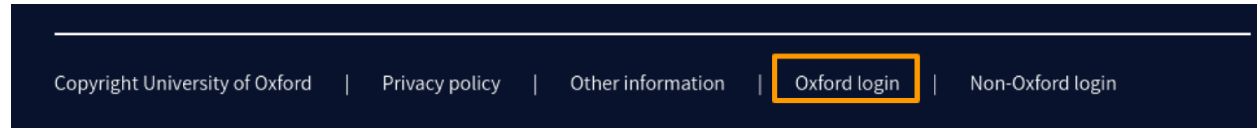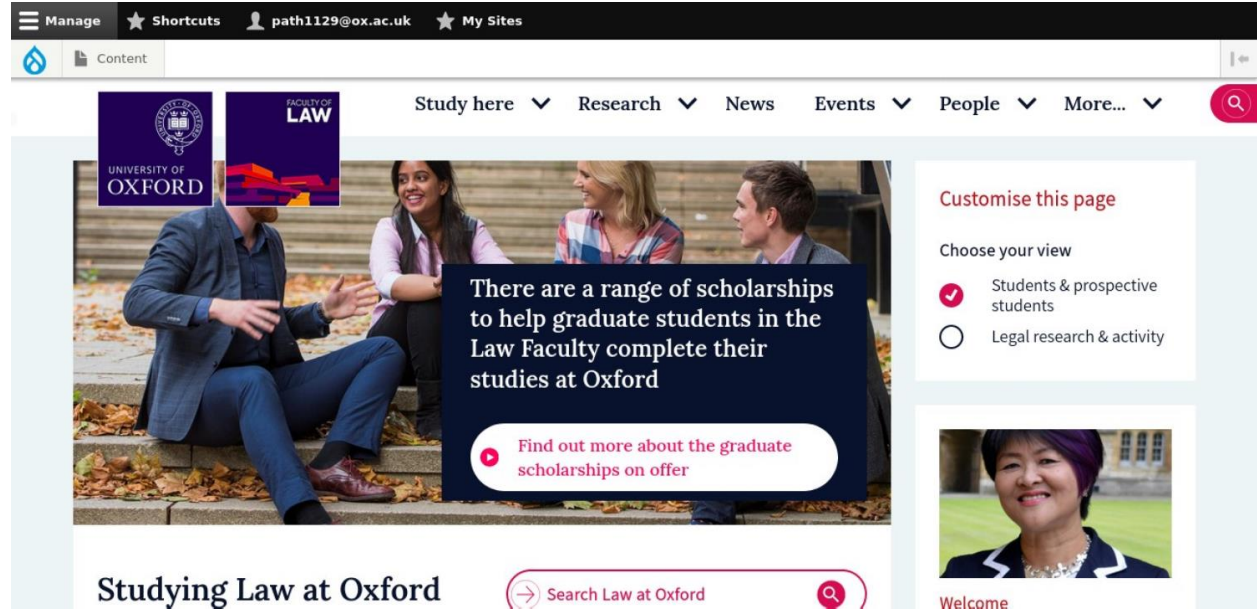Faculty of Law: Profile management
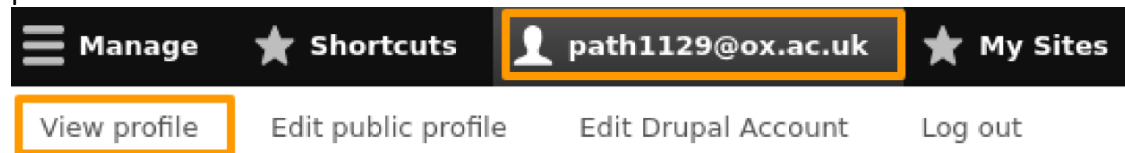**Log on via SSO**
Go to the link in the footer.

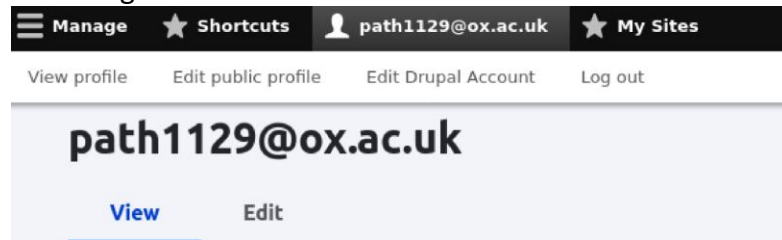Once you are logged on, you will get to a screen like this:

Navigate to profile
Click on your username on the black admin bar at the top, then click 'View profile'.

You will get to a screen like this:

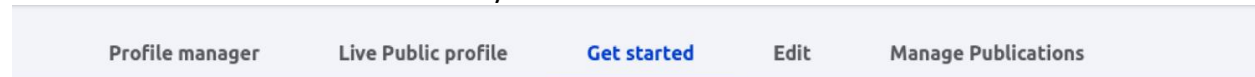**Manage your profile**

Click on 'manage/edit your public profile' button. If you do not have a profile yet, you will get to this screen:

| Profile manager | Live Public profile | Get started | Edit | Manage Publications |

You don't have a profile page. If you think you should, contact your administrator or select **get started** if that option is visible.
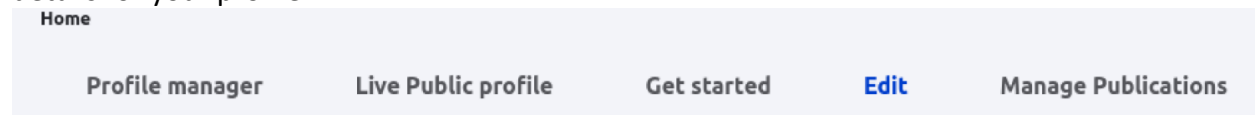
Click on 'Get started' which will take you to:

| Profile manager | Live Public profile | **Get started** | Edit | Manage Publications |

No profile owned by you has been found. To create a new profile for yourself, click the create button.

Create a new profile

Create new profile

Click on 'create a new profile' which will bring up the screen to add all your details for your profile.

Home

| Profile manager | Live Public profile | Get started | **Edit** | Manage Publications |

Title *

Erika Upton

∨ Person name

Fill in the fields as appropriate and save the page.
Your profile will be saved as unpublished. HR will publish the page for you UNLESS you are a research student in which case please ask Geraldine to publish it (email geraldine.malloy@law.ox.ac.uk)

Manage publications

Go to the 'Manage Publications' tab. In the search field, search for your name, select it and click the 'link my account to this author' button to link to your Symplectic profile.

Home

Profile manager   Live Public profile   Get started   Edit   **Manage Publications**

Remember to save after making changes on this page.

[🔍]

To link to your symplectic profile, search for your name, select your name and click the button below.
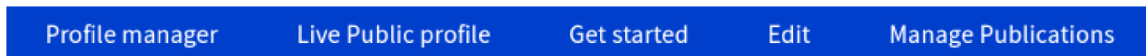
[Link my account to this author]

Options in admin bar under your username

◀ **Back to site**   ☰ **Manage**   ★ **Shortcuts**   👤 **path1129@ox.ac.uk**

View profile   Edit public profile   Edit Drupal Account   Log out

• View profile will take you to a screen where you can manage and edit
your profile page from.
• Edit public profile will take you to your public page. You will need to click
on 'edit' here to edit the profile.
• Edit Drupal Account will take you to your website user account.
• Log out will log you out of the site.

Options on blue bar in your profile management

Profile manager   Live Public profile   Get started   Edit   Manage Publications

• Profile manager tab will take you to view your profile.
• Live Public profile will show you the page that website visitors will see.
• Get started is where you would go to create your profile if you haven't
done it yet.
• Edit will take you to edit your profile page.
• Manage publications will allow you to manage and feature your
publications that are coming from Symplectic.