Creating and editing your Researcher Profile

Your externally-facing Researcher Profile page on the University website is developed and maintained by combining elements from within your Aurora account-profile, with information you have manually added to your Researcher Profile page, and details from your entry within the University Phone Directory.

This guide will cover the steps required to ensure that your Researcher Profile is up-to-date, captures all of your research activities, and presents them in a professional and discoverable way.

Below is an overview of the data-elements/activities that make up your Researcher Profile, and where to enter them:

Detail or Activity	Aurora	Researcher Profile	University Phone Directory
Academic & Non-Academic Appointments	●		
Connect with Me (Social Media, External Profiles, Other Links, Personal Web Addresses)	●		
Contact Details (Including Position, and Title)			●
Grants & Funding		●	
Education	●		
Language Competencies	●		
Mentoring & Supervision	●		
My Research (A synopsis of your research, +images, +videos)		●	
Overview (Personal bio)	●		
Profile Photo	●		
Publications	●		
Professional Activities (Awards, Committees etc.)	●		
Research Interests	●		
Teaching (Courses taught, developed, coordinated)		●	

Step 1 – Complete Tasks and add research activities via the Aurora Homepage

Your personal Homepage is the landing point when you first log-in in to Aurora.

On this page you will see:

- a list of tasks to complete, such as Adding your ORCID and Scopus ID, adjusting your automatic search settings, and optimising name-based searches.
- an Edit My Profile link (refer to step 2)
- a section across the bottom of the page for adding your research activities, including **Publications**, **Grants**, **Professional activities** and **Teaching activities**.
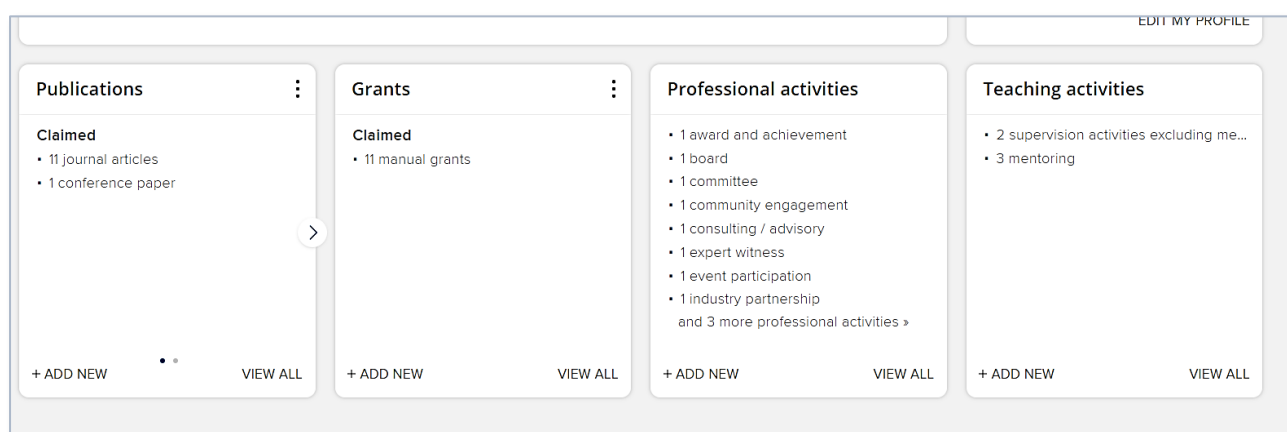

Click on +ADD NEW to manually add activities *not automatically harvested* by Aurora from external sources or from University systems. Activities that may need to be entered manually include research outputs such as some book-chapters, non-traditional research.

Activities added to Aurora will be uploaded to your Researcher Profile page overnight.

Note: Grants in Aurora will not migrate to your Researcher Profile page. All grants, scholarships, contract research, consultancies etc. must be entered manually into the *My Research/Grants* section of your Researcher Profile. Please refer to Step 3 for more details.

Refer to the Aurora and Researcher Profiles Support page for assistance with viewing, claiming, and rejecting **Publications**, and detailed guidance on optimising your search-settings for the automated harvesting of your publications based on your name and institution, ORCID, Scopus ID etc.

Step 2 – Edit My Profile (Aurora)
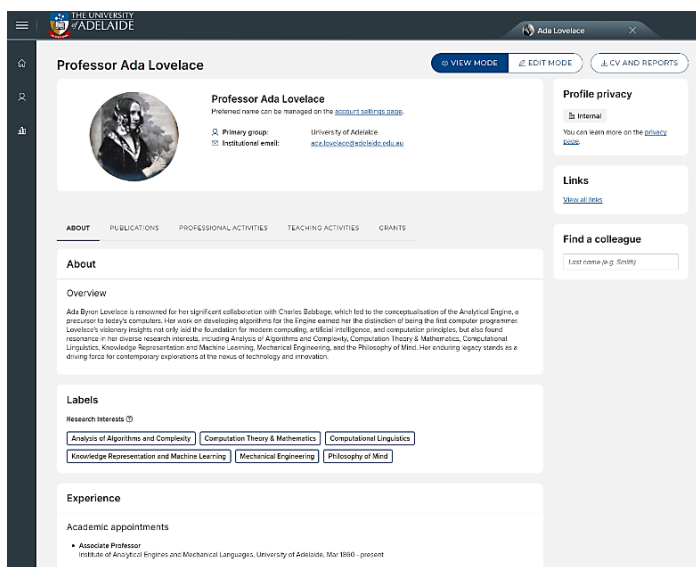
Your Aurora account profile is accessed via your Home Page or side-menu.

On this page you can add or update information that will flow through to your Researcher Profile, including:

- Your Profile Photograph
- Academic or Non-academic experience
- Research Interests
- Education
- External Mailing and Web-addresses
- Language Proficiencies

Step 3 – Add content to your Researcher Profile Page

Your Researcher Profile URL will be: **researchers.adelaide.edu.au/profile/firstname.lastname**

In additional to updating content in Aurora, you can also add the following additional content to your researcher profile:

My Research - once your profile is created, you can add additional information about your research activities (projects, groups, key collaborators, images, etc.). This section also contains free-text areas for the following activities:
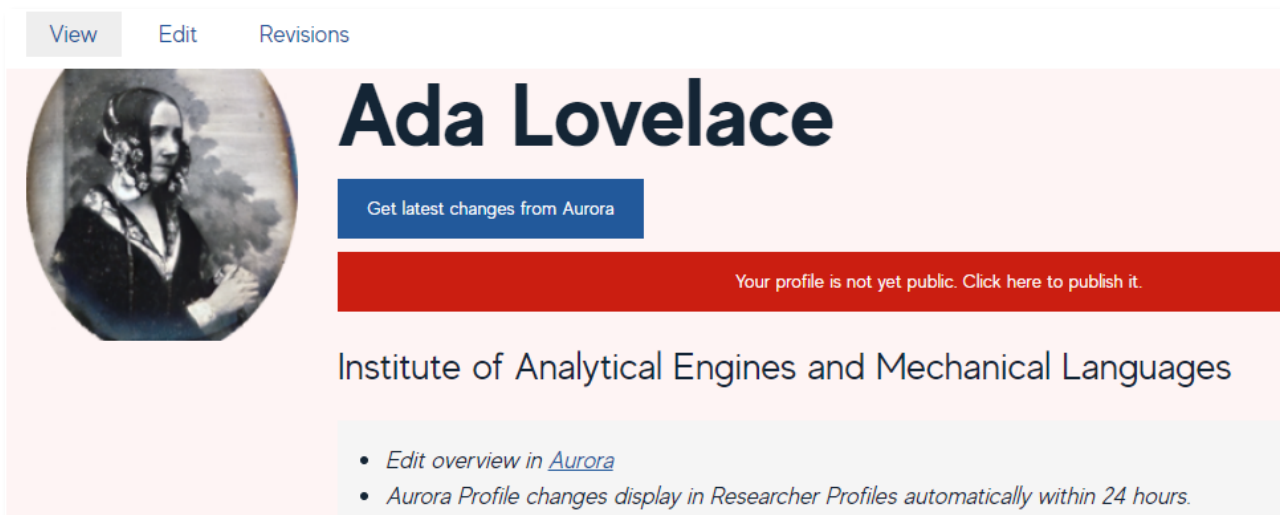
Grants and Funding – you will need to manually enter any research funding here in the free text field. Information added here will display under the Grants and Funding tab. To format your grants and funding in a table, please refer to the **Adding Grants and Funding Information guide** on the Aurora and Researcher Profiles Support website.

Teaching – in addition to Teaching Activities that flow to your Researcher Profile via Aurora (such as mentoring and supervision) you can add additional information about your teaching activities in Researcher Profiles, such as any lectures given, courses developed, etc. Information entered here will display under the Teaching Tab.

Contact - Edit your Position, Title and Contact Details in the University Phone Directory.

Step 4 – Make your Researcher Profile Public

Initially only you can view your profile. Once you're happy with the content of your profile, go ahead and make it public for all to see. You can of course continue to update your profile after this.

Please refer to the Aurora and Researcher Profiles support page for additional guidance

Managing Privacy Settings in Aurora

The way privacy works in Aurora has changed in the recent upgrade.

When the public Researcher Profiles system was created for the University, there was not the granularity of privacy that is now available in the new Aurora.

Changes to the privacy settings when editing your profile in Aurora are not necessarily reflected on your public Researcher Profile for things such as:

- Overview
- Career appointments
- Language competencies
- Education

It is anticipated that in future enhancements to the public Researcher Profiles, the privacy settings in Aurora will be reflected accurately on the public Researcher Profile.

For further details, please refer to the **Managing Privacy Settings in Aurora** document.