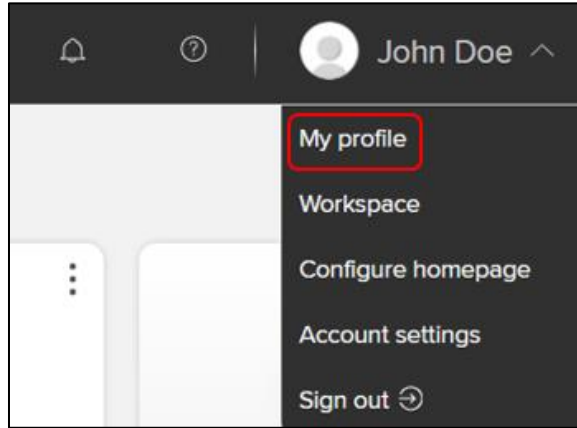


#1 - Purdue Elements: My Profile User Guide

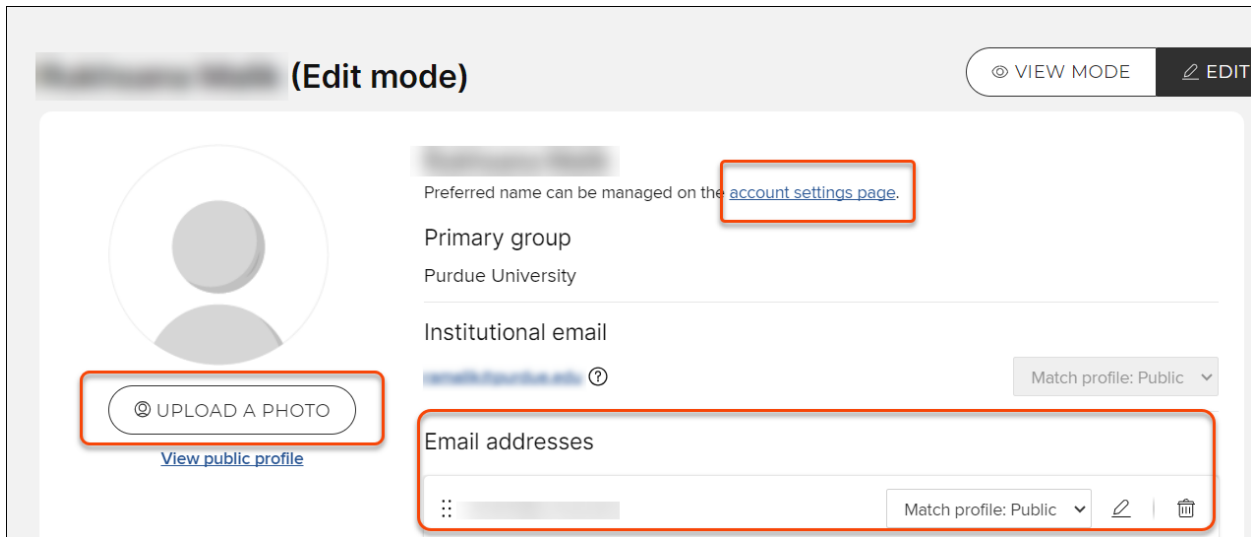
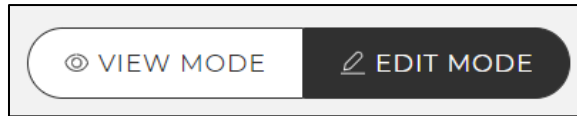
To view your profile from the Homepage, click on the dropdown menu in the upper right corner next to your name and select “My profile.” The profile will display in View Mode.



Editing Your Profile

Switch from “View Mode” to “Edit Mode” at the top of the screen

- Update photo, preferred name, and email information in the top section.
- In the bottom section edit/populate specific profile sections – About, Labels, Experience, Education, Language competencies, Addresses and Media.



Name and Contact Information

- Your photo – upload according to specified format/size requirements
- Your name – preferred name can be entered by clicking on the provided “account settings page” link.
 - A page will open where you can modify your preferred first and/or last name and then click “Update preferred names” to save.
 - These changes will modify how your name is displayed throughout Elements yet will not affect your name-based settings.
 - Elements recommends reviewing name-based search settings after a preferred name change.

Preferred names

Changes will not affect name-based search settings. A review of [search settings](#) is recommended after any change.

Adding a preferred first name and/or surname will override the name that was imported into Elements for you (e.g. from your HR systems). If a preferred name is added, this will be displayed throughout Elements and could be displayed on your public profile.

First Name
Limited to 50 characters

Last Name
Limited to 50 characters

UPDATE PREFERRED NAMES

- Institutional email – This is your Purdue email which is uploaded from the HR system and cannot be updated in this system.
- Email addresses – when other email addresses are added, you have the option to select the privacy level. You can select to have it be the same as your profile privacy or it can be set to “Always internal” or “Always private”.

Add email address

Type:

Email address *

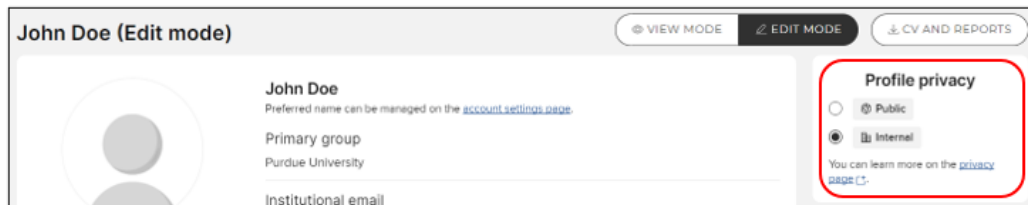
Privacy level:

CANCEL UPDATE

Privacy level:

- 1) Match profile: Internal or Match profile: Public – if this option is selected, your email address privacy level will match your Profile Privacy level. You can set up your Profile Privacy level in the right-hand corner of your Profile page in Edit mode – to Public (shared in the Discovery Module*) – or Internal (visible to other users of Elements but not shared in the Discovery Module*). The initial setting for “Profile privacy” will be set to Internal for all users. Once you have updated your profile information, please change the Profile Privacy from Internal to Public.

*The Discovery Module will be a public facing website designed to increase the visibility of Purdue faculty research and expertise. It is designed to help visitors to the site find researchers with relevant expertise or who are interested in being contacted about certain kinds of opportunities such as collaborations or media requests.



- 2) Always internal - the data marked as internal will only be visible to other users in our Elements system- it will not be displayed in the Discovery Module*.
 - 3) Always private - the data marked as private will be hidden from most users in our Elements system; however, the data will be available to certain privileged users, such as co-authors and other collaborators, your delegates, your college success managers, and system administrators.
- Phone numbers – privacy level can be set for each number entered. Please enter your phone number as a ten-digit number including the area code. (### # ##)

About

- Overview
- Research interests
- Teaching summary

You can specify the privacy level for each of the three profile segments using the drop-down menu in the lower right corner of each section.

Labels

Labels

Availability ⓘ

[None]

Fields of Research (2020) ⓘ

UN Sustainable Development Goals ⓘ

[None]

- Availability
 - Allows you to describe the kind of opportunities you are interested in being contacted about such as career advice, industry projects, media enquiries, etc.
 - This information can be reused in several ways including on your public profile.
 - Click on “Manage Labels” to open the drop-down selection.
 - Select choices from the drop-down menu and click “Add” after each one.
 - “Save Changes” when finished and the drop-down menu will close.

Availability labels

There is a restricted vocabulary for this ontology; search the controlled vocabulary to add the required label.

Search for a label name

- Career advice
- Collaborative projects
- Industry Projects
- Join a web conference as a panellist or speaker
- Masters Research or PhD student supervision
- Media enquiries
- Membership of an advisory committee
- Mentoring (long-term)

- Fields of Research (2020)
 - Allows users to categorize research interests according to common knowledge domains and/or methodologies.
 - The terms selected in this section will feed the filters in the Discovery Module and help other users locate individuals in specific areas.

Fields of Research (2020) labels

There is a restricted vocabulary for this ontology; search the controlled vocabulary to add the required label. Note that you can define % for the labels.

%

TOTAL: 0% [↗](#)

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- **UN Sustainable Development Goals** – The Sustainable Development Goals (SDGs) are at the core of United Nations 2030 Agenda for Sustainable Development, which was adopted in September 2015 by all UN Member States as a new plan of action. This label scheme allows authorized users to indicate how researchers and their work contribute toward achieving specific goals.

UN Sustainable Development Goals labels

There is a restricted vocabulary for this ontology; search the controlled vocabulary to add the required label.

In each of the following profile sections, enter specifics in the provided pop-up forms. You have the option to include information on **Experience, Education, Language Competencies, Addresses, and Media**. Required information is marked by red asterisks. Select privacy level for each profile segment. When done, save each section individually. Save edits as you complete each section.

Experience

- Academic Appointments
- Non-academic Employment
- Clicking on “Show all Institution Fields” and “Show all Employer Fields” dropdown menu arrows will display additional fields in the pop-up forms

Add appointment

Position *

Institution

Institution name *

Department

City

Country *

▼ SHOW ALL INSTITUTION FIELDS

Start date *

Valid formats: dd/mm/yyyy, 28 Sept 2023, Sept 2023, 2023

End date

Valid formats: dd/mm/yyyy, 28 Sept 2023, Sept 2023, 2023

Privacy level Match profile: Internal

CANCEL UPDATE

Add employment item

Position *

Employer

Employer *

Department

City

Country *

▼ SHOW ALL EMPLOYER FIELDS

Start date *

Valid formats: dd/mm/yyyy, 28 Sept 2023, Sept 2023, 2023

End date

Valid formats: dd/mm/yyyy, 28 Sept 2023, Sept 2023, 2023

Privacy level Match profile: Internal

CANCEL UPDATE

Education

- Degrees
- Certifications
- Postgraduate training
- Clicking on dropdown menu arrows will display additional fields in the pop-out forms
- The order of degrees listed can be rearranged by clicking on the three vertical dots.

Degrees

PhD
Ohio State University, USA, Sept 1981 - May 1985

Match profile: Public

MS
Purdue University West Lafayette, United States, Aug 1984 - May 1986

Match profile: Public

Three vertical dots icon highlighted in red box.

The image shows three side-by-side screenshots of web forms for adding academic records. Each form has a title at the top and a 'CANCEL' and 'UPDATE' button at the bottom. Red boxes highlight specific buttons in each form.

- Add degree:** Includes fields for Qualification, Institution (name, city, country), Start date, End date, and Privacy level. A red box highlights the 'SHOW ALL QUALIFICATION FIELDS' button.
- Add certification:** Includes fields for Title, Description, Institution (name, city, country), Effective date, Expiry date, and Privacy level. A red box highlights the 'SHOW ALL INSTITUTION FIELDS' button.
- Add training item:** Includes fields for Title, Institution (name, department, city, country), Category, Specialisation, Supervisor last name, Supervisor initials, Start date, End date, and Privacy level. A red box highlights the 'SHOW ALL INSTITUTION FIELDS' button.

Language Competencies

In this section you can add your language competencies.

The 'Add language competency' form includes the following fields and options:

- Language *
- Can read (toggle)
- Can write (toggle)
- Can speak (toggle)
- Can understand spoken (toggle)
- Can peer review (toggle)
- Privacy level (dropdown menu)
- CANCEL and UPDATE buttons

Addresses

- Mailing addresses
- Web addresses and social media

Add address

Organisation

Department

Street

City

State or province

Zip code or postal code

Country

Privacy level

Add web address

Type

Label

URL *

Privacy level

Media

- Only YouTube is available currently.

Add video

Type *

Label

URL *

Accessible description *
E.g. for screen readers [What's this?](#)

Long text describing the video, including its visual setting. E.g. Video of Professor Jane Smith giving a lecture on Thermodynamics.

Privacy level