

Delete information



Use the delete button on your profile page to remove information from your profile.

Steps

- 1 Click the delete icon beside the information you wish to remove
- 2 Click the 'delete' button to confirm

Change the display of information



Use the display button to change the display of information on your profile page. This button also allows you to turn off the display of items that you are not able to edit.

Steps

- 1 Click the display icon beside the information
- 2 Follow the prompts

Please note

- Information you delete from your profile may not be restored. Similarly if you change information on your profile using the edit button and then save the changes, the earlier version of the information may not be restored.
- After you have completed and saved your changes, click the 'logout' button to sign off.
- Use the 'about' and 'help' tabs in the Hub to find more information and assistance. If you require additional information please use the 'contact us' tab on the Research Hub home page.

Updating other information

Information that does not have an edit, add or delete icon beside it may not be changed from your profile page. If you require changes to this information, please refer to the 'help' tab to obtain details of who to contact regarding the change.

Nominate someone else to maintain your profile

You can nominate someone to maintain your Hub profile page on your behalf. Use the 'contact us' tab to request access for your nominee.

For more information, visit
research-hub.griffith.edu.au



ResearchHub

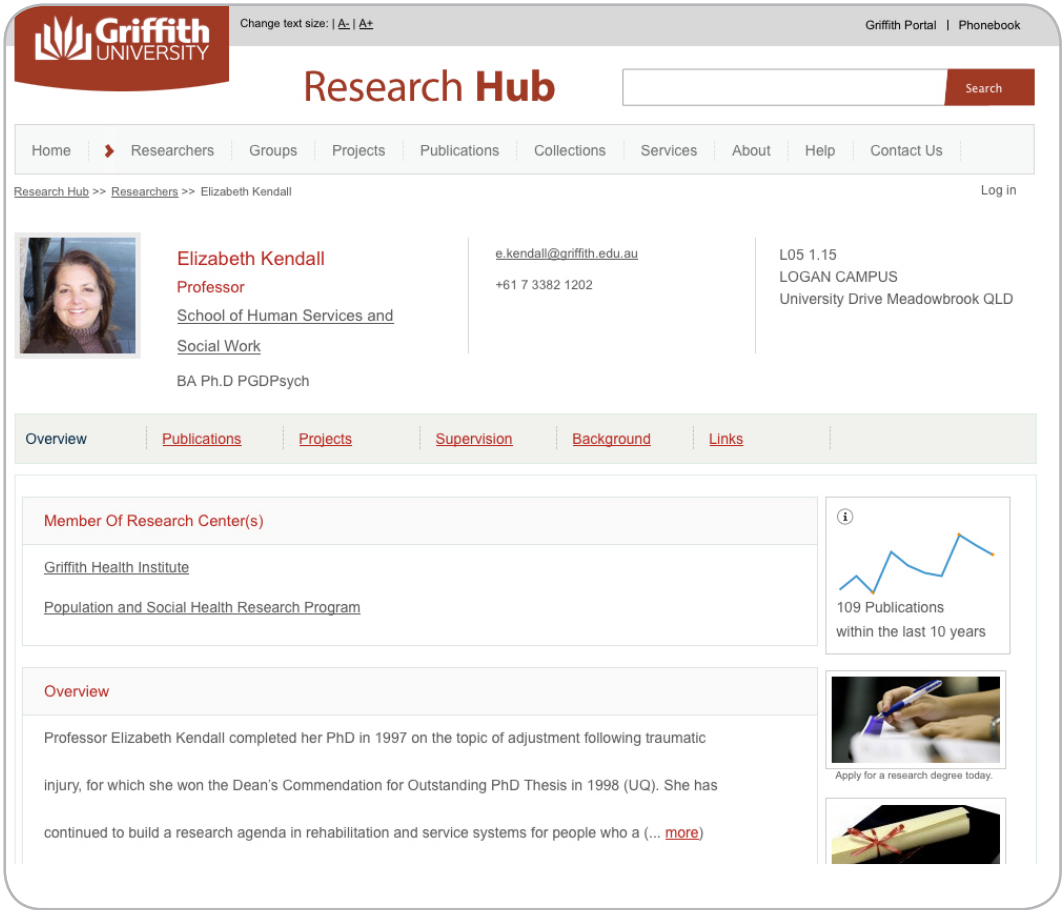
Quick guide to editing your profile page

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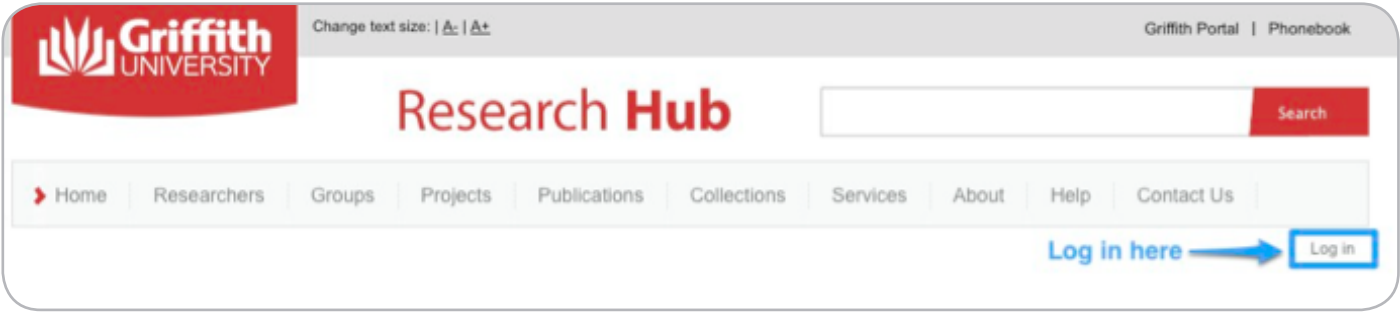
The **Griffith Research Hub** is a rich and informative guide to the University's expertise in a comprehensive array of academic fields. The Research Hub contains pages profiling the activities of individual researchers. This document will assist you to maintain the user editable portions of your profile page, including your biographical statement, research area keywords, important links, and background information.

A profile page in the Research Hub automatically includes: publications, projects, research outputs and activities, contact details and more. The information presented on your profile page is obtained from different systems within the University. The source of the information determines whether you are able to change it from your profile page. Icons appear beside pieces of information in your profile that you are able to edit, add to, delete or hide from public display.



Logging in to your profile





To view and change the editable information on your profile page, first login to the Research Hub. From the home page, on the top right beneath the 'contact us' tab, click the 'login' button.



If you are already logged into the Griffith Portal, the Hub will automatically log you in after you click the 'login' button. If not, you will be prompted to sign in to the Portal. After you have logged in, you will automatically be taken to your profile page.

Understanding the edit view

On your profile page, these icons appear beside information that you can change

-  **Edit** allows you to change information
-  **Add** allows you to provide additional information
-  **Delete** allows you to delete information
-  **Display** allows you to manage the display of information

Edit existing information

Use the edit button on your profile page to change or update an information element in your profile.

- Steps
- 1 Click the edit icon beside the information you wish to change
 - 2 Change the information
 - 3 Click the 'save change' button

Add new information

Use the add button on your profile page to provide additional information.

- Steps
- 1 Click the add icon beside information you wish to edit
 - 2 Provide the additional information
 - 3 Follow the prompts to save