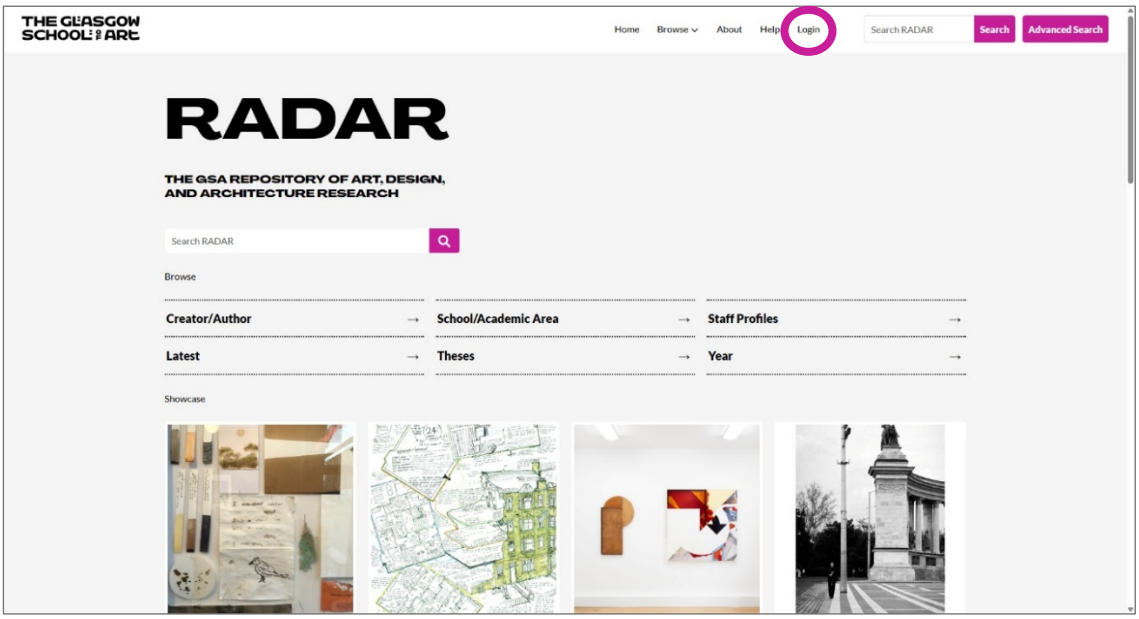
How to create and update your profile in RADAR

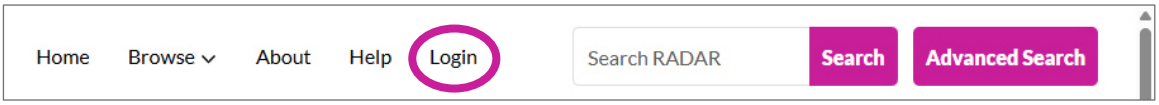
Introduction

You can create a profile in GSA's repository RADAR that will also populate the GSA website. This means that you only need to keep your RADAR profile updated, and you can do this whenever you need to.

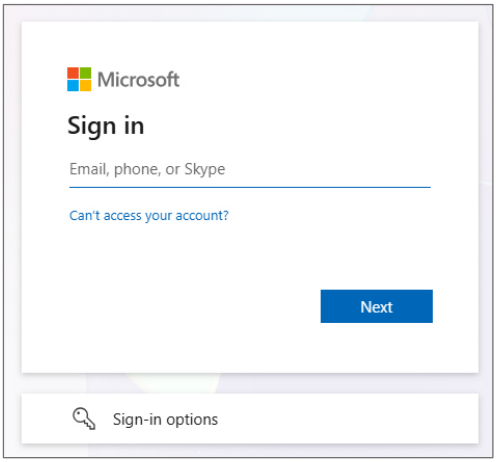
Logging in

1. Go to radar.gsa.ac.uk and select **login** from the top menu:



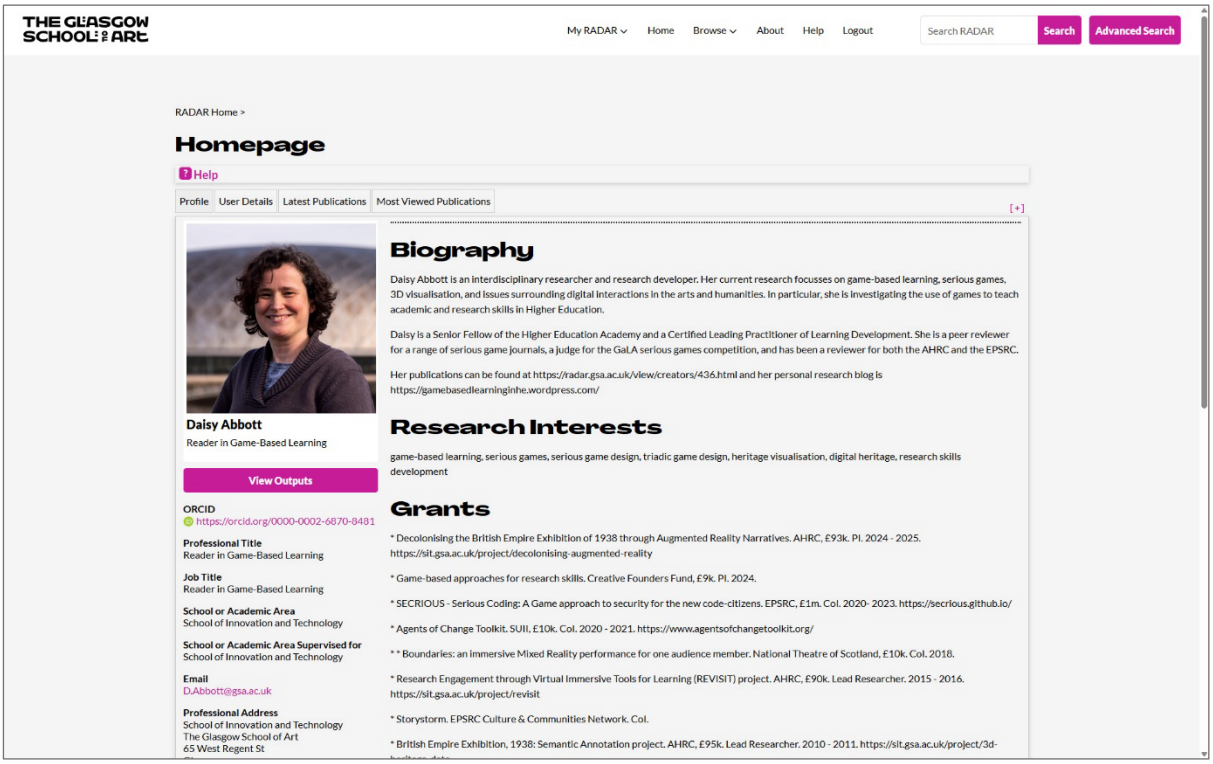


2. If using a non-GSA device, you will need to login with your **email address** and **password**:

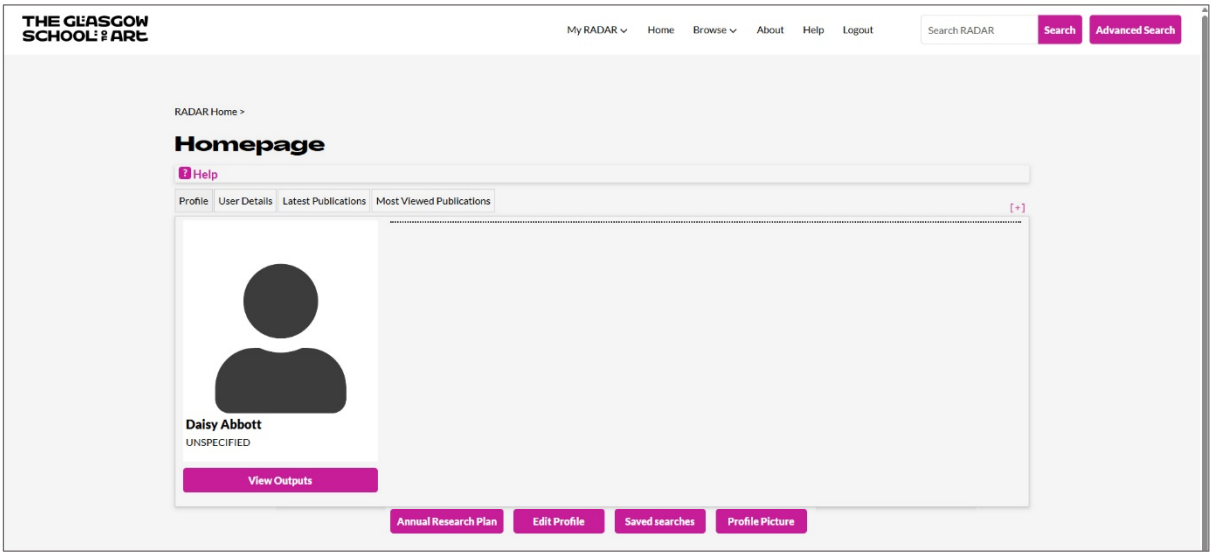


Editing your RADAR profile

3. Once logged in, you will be taken to your personal **Homepage**. Here you can edit your profile and your profile picture:



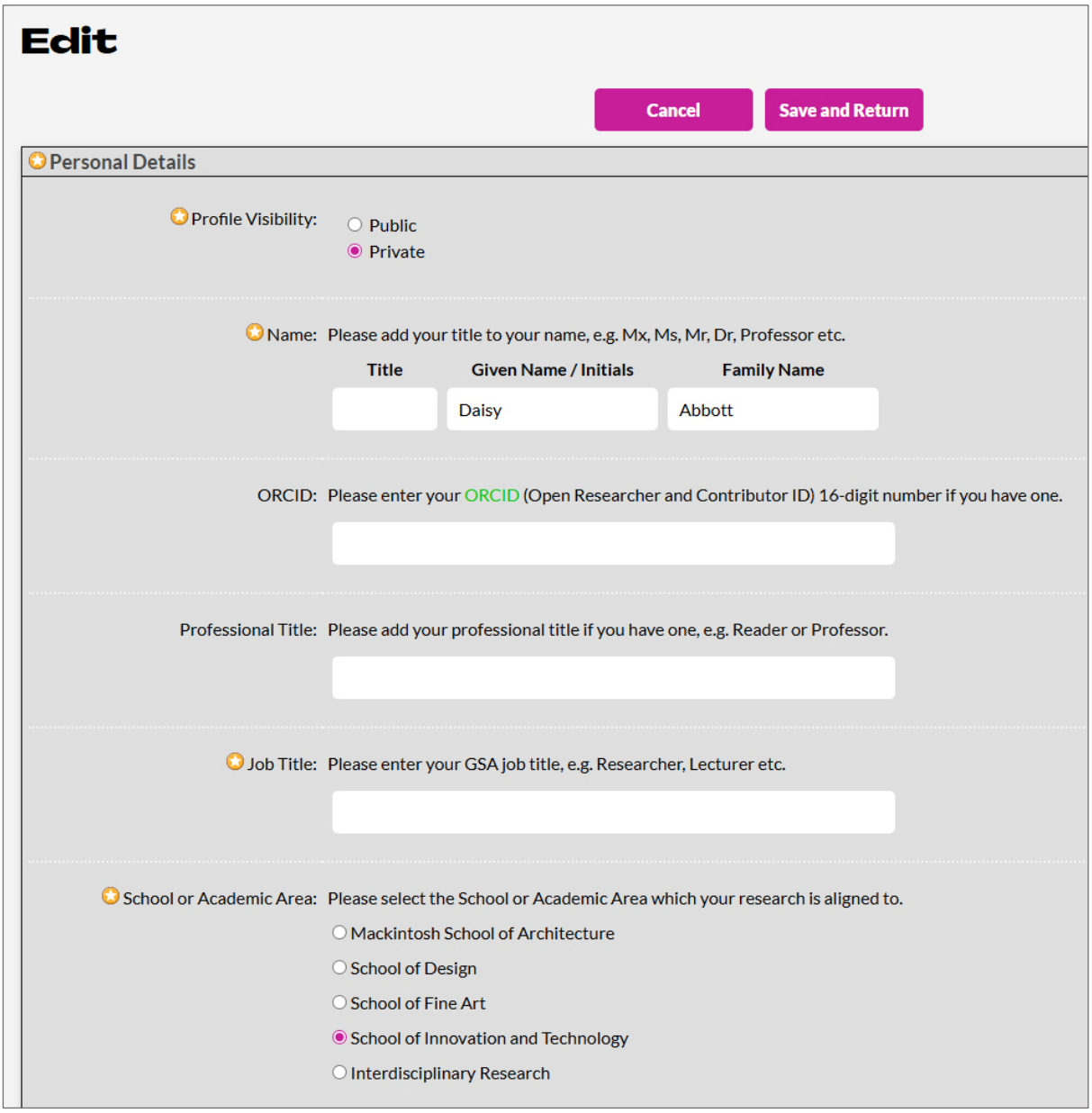
4. If you have not updated your photo yet, you will see a placeholder image:



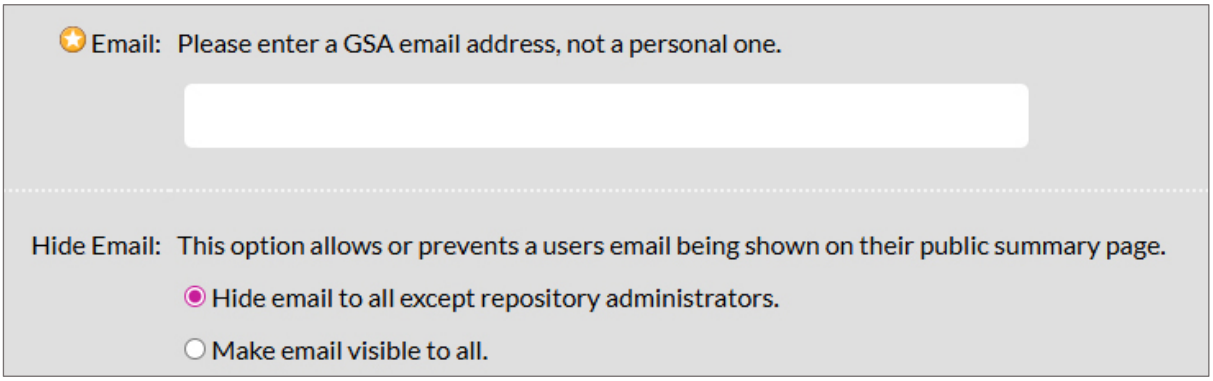
5. To edit your profile, click on the **Edit Profile** button at the bottom of this page:



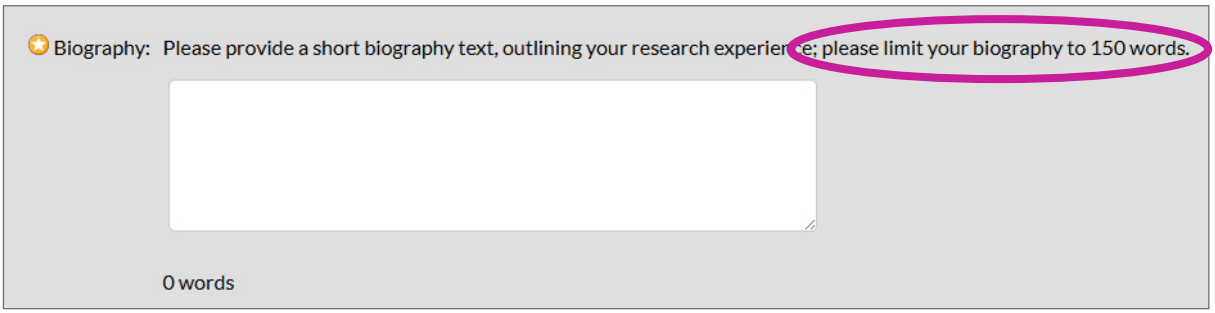
6. You will be taken to an Edit screen for your profile. Mandatory fields have this symbol



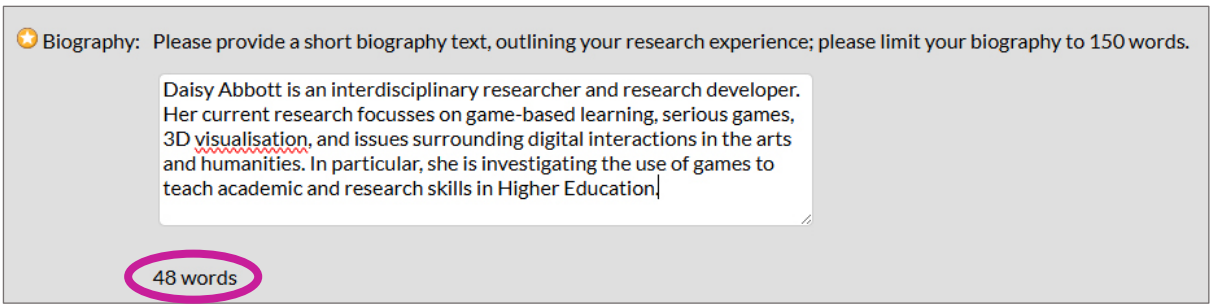
7. In the **Personal Details** section, please note that you can set your email address to private:



8. **Please do not exceed the maximum word count** where specified for fields such as the Biography. Once you exceed the maximum, **the remaining text will not be displayed publicly** on your profile:



9. RADAR gives you a running total for the number of words that you have entered:



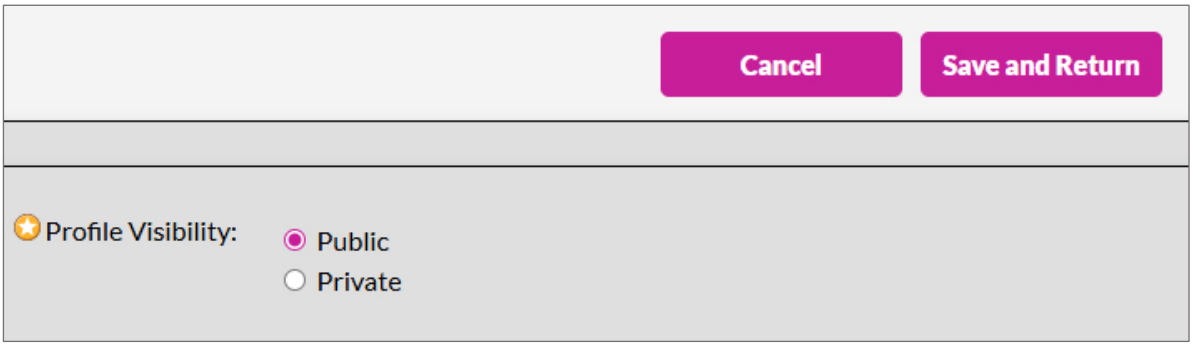
Tips on writing your biography

A short well-written professional biography is more effective than a long one for reaching your potential audiences, such as prospective PhD students, research collaborators, consultancy clients, or media representatives.

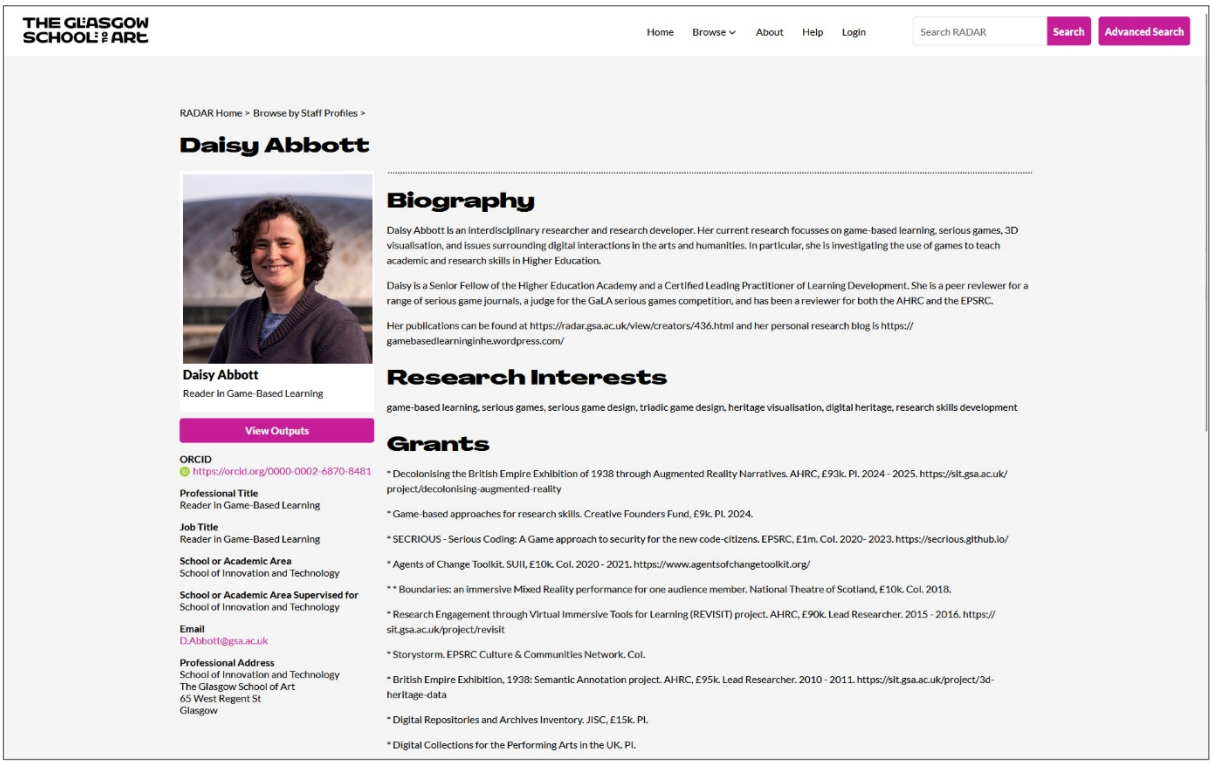
Your biography should provide a concise introduction and overview of your professional profile including career history, accomplishments, and goals, without repeating the information provided in other profile fields.

10. Once your profile is ready to go live, set the **Profile Visibility** to **Public** at the top of the screen. This is to ensure that your profile is visible publicly on RADAR and that information feeds through to the Staff Profiles on the GSA website.

Then select the **Save and Return** button:

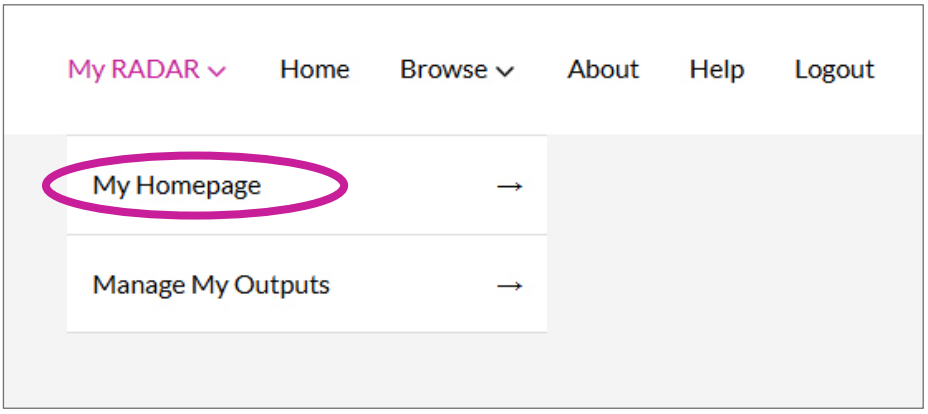


11. Your profile will then be added to RADAR. It may take up to 24 hours for these edits to appear publicly, as RADAR updates overnight:

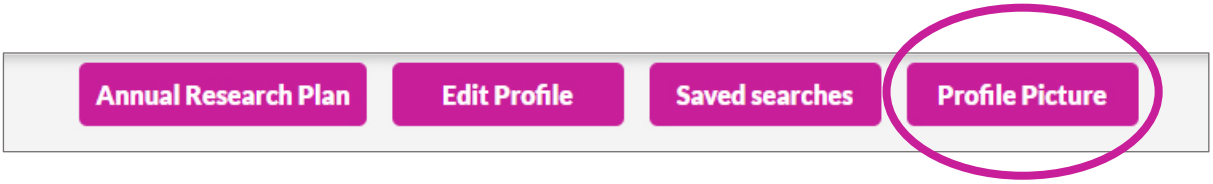


Uploading your photo

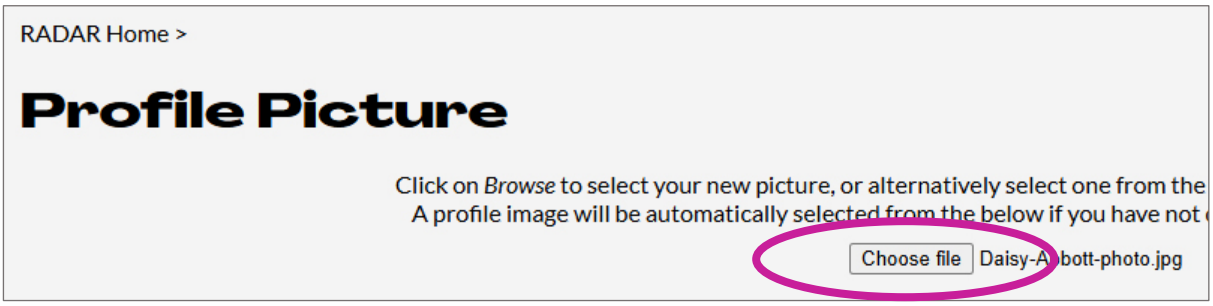
12. Return to your homepage by selecting **My Homepage** from the **My RADAR** menu:



13. Select the **Profile Picture** button at the bottom of the page:



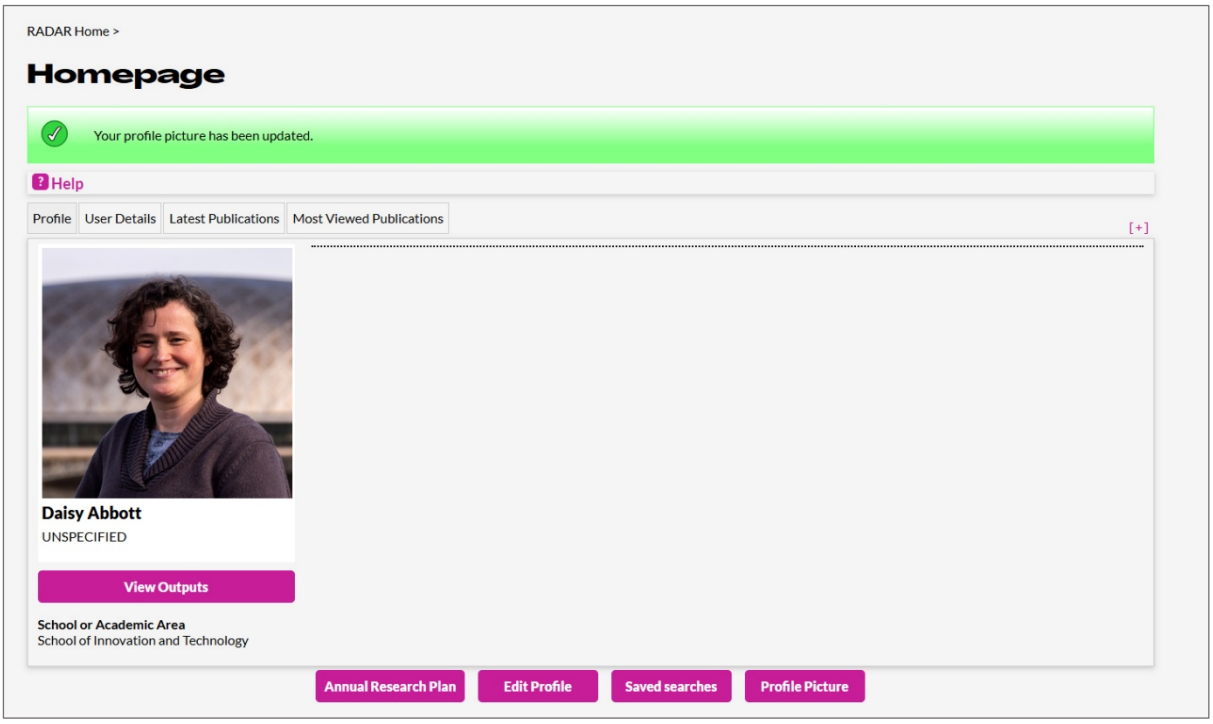
14. Select **choose file** and browse your computer for your picture. For best results, please upload a photograph that is at least 302 pixels x 302 pixels:



15. Then select the **Update** button at the bottom of this page:



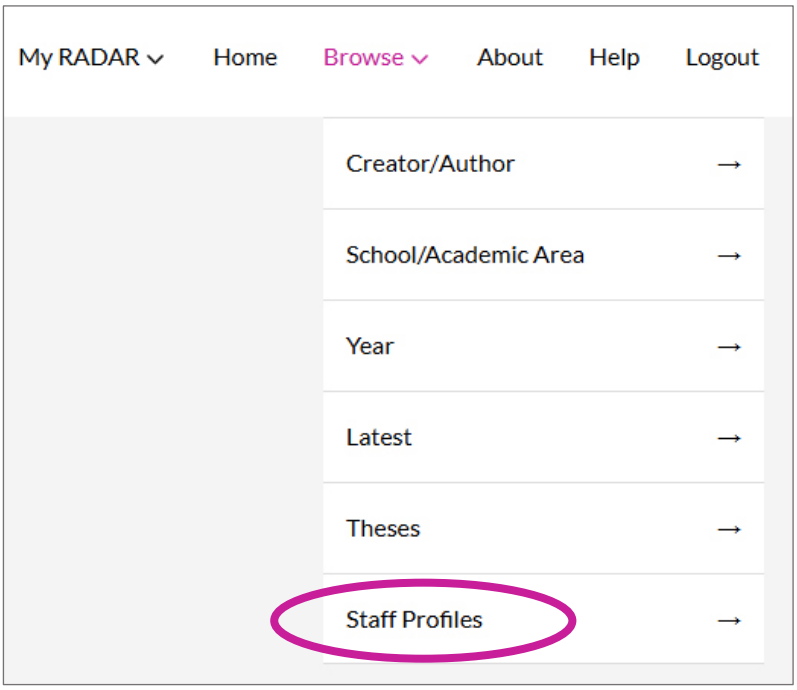
16. Your photo will then appear on your **Homepage**:

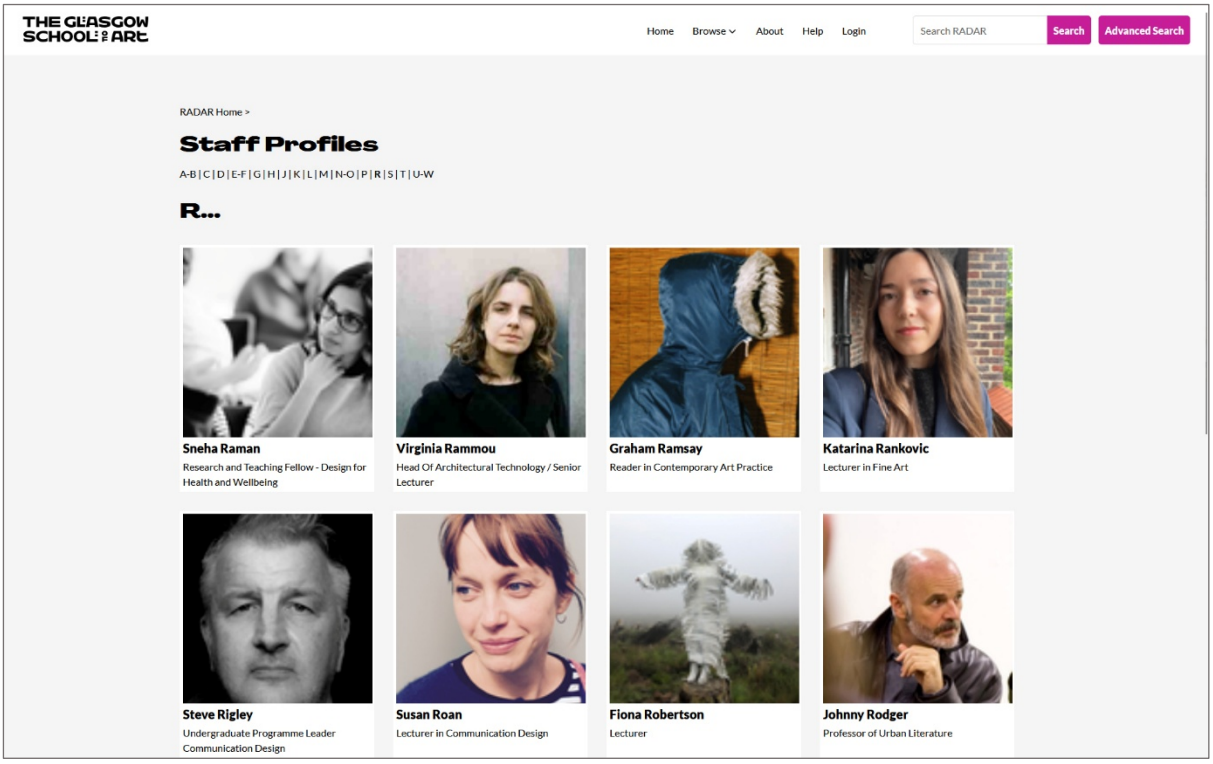


Please ensure that your **Profile Visibility** is set to **Public** at the top of the screen (see step 10. above), to ensure that your photo appears on your profile.

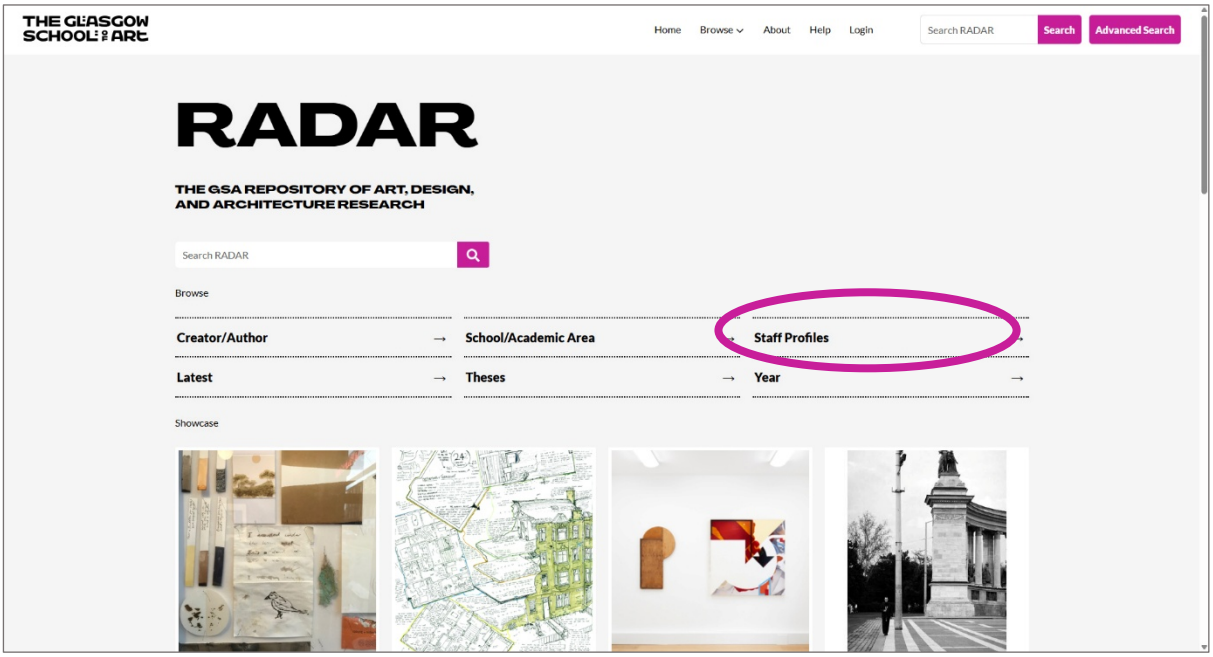
Where does my profile appear?

17. Your profile will be listed under **Staff Profiles** in the **Browse** menu on RADAR:

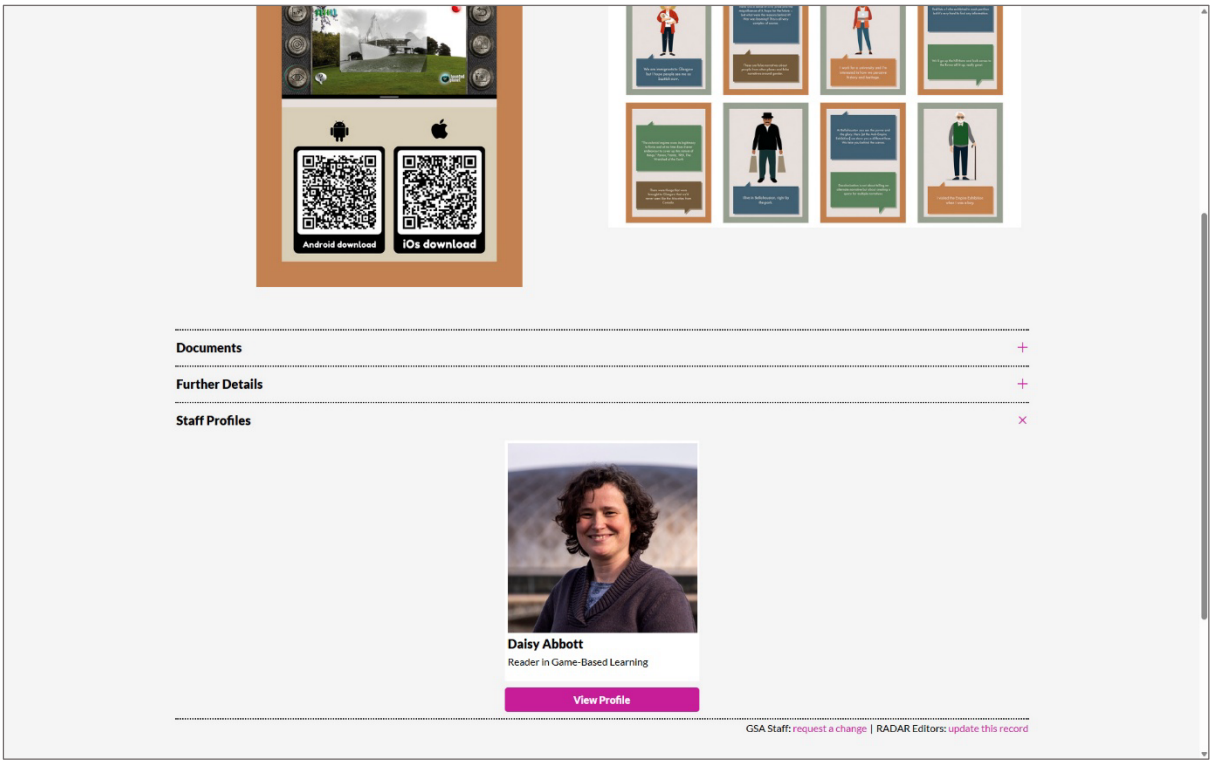




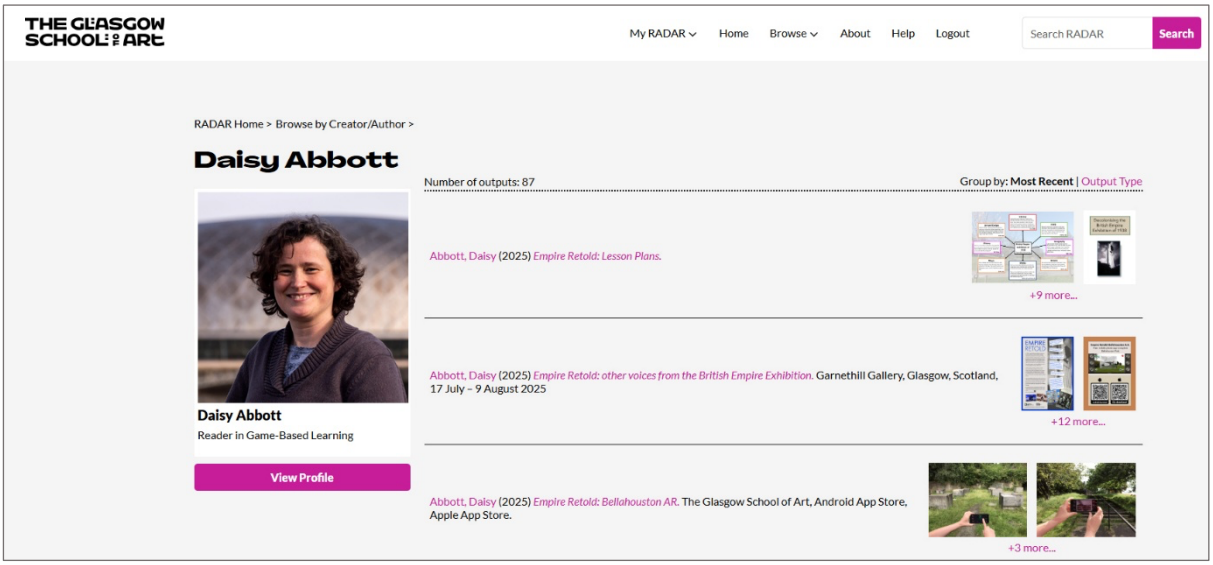
18. Another link to the **Staff Profiles** is provided on the RADAR homepage:



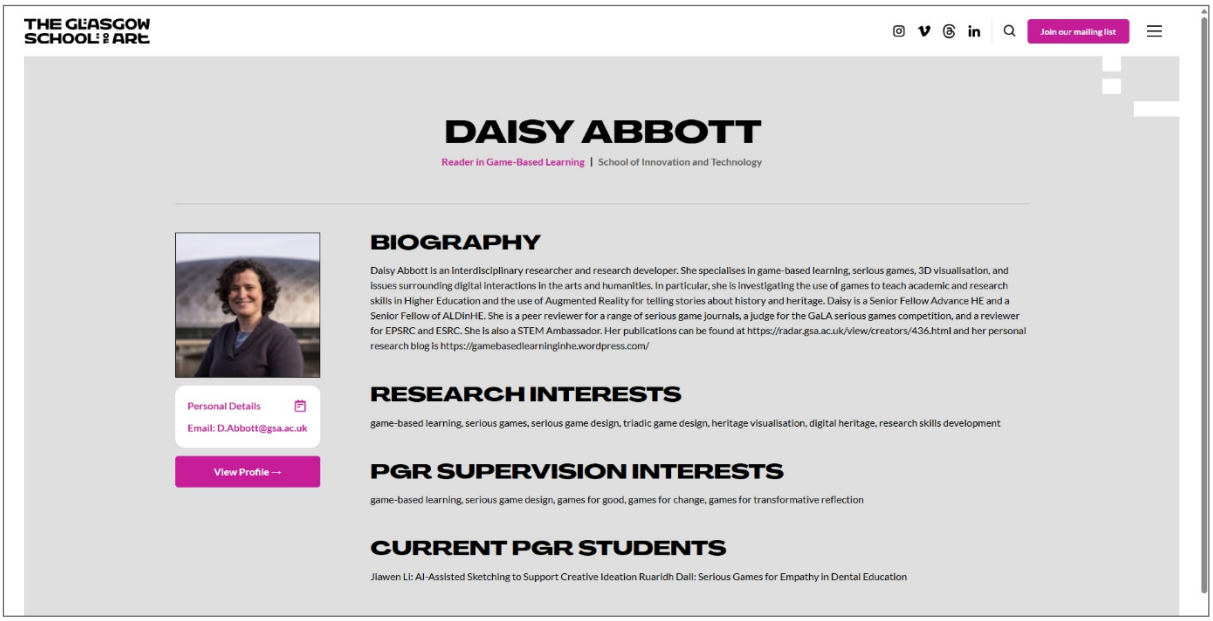
19. A link to your profile will also appear on all of your **individual RADAR research outputs**. Scroll to the bottom of the individual output page, and click on the Staff Profiles section, which will expand to show your photo and a link to your profile:



20. You can also link back and forth between your profile and your full list of research outputs using the pink **View Profile** button and **View Outputs** button below your photo:



21. Key information from your RADAR profile will also **display on your Staff Profile on the GSA website**, along with a link back to RADAR to see your full profile and outputs:



How to correct photos displaying sideways

Sometimes photos may appear sideways if viewing them on a different browser/mobile device. To correct this, open your photo in Photoshop, select “image” from the top menu, and then “image rotation” and rotate by the correct number of degrees. Save the image file and upload this new version to RADAR.

Please contact the RADAR team if you have any queries: radar@gsa.ac.uk