

Creating and editing your profile page

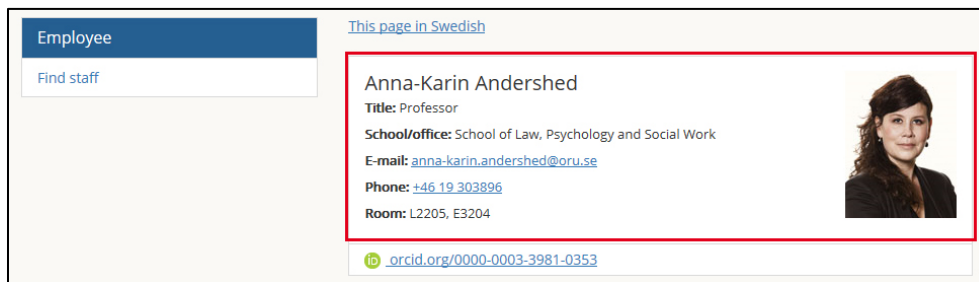
Creating and editing your profile page.....	1
1. The different components of the profile page	2
2. Profile page in Swedish and in English	4
3. Creating an editable profile page	4
4. Editing your data.....	5
4.1. Formatting text	6
4.2. Links.....	7
4.3. Pictures	9
4.4. Add links to your social network sites.....	11
4.5. Save	11
5. Publications.....	13
6. Registering ORCID	13

All members of staff at Örebro University have their own profile page linked to the **Find staff** feature. This profile page contains basic data such as name, title, organisation, e-mail address, telephone number and room number. Via the intranet Inforum you are able to create an editable page where you as a member of staff can provide an introduction to yourself and your work. The page is linked to Örebro University's research database and DiVA (Academic Archive On-line) which means that any information about research environments, research groups, research projects and publications will be listed automatically on your profile page, provided you are linked to these systems. There is both a Swedish and an English language version of the profile page.

1. The different components of the profile page

The profile page retrieves information from the university's directory service, the research database and DiVA. Some data you can edit yourself, whereas other data must be altered at the source.


Data such as name, title, organisation, e-mail address, telephone number and room number is altered in the university's directory service which to a great extent retrieves its data from the PA system Primula and from the switchboard. If any of this data needs updating, please email itsupport@oru.se.



Employee
Find staff

[This page in Swedish](#)

Anna-Karin Andershed
Title: Professor
School/office: School of Law, Psychology and Social Work
E-mail: anna-karin.andershed@oru.se
Phone: +46 19 303896
Room: L2205, E3204

 orcid.org/0000-0003-3981-0353


ORCID is an international researcher identifier that provides each researcher with a unique ID number to be used for publications, applications and other research activities. An ORCID identifier can be created free of charge at <http://orcid.org> and be registered and displayed on your profile page, see page 13.



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The information under the tabs **Research Projects** and **Research Teams** is retrieved from the research database, provided that your information has been entered there. The same applies to the box with information on **Research Subject** and **Research Environments**. If any of this data is incorrect or needs updating, contact your research administrator as this data can only be altered in the research database.

Employee

Find staff

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Anna-Karin Andershed

Title: Professor


School/office: School of Law, Psychology and Social Work

E-mail: anna-karin.andershed@oru.se

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Room: L2205, E3204

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About Anna-Karin Andershed

Anna-Karin Andershed is a Professor of Psychology, Dean of the Faculty Board of Humanities and Social Sciences, and research director of the Center for Criminological and Psychosocial Research (CAPS). Her research is focused on adjustment and socialization from a developmental life span perspective (from childhood to adulthood), and she is the Principal Investigator of two large scale prospective longitudinal programmes: the SOFIA-study and the IDA-program. Main areas of interest are the development of antisocial behavior, normbreaking behavior and aggression, development of interventions targeting antisocial behavior, and structured assessment. Main areas of teaching are developmental psychology and criminology.

Research Subject

- [Psychology](#)
- [Criminology](#)

Research environments

- [Center for Criminological And PsychoSocial research \(CAPS\)](#)

Research Projects

Research Teams

Publications

Research Projects

Publications are retrieved from DiVA, but you decide yourself which publications you want displayed, see page 13.

Employee

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Anna-Karin Andershed

Title: Professor


School/office: School of Law, Psychology and Social Work

E-mail: anna-karin.andershed@oru.se

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Research Subject

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Research environments

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Research Projects

Research Teams

Publications

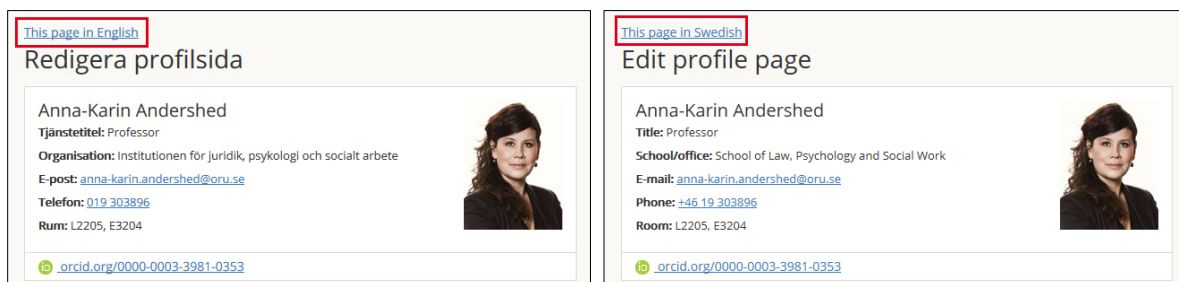
Research Projects

2. Profile page in Swedish and in English

All profile pages are available in both Swedish and English. By using the **Sök personal** feature on the university's Swedish webpage, you will access the profile page in Swedish and by using the **Find staff** feature on the university's English webpage, you will access the profile page in English.

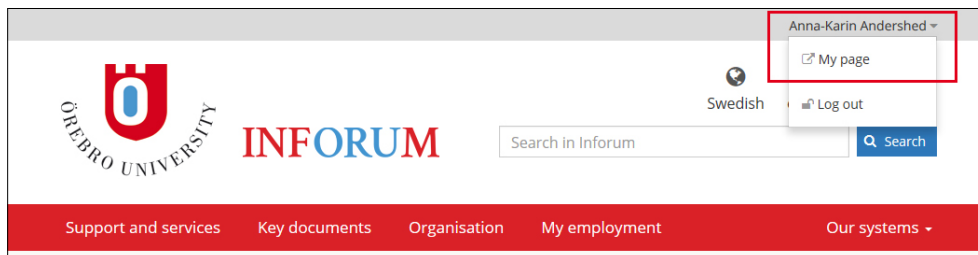
Once you have activated your profile page, all data from the research database in the respective language will be retrieved and displayed on the corresponding language version of the profile page. All publications, however, will as default be displayed on both language versions of the page. You can then choose if you for example only want publications in English displayed on your English profile page, see page 13. The information you provide about yourself must be entered separately for each language.

Switch between the Swedish and English profile page by clicking the link in the heading field.

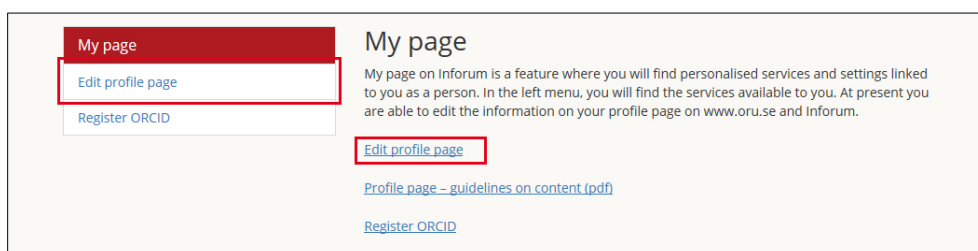


3. Creating an editable profile page

To create an editable profile page, log into Inforum. Above the header there is a grey field with your name displayed to the right. Clicking your name will give you the option to select “My page”.



My page is a feature where you will find personalised services and settings that are linked to you as a person. The first time you click your name to open “My page”, the links to the research database and DiVA will be activated. Any data in those databases that are linked to you will then be retrieved and displayed on your **profile page**. You can also add to and edit your information and select which publications you wish to include on your profile page. This is done by clicking the menu item “Edit profile page”.



4. Editing your data

On your profile page you may give an introduction to yourself as a researcher, teacher and/or administrator. There are guidelines to help you make decisions about the content on the page, see the document *Profile page – guidelines on content*.

Add or make changes to existing texts in the editors available on the page. It is possible to have different texts displayed on www.oru.se and Inforum. If you only enter information in the editor for www.oru.se, that information will also be displayed on Inforum.

Text can be entered directly into the editor or be cut and pasted from a document/existing webpage. Once the text is in place, you can start editing it.

My page

- Edit profile page
- Register ORCID

[This page in Swedish](#)

Edit profile page

Anna-Karin Andershed
Title: Professor
School/office: School of Law, Psychology and Social Work
E-mail: anna-karin.andershed@oru.se
Phone: +46 19 303896
Room: L2205, E3204

orcid.org/0000-0003-3981-0353

Here you enter descriptive text about you that appears on the website (www.oru.se). For example you can describe your job / work, teaching, research focus, partnerships, etc.

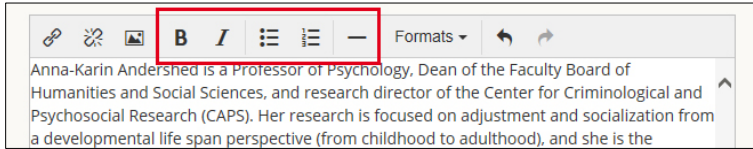
Anna-Karin Andershed is a Professor of Psychology, Dean of the Faculty Board of Humanities and Social Sciences, and research director of the Center for Criminological and Psychosocial Research (CAPS). Her research is focused on adjustment and socialization from a developmental life span perspective (from childhood to adulthood), and she is the Principal Investigator of two large scale prospective longitudinal programmes: the SOFIA-study and the IDA-program. Main areas of interest are the development of antisocial behavior, normbreaking behavior and aggression, development of interventions targeting antisocial behavior, and structured assessment. Main areas of teaching are developmental psychology and criminology.

Here you enter descriptive text about you that appears on Inforum (if different from above)

Save above information

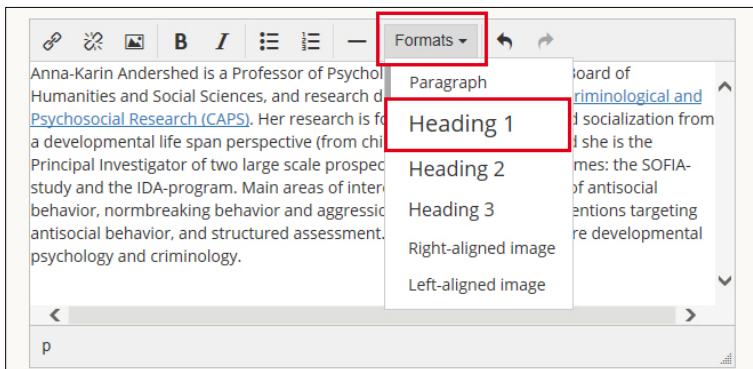
4.1. Formatting text

The text on your profile page can be formatted. Bullet points and numbered lists help make the text more accessible. Bold text helps to bring out key concepts or shorter paragraphs that you may want to emphasise. You can also add a horizontal border if you need to divide your page into several sections.



Headings

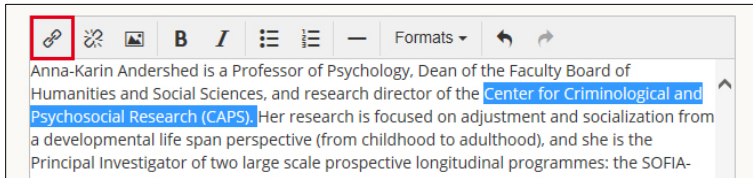
To insert headings, select the text you want to use as heading. Select heading level in the drop-down menu “Formats”. These heading levels should be used strictly hierarchically. Consequently, “Heading 1” is the heading most often applied.



4.2. Links

Webpage links

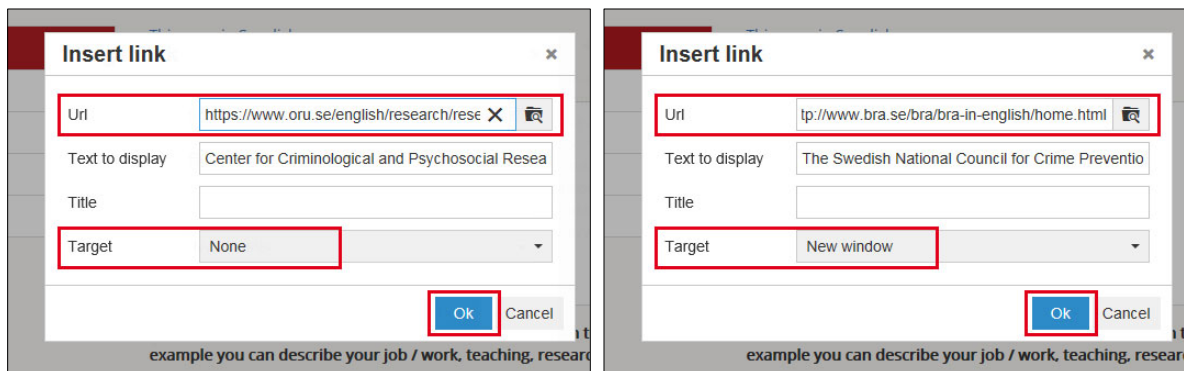
To create a link to a webpage, select the text you want displayed as the link and click on the link tool. A dialogue box is displayed.



In the field “URL”, paste the address of the page you want to link to.

In the “Title” field you may enter a text that in more detail describes where the link will take the reader. This text is then displayed as a label when the mouse pointer hovers over the link; it is also read out loud to users with any form of screen readers to help them access the information on the page. This text is not necessary if the text entered in the field “Text to display” is detailed enough.

In the “Target” field, select if the linked page should open in a new window or in the same window. If the link is to a page on the university website, select “None”. If the link takes the reader to another website, select “New window”.

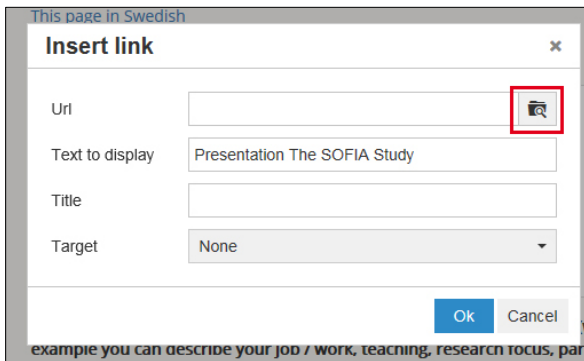


Then click “OK”.

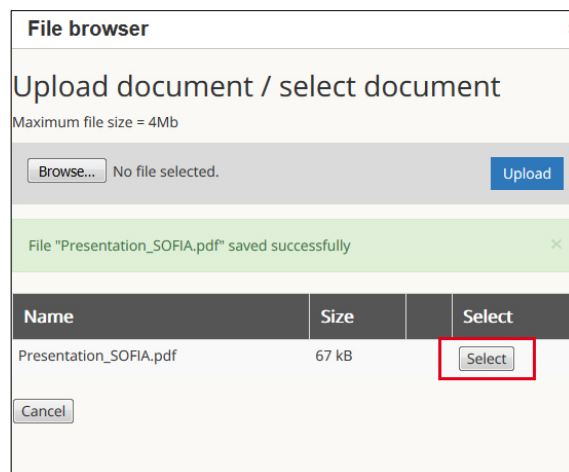
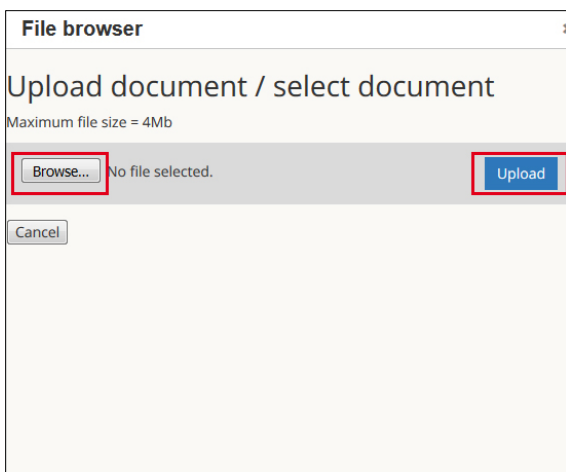
Document links

It is also possible to create links to documents from your profile page, for example to your cv. There are no restrictions as to which formats you may link to, remember however which software the readers are likely to use and the requirements your choice of format may place on the readers when they come to open the document. Also remember that it must be possible not only for a search engine to *find* the documents, they must also be *intelligible* for the search engine. Information on how to optimise a document for search engines can be found on Inforum.

Select the text you want displayed as the link and click the link tool. In the dialogue box, click the file archive icon.



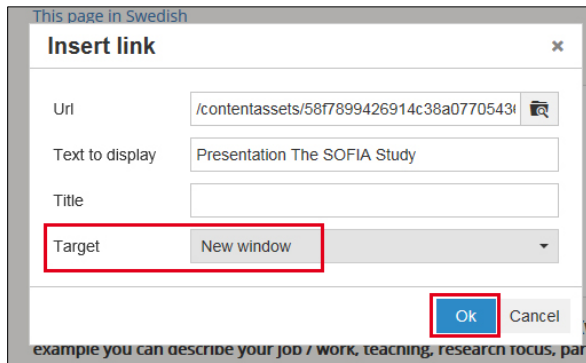
A new dialogue box is displayed. Browse to find your computer by clicking “Browse”, then select the document in question. Back in the dialogue box, click “Upload”. Once the document has been uploaded, click “Select”.



In the final dialogue box, the URL of the link is displayed. Documents should always be opened in a new window, therefore select “New window” in the “Target” field.

In the “Title” field, you may enter text that in more detail describes which document the link leads to. This text is then displayed as a label when the mouse pointer hovers over the link; it is also read out loud to users with any form of screen readers to help them access the information on the page. This text is not necessary if the text entered in the field “Text to display” is detailed enough.

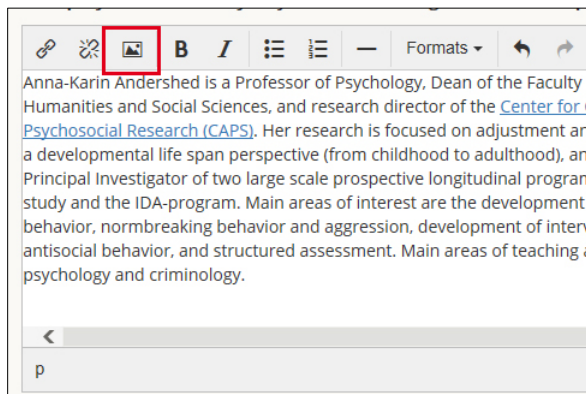
Then click “OK”.



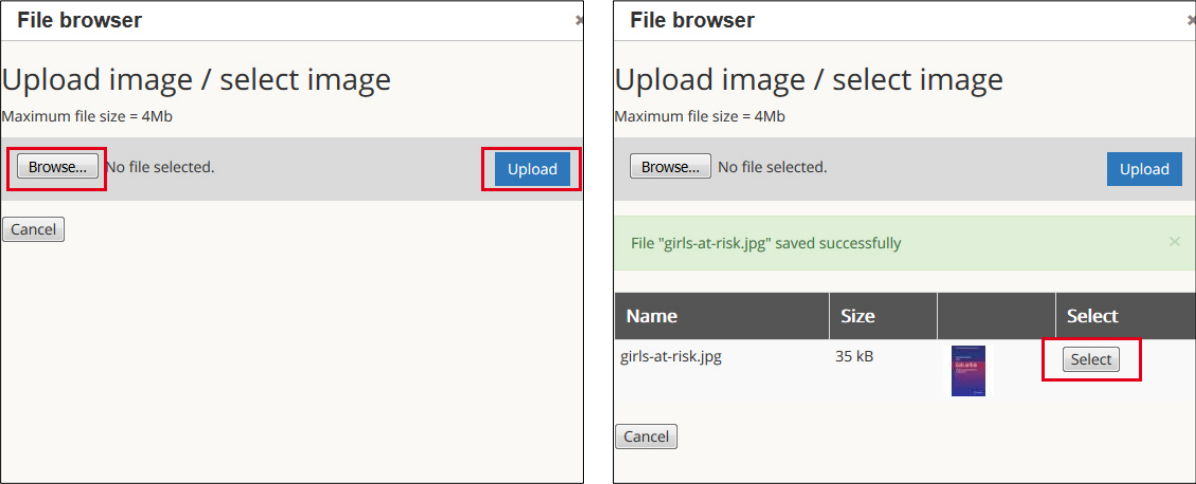
4.3. Pictures

Before you insert a picture on your page, make sure that you adjust its format to make it suitable for the web. It should have a resolution of 72 dpi and a maximum width of 720 px. If you are not used to working with pictures, you are welcome to contact webbsupport@oru.se for assistance.

To insert a picture on your page, place the marker where you want the picture, then click the picture icon. A dialogue box is displayed. In the dialogue box, click the file archive icon.



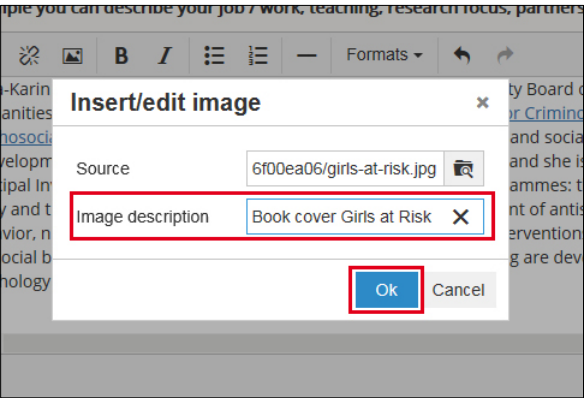
In the next dialogue box, browse to find your computer by clicking “Browse”, then select the picture in question. Back in the dialogue box, click “Upload”. Once the picture has been uploaded, click “Select”.



In the final dialogue box, the URL of the picture is displayed. For the purpose of helping those who are unable to see the picture you must provide a description before you can click “OK” to insert.

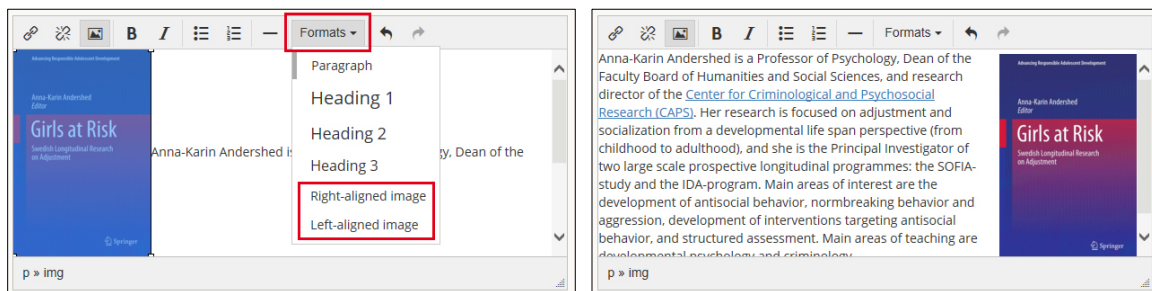
In the field “Image description”, enter a text that provides a brief description of the picture. You do not have to start with *A picture of...* but can go straight to the descriptive elements. This text will for instance be read out loud to users with some form of screen readers to help them access the information on the page. Pictures that are used mainly as embellishment with no significant part to play can be described only briefly. Pictures containing information that is important if the reader is to understand the content of the page, for example diagrams, may need to be described in more detail.

Then click “OK”.



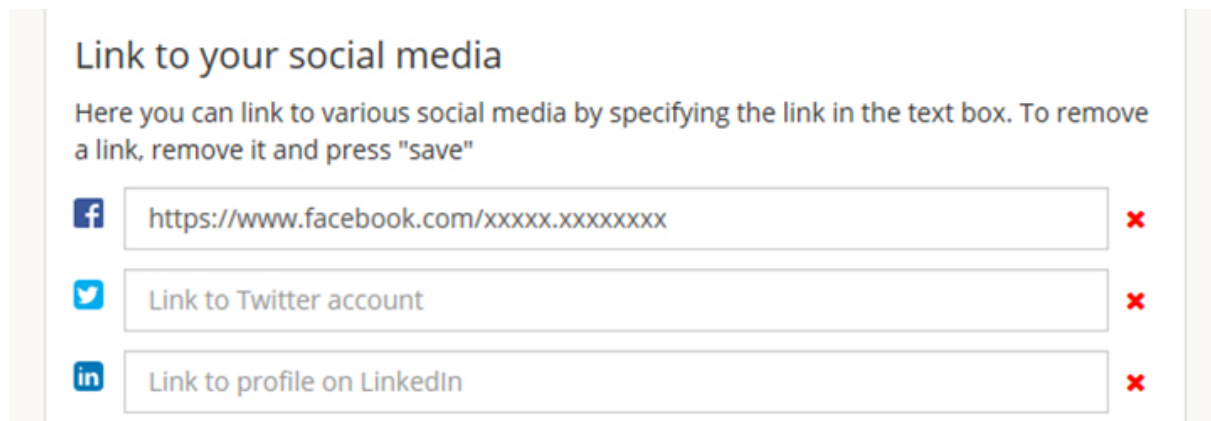
If the picture does not cover the whole width of the page, you can choose to place the text to the right or to the left of the picture.

To align the picture, select it by clicking the picture. In the drop-down menu “Formats”, select if the picture should be aligned to the right or to the left.



4.4. Add links to your social network sites

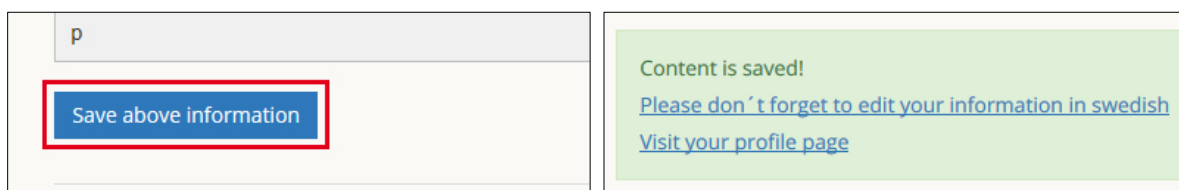
You are now able to add your social media links to your profile page. The links will be displayed as icons, followed by the links immediately under the box containing your contact details. To add a link, simply log onto your profile on the social media channel in question. Copy and paste the link into the text box. For Facebook, for example, the link displayed will be <https://www.facebook.com/xxxxx.xxxxxxxx> where xxxxx.xxxxxxxx is replaced by your Facebook name. Remove links by clicking the remove icon.



The links you add for your social networks will be the same on your Swedish profile page as on your English profile page.

4.5. Save

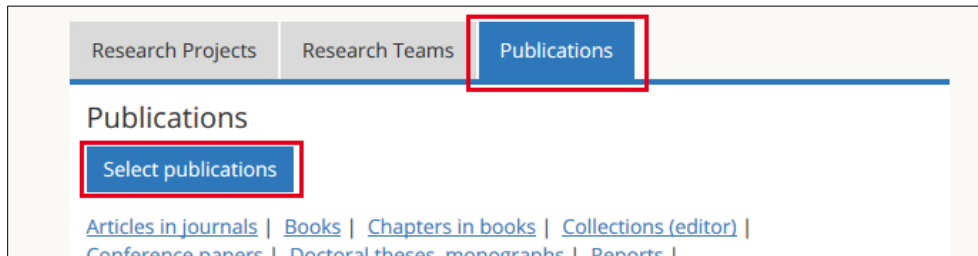
When you have edited your information, click the save button “Save above information” at the bottom of the page. A message to remind you also to edit the information in Swedish or English is then displayed, depending on which language version you have just edited. A link is also displayed that will take you to your profile page.



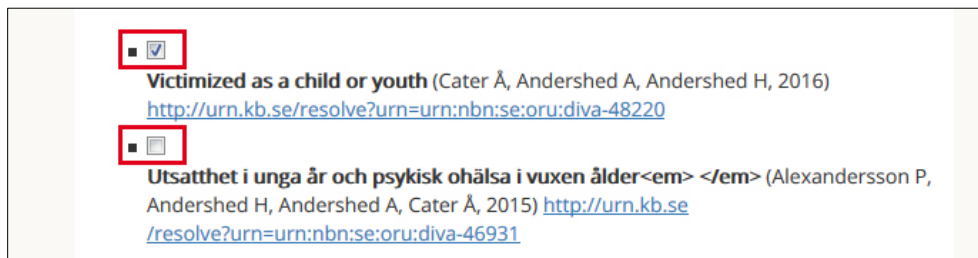
5. Publications

Under the **Publications** tab, any publications linked to you in DiVA are displayed. If you are missing a publication in the list, it has not been properly recorded in DiVA. Email epublicering@oru.se for assistance.

To edit your list of publications, open the tab “Publications” and click “Select publications”.



A check box will then be displayed for each publication listed – simply uncheck the boxes for any publications you do not want displayed on your page. If you have unchecked a publication and want to include it in the list of publications later, simply go back and check the box again. If you record a new publication in DiVA, it will automatically be included in the list of publications.



Once you have selected your publications, click “Save” at the bottom of the page.



6. Registering ORCID

ORCID is an international researcher identifier, giving each researcher a unique ID number to be used for publications, applications and other research activities. An ORCID identifier can be created free of charge at: <http://orcid.org>. The “My page” menu gives you the option to register your ORCID, thereby recording it in the university’s directory services. You can only have one ORCID registered at Örebro University and once it has been registered, it will appear on your profile page in the form of a link.

My page

My page on Inforum is a feature where you will find personalised services and settings linked to you as a person. In the left menu, you will find the services available to you. At present you are able to edit the information on your profile page on www.oru.se and Inforum.

[Edit profile page](#)

[Profile page – guidelines on content \(pdf\)](#)

[Register ORCID](#)

Enter your ORCID and click “Save”.

The purpose of this registration is to record your ORCID in the university's directory services. Please note that you can only have one ORCID registered at Örebro University.

When you have registered your ORCID, it will also be shown in the form of a link on your profile page on www.oru.se.

ORCID