can do this by completing the **Forename(s) Known As** field.

It is important that you tick the **Allow my data to be used** checkbox, if you don’t your listing will not appear. You must also click the **Save Changes** button otherwise the information will not save.
### 3.3 Job title and contact information

Your job title and your contact information is pulled in from the **Contact details > Work page** in eSP.

Your **HR Job Description** will appear as your job title on your staff profile by default. If you need to change this you can do so by filling in the **Job Description** field. For example, you may not wish to just be known as a Lecturer, but as a Lecturer of Philosophy.

**Note:** if you have also have a university **personal website** this can be added to your contact information. You will have to enter the appropriate field on the **Contact Details > Personal** page in eSP.

Ensure that the **’Permit viewing:’ Int and Ext** checkboxes are checked, if you don’t your information will not appear. You must also click the **’Save Changes’** button otherwise the information will not save.
Biography

The Biography information on your Personal details page should be entered in **Expertise Summaries**: Enter your information in the **Peer Summary** box at the bottom of the page. A couple of paragraphs will suffice. Click ‘save’ to publish the information on your Personal details page. (Refer to 3.1 Formatting your text in eSP)

![Peer Summary](image)

![Profile Section](image)

*Remember to Save Changes*
3.4 Teaching summary

The Teaching summary on your Personal details page is taken from the first couple of sentences entered into Qualifications & Skills > Teaching Interests:

If you want a brief summary of your teaching and learning interests with a link to a Teaching and Learning tab you will need to write at least 200 characters in your opening paragraph.

If you write less than 200 characters your teaching information will show in its entirety on your Personal Details tab and you will not have a Teaching and Learning tab. (see 3.1 Formatting your text in eSP and 6. Teaching and learning tab) and Save your changes.
3.5 Research summary

The Research summary on your Personal details page is taken from the first couple of sentences entered into Research Interests > Research Summaries:

If you want a brief summary of your research with a link to a Research tab you will need to write at least 200 characters in your opening paragraph.

If you write less than 200 characters your research information will show in its entirety on your Personal Details tab and you will not have a Research tab. (see 3.1 Formatting your text in eSP and 4. Research tab) and Save your changes.
3.6 Selected publications

The Selected publications on your Personal details page are pulled in from the publications database:

If you have selected certain publications above others in your publications database entries then these will show here. If you have not selected any specific publications in the database then CMS will pull in those most recently added.

The 'Selected publications' section will not appear on your personal details page if you do not have any publications entered in the publications database.

3.7 Photographs

If you have a photograph you would like adding to your Personal details page please contact your CMS site administrator.
4. Research tab

The information on your Research tab on your staff listing can be found in Research interests > Research Summaries on the eSP menu.

If you want your research information to show as a separate tab on your staff profile you will need to write at least 200 characters in your opening paragraph. If you begin with less than 200 characters your tab will not show on your staff profile and all your research information will show on your Personal Details tab in its entirety.

Remember to format your text for web (see 3.1 Formatting your text in eSP and 3.6 Research summary) and Save your changes.
5. Publications tab

Information on the publications tab is pulled in from the publications database.

If you do not have any publications listed in the publications database the publications tab will not appear on your staff listing.
6. Teaching and Learning tab

The information on your Teaching and Learning tab on your staff listing can be found in Qualifications & Skills > Teaching Interests on the eSP menu:

If you want your teaching and learning information to show as a separate tab on your staff profile you will need to write at least 200 characters in your opening paragraph. If you begin with less than 200 characters your tab will not show on your staff profile and all your teaching and learning information will show on your Personal Details tab in its entirety.

Remember to format your text for web (see 3.1 Formatting your text in eSP and 3.5 Teaching summary) and Save your changes.
7. Free text tab

eStaffProfile now has the added functionality of a free text tab located in Qualifications & Skills > Other Interests:

This free text tab should ideally be used to highlight key areas of your work such as administrative roles, research opportunities or past/future conferences.

Add the name of your free text tab in "Tab Title"

Permit viewing and save changes
8. Queries and support

If you have any queries regarding eStaffProfile or your staff listing on the University website please contact your School or Department’s eStaffProfile Administrator in the first instance.

If you require further assistance please contact the Staff IT Helpline:

- **telephone**: (int) 16677
- **email**: Staff-IT-Helpline