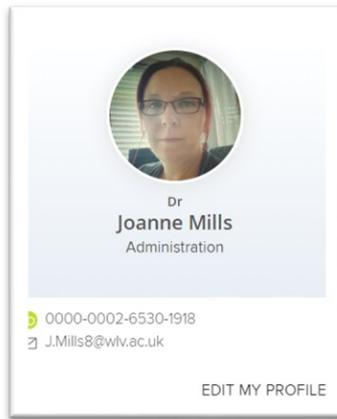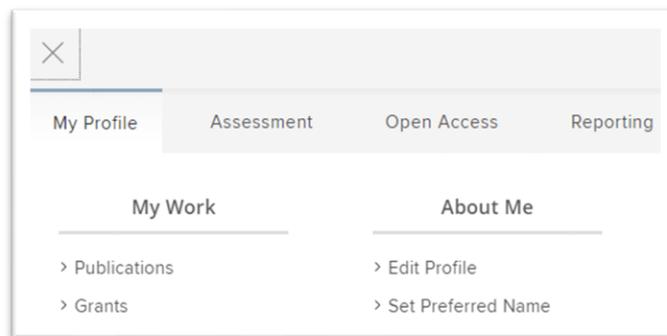# Editing Your Profile

Edit Mode

To edit your profile, click on the **Edit My Profile** link on the homepage.
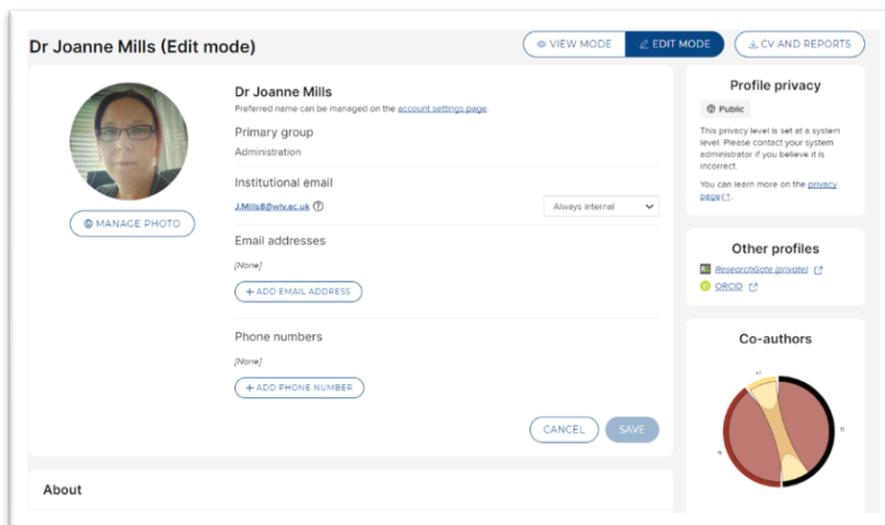

You can also find it by clicking the Top left menu

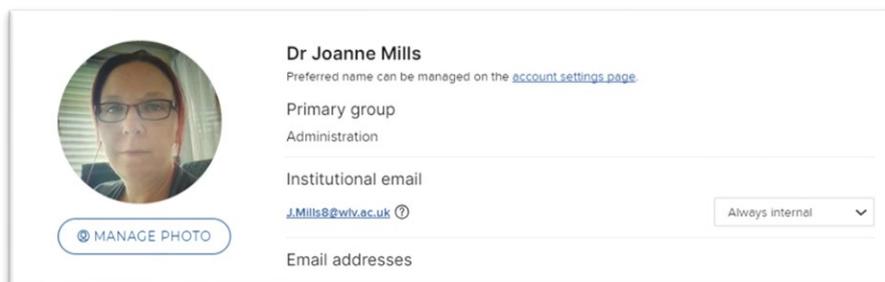And then under **About Me**, choose **Edit Profile**.

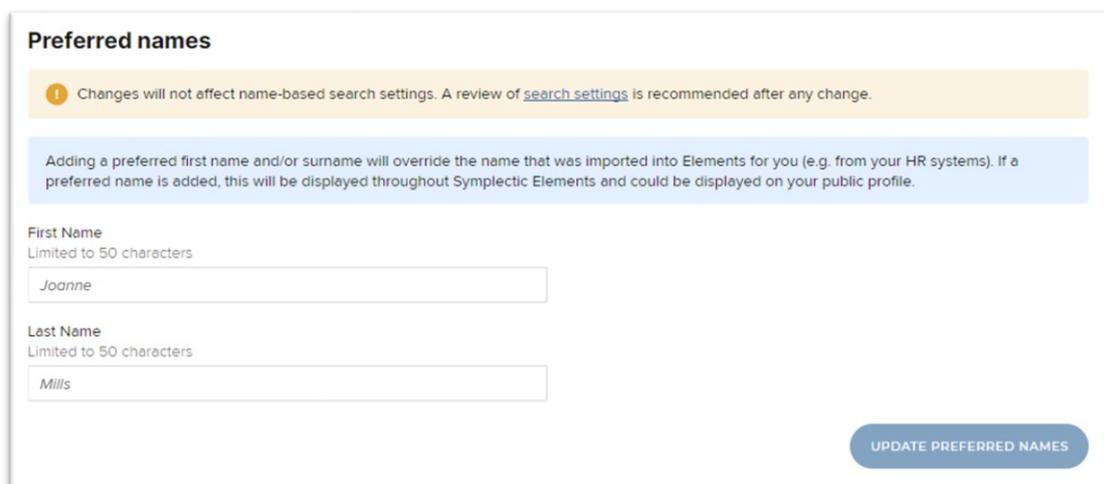You will then see your profile in Edit mode.

Changing your preferred name

You can change your preferred name on the **Account Settings** page which can be accessed from the profile editing page.
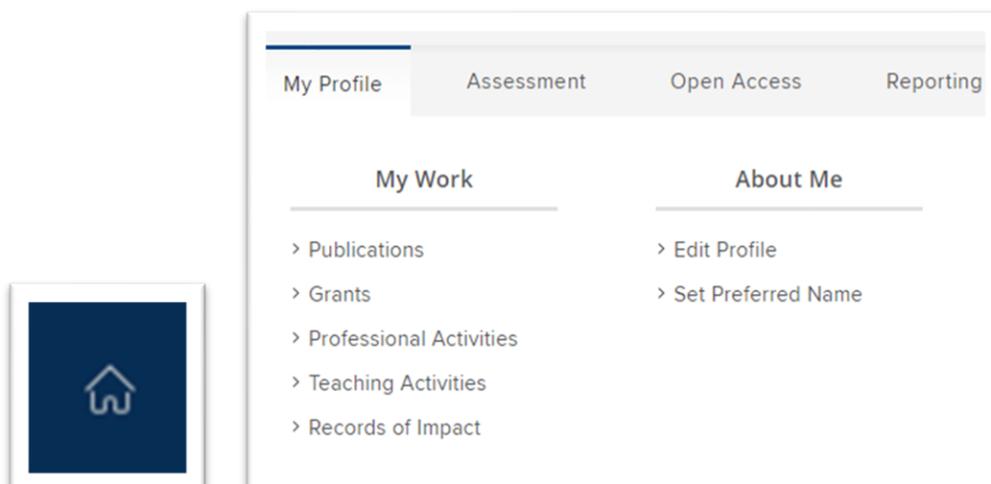

From the **Account Settings** page, navigate down to the **Preferred Names** section, and change the first and last name in the fields. This name will override the name which was automatically imported into Elements from your HR record, and will be displayed throughout Elements and on your public profile.

Once you have made any changes, click **Update Preferred Names**.

You can return to the profile editing page from either your home page (by clicking the button below), or the main menu as above.
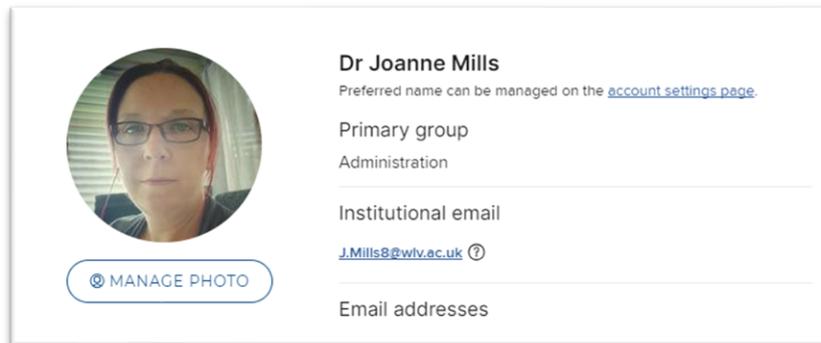
Managing your photo

* Before changing your photo, please read the photo guidance set out in the Elements Usage Policy available at www.wlv.ac.uk/elements.

To change your profile picture, click on the **Manage photo** link.

You can then choose to delete the photo by clicking '**Delete this profile picture**' or you can choose to upload a new profile picture by selecting '**Upload a new profile picture**'.
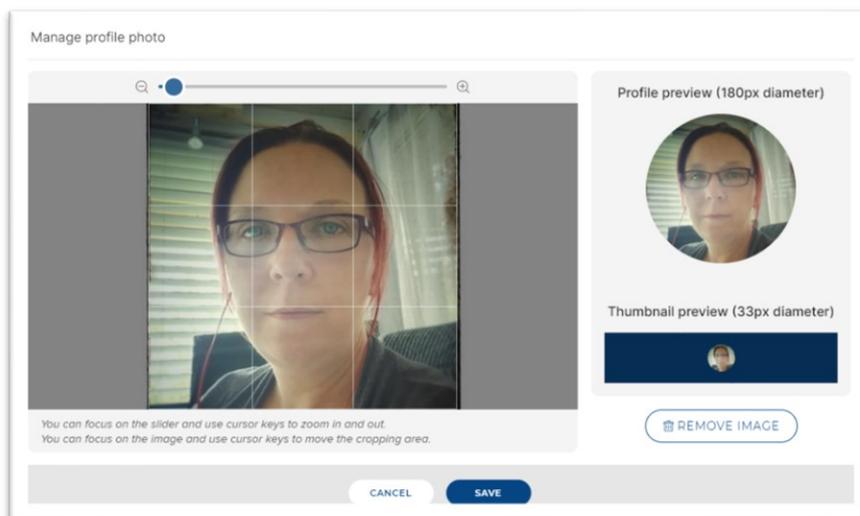
If you have chosen to upload a new picture, you will be presented with a screen to browse your pictures for you to select. Click on **Browse** and locate the picture you would like to use.
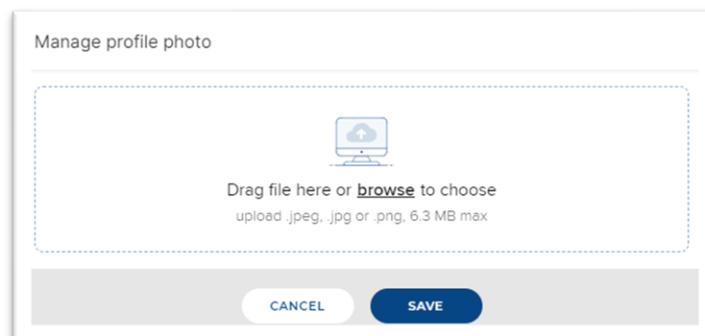
Once you have found the picture you wish to use, select the picture and then click on **Open**.
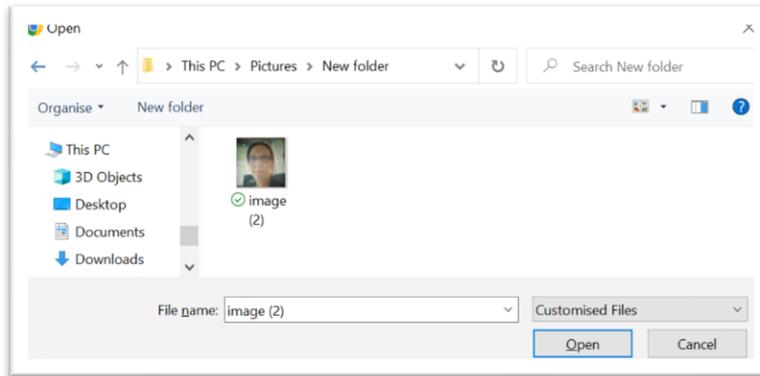
You will then see your new picture. Once you are happy with the positioning of your picture, click **Save**. Alternatively click **Cancel** to revert to your previous picture.
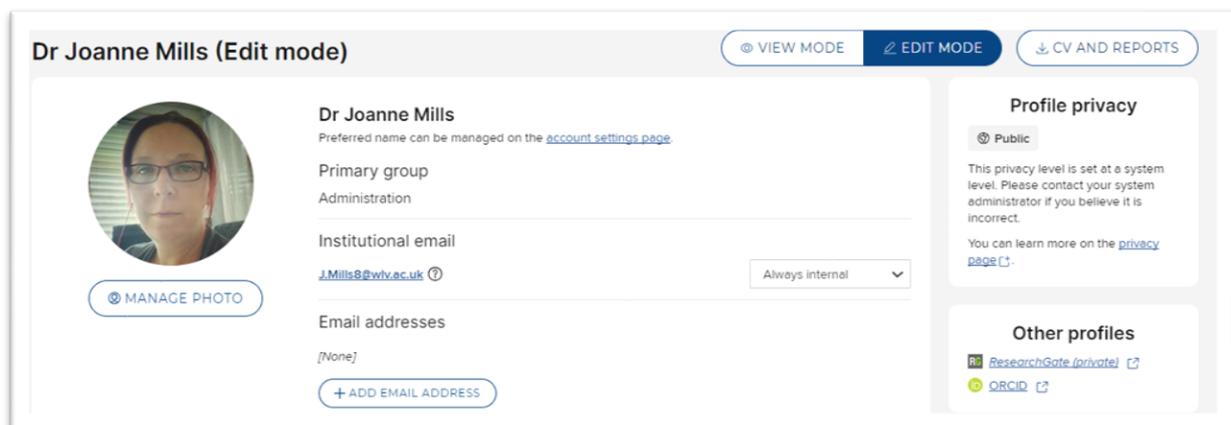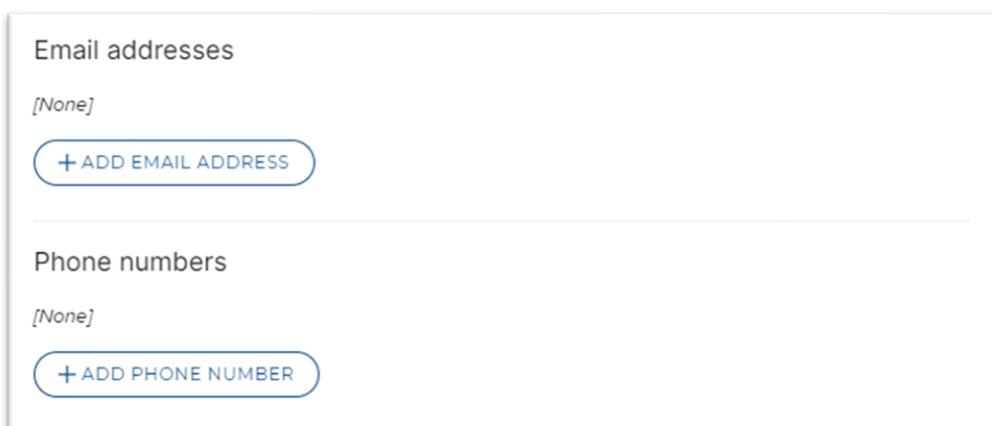
You should now see your picture displayed on your profile. Clicking **View Mode** will allow you to check that the same picture appears on your publicly viewable profile.

There are various options on this edit screen where you can add further information to your profile.

You can add another email address or an additional phone number.

Remember to click save for these amendments to be added to your profile.

Adding an Overview / Research Interests / Teaching Summary.

In the About section, you can add in an Overview, Research interests and any applicable Teaching summary to your profile. If these text boxes are blank, they will not show in your profile.
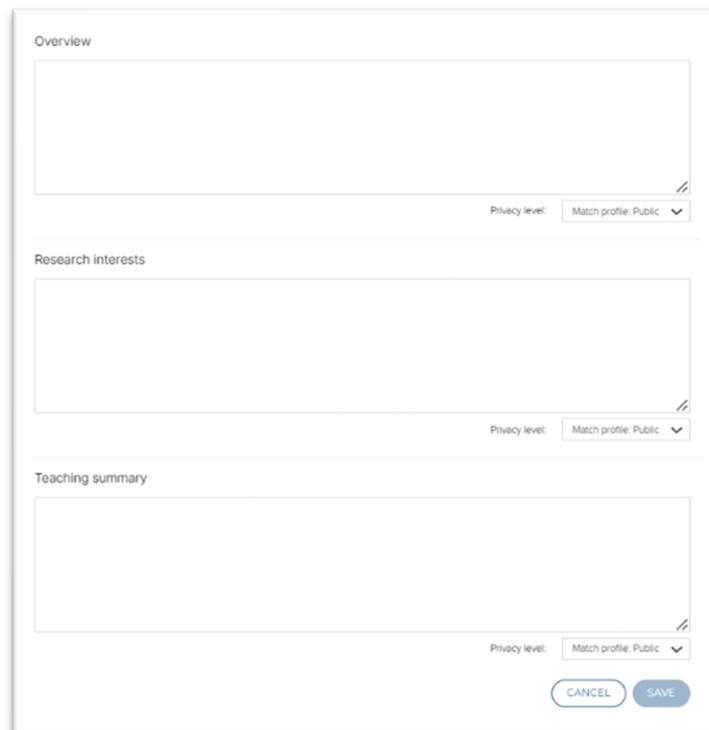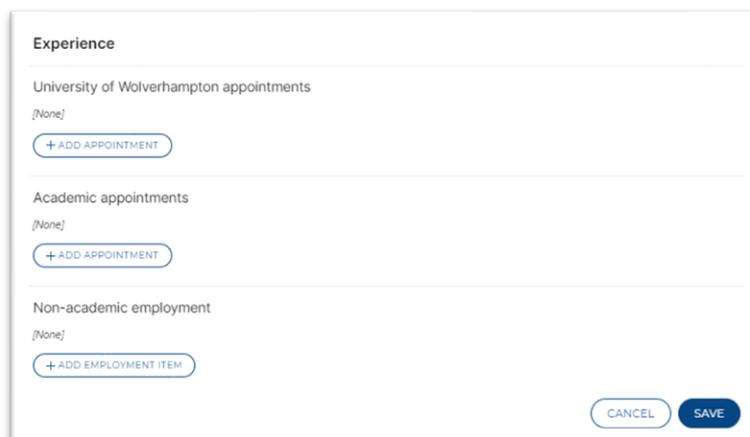

These text boxes are free text. You can choose if these remain private or if they are shown on your profile by clicking the drop-down list under each text box.

Please remember to click **Save**.

Adding Experience to your profile

You can list any appointments you hold within the University of Wolverhampton by clicking the **Add an institutional appointment** link.

Complete the form, all mandatory fields (marked with a red Asterix *) need to be completed in order to save the record. As described above you can also set the privacy level if you didn't want an appointment to be displayed on your profile.

You can also add other academic and non-academic appointments by clicking on their relevant links.

Please remember to click **Save**.

Adding Education to Profile

To add details of your qualifications, click on the **Add** link under the appropriate heading.

You can click the **blue arrows** to see the full fields available. Please complete all mandatory fields. Once complete, you can then choose the privacy level and click **Update**.

Once you have added your qualifications, please remember to click **Save**.

Adding Language Competencies

You can add any language competencies by clicking on the **Add a language competency** link.

The enter the language you wish to add and tick the applicable boxes. Select all that apply and then choose the privacy level and click **Update**. To add multiple languages, re-click the link and follow the same process.
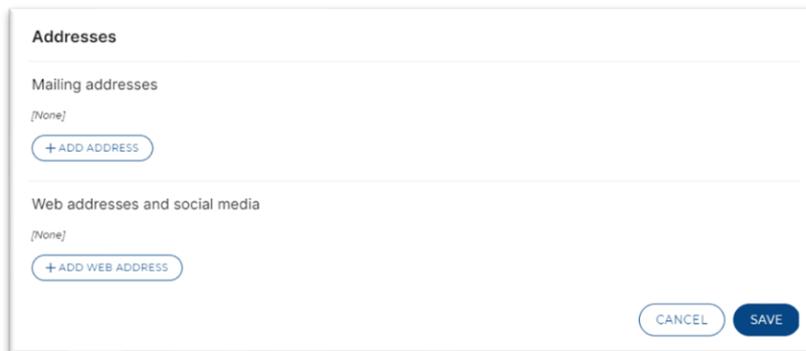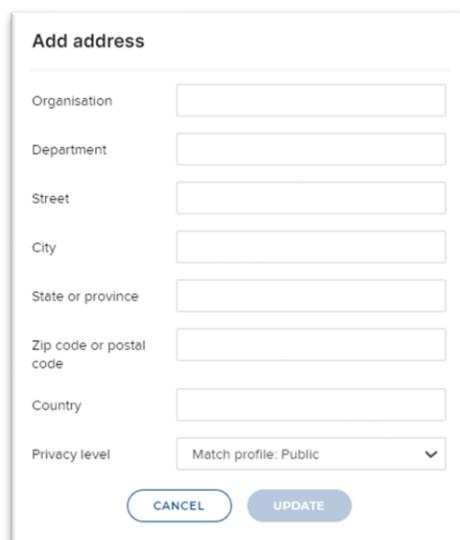

Once you have added your language competencies, please remember to click **Save**.

Adding Additional Addresses

To add another mailing address, click on the **Add an address** link, fill in the details and click **Update**.
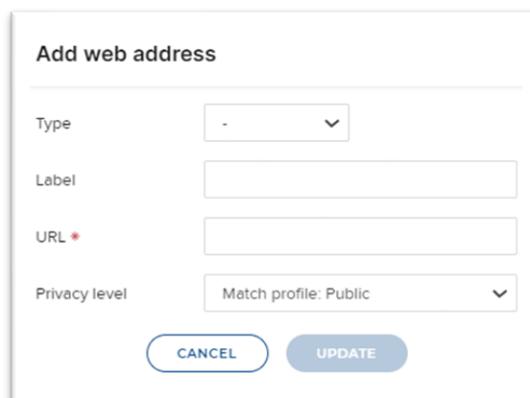

You can also add a Web address or Social media link for your profile page. Click on **Add a web address**, fill in the details and URL (Website address). Choose the privacy level and click the **Update** button.
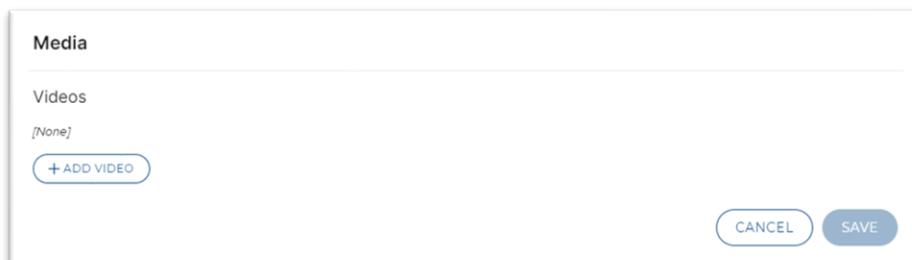

Once you have added your additional addresses, please remember to click **Save**.
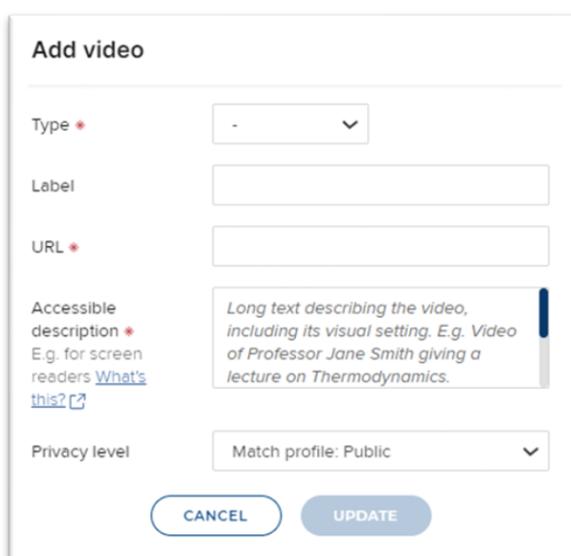
Adding YouTube videos to your Profile.

You are now able to add YouTube videos to your Research Profile. Please make sure it is suitable to be displayed on your profile and the university website.

Under Media, select the **Add a video** link.

Fill in the required information. Please complete all mandatory fields. You will need to find the YouTube link and paste it into the URL section – to do this, navigate to www.youtube.com, search for your video, highlight the website URL, and copy the link into the required field.

Choose your privacy level and then click **Update**.

Once you have added your videos, please remember to click **Save**.