

Editing your profile page

Step by step instruction

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1. Profile pages at Chalmers web site

Every staff member at Chalmers can have an online profile page in order to present themselves and their work at Chalmers. The profile page collect information from the staff databases, publication databases etc, but can also contain additional information. At the very least the profile page shall contain name, contact information, title and a short bio. Guidelines for the bio can be found in the document "[Riktlinjer för profilsidor](#)" – English and Swedish versions in the same document.

The profile pages are created by yourself or the web editor at your department. You can

find your web editor at chalmers.se.

2. Before starting to edit your profile page

Think about the content you want to publish on the page. Write a good bio presentation about Yourself and your work at Chalmers.

Make sure that your profile picture is 170px *170px and send it to your web editor who will publish it on your page.

Because the browser function changes from one update to another, the recommendation is to try another or connect via remote-cda (remote desktop). Remote-cda can also be used when you not at Chalmers.

Information about how to connect to remote-cda, follow the link for your OS.

- Windows: <https://it.portal.chalmers.se/itportal/CDAWindows/Remotecda>
- Mac: <https://it.portal.chalmers.se/itportal/CDAMac/RemoteCDA>
- Linux: <https://it.portal.chalmers.se/itportal/CDALinux/RemoteCDA>

3. The parts of the Profile page

The profile page consists of two main parts: the presentation part with name, title and short bio and the tab system containing more in-depth information about your position.

System test

Teaching Research Publications Collaboration and projects

Collaboration, seperate tab Custom tab

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Name, email, phone numbers and find me information are fetched automatically to the presentation part from Chalmers databases. <https://pdb.chalmers.se>
It can take up to 24 hours before the information is synced and published.


Fill in Role and assignment yourself.

The tab system is optional and you only use the tabs that are relevant to your role at Chalmers.

The profile page is automatically published on both the Swedish and the English part of chalmers.se. In order to simplify the editing, you only have to edit on either the English page or the Swedish page.

4. Creating and editing your profile page

You don't need any special permission to create or edit your profile page if you are a Chalmers employee.

 *Note! The profile picture can only be published by a web editor.*

The first thing you should do in order to create/edit your profile page is to log into the content management system.

English version of the form:

https://admin.chalmers.se/en/_layouts/chalmersPublicWeb/profilePage.aspx

Swedish version of the form:

https://admin.chalmers.se/sv/_layouts/chalmersPublicWeb/profilePage.aspx

Log in with your CID, Chalmers ID, and your Chalmers password.

Go to Profile page

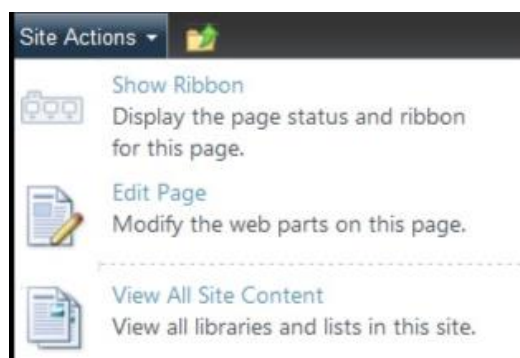
Select below what version of the profile page you wish to access.

CID (Chalmers ID)

Language version

What do you want to do with the page?

After logging in you will see a menu bar at the top of the page. Click “Site actions” and select “Edit page”.



5. Presentation part



The form has some pre-filled-in-fields.

The WPZ Tab, “Add a web part” is not used
Chalmers ID, pre-filled-in, cannot be changed
Fill in role/assignment on both languages.

WPZ Tab


Add a Web Part

Chalmers ID


Test LXXXI Testsson;  

Chalmers ID

Swedish role/assignment

Testare 

English role/assignment

Tester 

5.1. Description

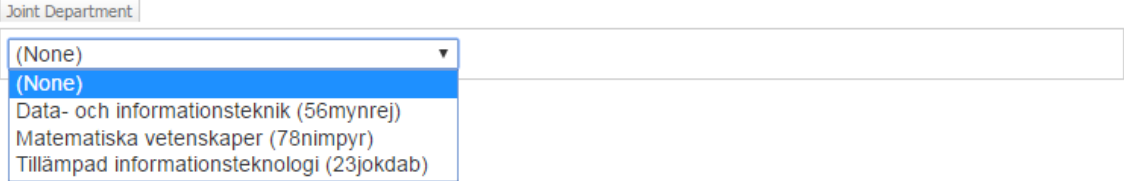
Fill in a short bio/presentation (approx. 600 characters) about your roles and assignments at Chalmers. Guidelines for this part can be found in ["Riktlinjer för profilsidor"](#).

Swedish description

English description

5.2. Joint Departement

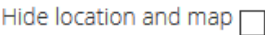
This is only used for the joint departments. To get the same footer as the institution, choose the correct alternative with the arrow.



A screenshot of a web form. At the top, there is a text input field containing 'Joint Department'. Below it is a dropdown menu with a downward arrow. The menu is open, showing several options: '(None)' (highlighted in blue), '(None)', 'Data- och informationsteknik (56mynrej)', 'Matematiska vetenskaper (78nimpyr)', and 'Tillämpad informationsteknologi (23jokdab)'.

5.3. Find me


Check the checkbox if you don't want location information to be shown under "find me".



A screenshot of a web form showing a checkbox. The text 'Hide location and map' is followed by an unchecked checkbox.

5.4. Upload your CV

You can upload a PDF file with your CV. Please note that the same document is used on both the Swedish and the English website, therefore an English or bilingual CV is preferable. Click "Browse" to locate the PDF on your computer, then click "Upload CV". Should you want to remove your CV, simply click the button "Delete CV".

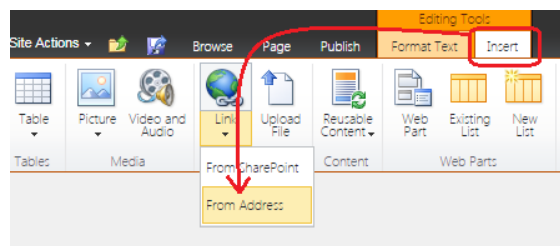


A screenshot of a web form for uploading a CV. The heading is 'Upload your CV in PDF format.' Below it is a 'Bläddra...' button and the text 'Ingen fil är vald.' At the bottom, there are three buttons: 'UPLOAD CV' (black), 'CV is uploaded!' (grey), and 'DELETE CV' (blue).

5.5. Hyperlinked text

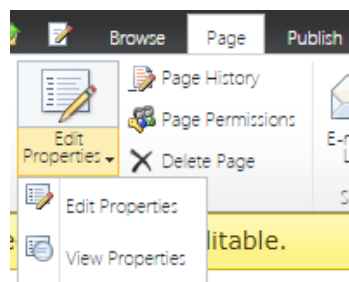
In some fields, you may link to other web pages, etc. If the menu option below does not exist, hyperlink is not an option.

- Set the cursor where you want to get the link
- In the menu, click on "Insert" -> "Link" -> "From Address".
- Fill in the text to be displayed and the desired url.



5.6. Profile page was not found at chalmers.se

- In the menu, click on “Page” -> “Edit Properties”.
- Scroll down to the end and the field “PDB Person ID” and enter your CID. (If you ever changed your CID, your first CID must be entered).



Office room number	<input type="text"/>
Office Floor Number	<input type="text"/>
PDB Person ID	<input type="text"/>

Note!

Remember to publish the page.

There is a sync that runs in the night and must complete before the profile page can be found by the local search engine.

6. The tab system

The tab system is optional. You choose which tabs you want to display by checking the “Show tab” checkbox for each tab. The tabs are displayed in the following order, left to right: “Teaching”, “Research”, “Publications”, “Collaboration and projects”, and a final customizable tab.

The order in the editing system does not follow the display order at the moment. This will be addressed in future updates.

6.1. Publications

If you have publications to be selected from the Research Publication Database, check the “Show tab” checkbox for this tab to display your publications on the profile page.

You also have the option to highlight three publications that will be displayed at the top of the list with the heading “Major projects”. You do this by filling in the unique PUB-ID number for each publication in the fields “Star publication 1 – 3”.

Publications

Show tab

Star Publication 1

Star Publication 2

Star Publication 3

Additional text for publications (Swedish)

[Click here to add new content](#)

Additional text for publications (English)

[Click here to add new content](#)

6.2. Additional text for publications

Use these fields if you have scientific publication in other places than in Chalmers Research, e.g. a link to the publication database at another university.

6.3. Teaching

The tab Teaching is used to describe your work with education, e.g. by listing courses that you teach. Check the “Show tab” checkbox in order to display this tab on your profile page. The actual content of the tab is added by clicking on “Click here to add new content” in the fields.

Teaching

Show tab

If left empty, the default heading will be shown: Undervisning

Tab 4: Title in Swedish

Tab 4: Content in Swedish

[Click here to add new content](#)

If left empty, the default heading will be shown: Teaching

Tab 4: Title in English

Tab 4: Content in English

[Click here to add new content](#)

6.4. Collaboration and projects

The tab “Collaboration and projects” are in a joint tab, where collaboration is listed first followed by the projects. If you choose to change the heading Collaboration, then its content will be displayed in a separate tab. Projects will still be displayed in the tab Cooperation and projects.

Project list

If you are a member of a research project that have project pages on chalmers.se, you can check the “Show tab” checkbox on the right of the title “Collaboration and project” to display an automatic project listing on this tab.

You can also highlight up to three project that can be shown at the top of the list by adding the URL to each highlighted project in the fields “Star project 1-3”.

Collaboration and projects

The tab Collaboration and project consists of two parts. The project part have less options then the Collaboration part. If you choose to change the heading Cooperation to something else, then will its content be displayed in a separate tab. Projects will still be displayed in the tab Cooperation and projects.

Project

Show projects under tab Project and collaboration

Links are added for project pages under

Star Project 2

Star Project 3

Collaborations

The tab Collaboration is meant to describe the different forms of collaborations and cooperation in your research or your other roles and assignments.

To display collaboration information on your profile page, check the “Show tab” checkbox.

“Click here to add new content” in the fields “Content in Swedish” and “Content in English”.

Collaboration

Show tab collaboration under tab Collaboration and projects (or as separate tab if given a new title).

If left empty, the default heading will be shown: Samverkan. (Please note that renaming this tab will cause the content to be shown under a separate tab).

Tab 3: Title in Swedish

Ny Rubrik

Tab 3: Content in Swedish

[Click here to add new content](#)

If left empty, the default heading will be shown: Collaboration

Tab 3: Title in English

Collaboration, separate tab

Tab 3: Content in English

[Click here to add new content](#)

6.5. Research

The tab Research is used to describe your work in research. If there is additional information about your field of research or your research groups elsewhere on chalmers.se, it may be a good idea to place links to that information here.

As usual, check the “Show tab” checkbox in order to display this tab on your profile page

“Click here to add new content” in the fields “Content in Swedish” and “Content in English”.

Research

Show tab

If left empty, the default heading will be shown: Forskning

Research tab header in Swedish

Research content in Swedish

[Click here to add new content](#)

If left empty, the default heading will be shown: Research

Research tab header in English

Research content in English

[Click here to add new content](#)

6.6. Custom

Your needs decide what to put on this tab.

Check the “Show tab” checkbox in order to display this tab on your profile page.

“Click here to add new content” in the fields “Content in Swedish” and “Content in English”.

Custom

Show tab

Custom tab header in Swedish

Ytterligare valfri information

Custom content in Swedish

[Click here to add new content](#)

Custom tab header in English

Custom tab

Custom content in English

[Click here to add new content](#)

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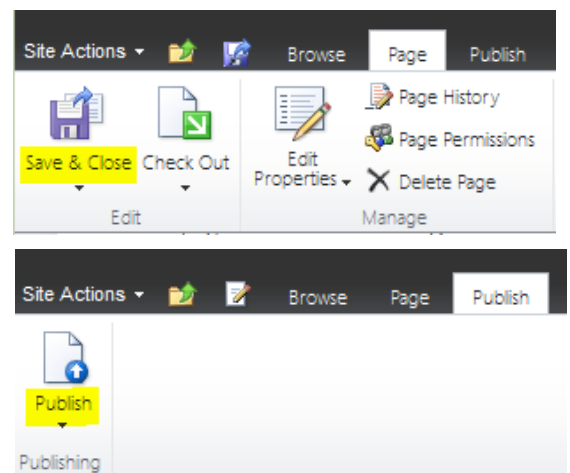
7. Contact page responsible

Your email is set as default as contact address when the button “Page responsible” is used.

8. Publish your profile page

When added all your valuable information on your profile page it's time to publish.

Go to the tab “Page” in the menu bar at the top of the page and click “Save and close”. Then go to the tab “Publish” and click “Publish”



9. If something goes wrong

If something doesn't work as described, please contact your local web editor or sharepoint@chalmers.se.