IRIS | Institutional Research Information System

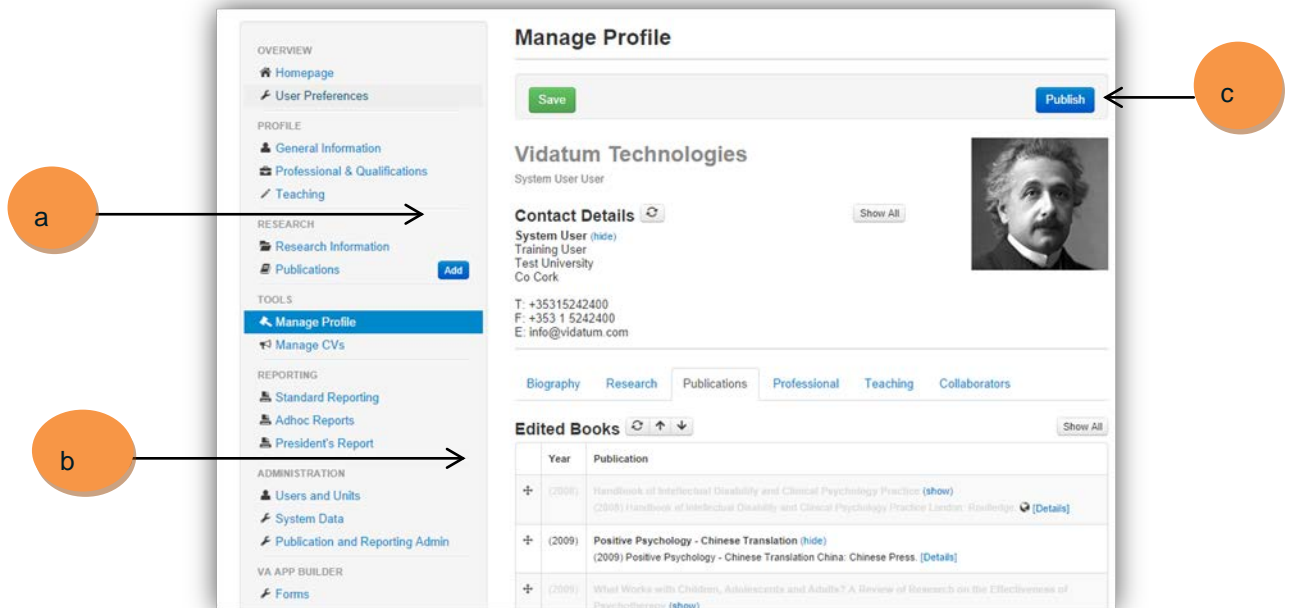# PUBLISH YOUR PROFILE
TO THE WEB

NUI Galway
OÉ Gaillimh
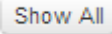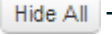
Publish your Profile to the Web

To select information for publishing in your Profile, click on the **Publish Profile** link in the vertical menu bar on the left hand side of the screen.

The Publish Profile page allows you develop your profile and publish it to NUI Galway's website. Along with your Contact Details, there are six categories which you can select in order to build up your profile. They are: Biography, Research, Publications, Professional, Teaching and Collaborators.

a) Contact Details
   Your primary Contact Details are imported HR's system CORE, and cannot be changed in IRIS.

b) Editing profile details
   - By default, all your information that is on IRIS will be included in your Profile. To exclude information, click on the *Hide* link. Alternatively, click on the *Show* link to add information to your Profile.
   - By default, any newly added publications (by claiming or input) are defaulted to *Show.*
   - By default, all items are sorted in chronological order.
   - You can only add or remove items from your Profile in this section. To edit the contents of each category, you must do so in their respective sections.
   - When you are managing your Profile, you can order the information which you see on screen by clicking on the following links:
   - ✛ The *Move* icon allows you to re-order your list times. Please note: when new entries are added, the order of your list items may change.
   - ↑ The *Up Arrow* allows you to move a sub-section up.
   - ↓ The *Down Arrow* allows you to move a sub-section down.
   - ⟳ The *Refresh* icon will check the system to see if any publications relating to you have been added.
   - 🌐 The *Globe* icon is a DOI link to an outside service.
   - The *Details* link gives you further information on individual publications.

- **Show All** The *Show All* icon will add all the information in this sub-section to your Profile.
- **Hide All** The *Hide All* icons will hide all the information in this sub-section to your Profile.
- Save
- When you are finished with your Profile, click on **Save** to save it to the system

c) Publish

If you want to publish your Profile to your institute's website, click on **Publish**.