



System User Guide

How to View and Edit your Public Info (including photo)

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Introduction

This guide covers key tasks for **Employees** in the ‘**How to View and Edit your Public Info**’ system process. Public information that other members of staff at the university can view is listed below. You can edit this at any time during your employment.

This guide covers how to add and view your:

- Public Message
- About Me
- Areas of Expertise
- Favourite Links
- Managers and Directs (view only)
- Representatives (view only)
- Photo

In Brief

This section is a **simple overview** and should be used as a reminder. More detailed information, screenshots and tips is provided within the ‘In Detail’ section.

Navigating to Public Info

1. From the **Home** page, click on **Me**.
2. Click on **Show More** under Quick Actions and click **My Public Info**.

Editing your Public Info

1. In the **My Public Info** page click on **+Add** or **pencil icon** in the section that you want to update:
 - a. Public Message
 - b. Contact Info
 - c. About Me
 - d. Favourite Links
2. Click **Save** in each section you update.

For detailed guidance, see [Viewing and Editing your Public Info](#) section.

Uploading a Photo to your Profile

1. From the **Home** page, click on **Me**.
2. Click on Show More under Quick Actions.
3. Click on **Change Photo**.
4. Click **Choose file**.

5. Navigate to the location where the photograph is stored and select it.
6. If necessary, adjust the framing by checking the preview.
7. Click **Save and Close**.

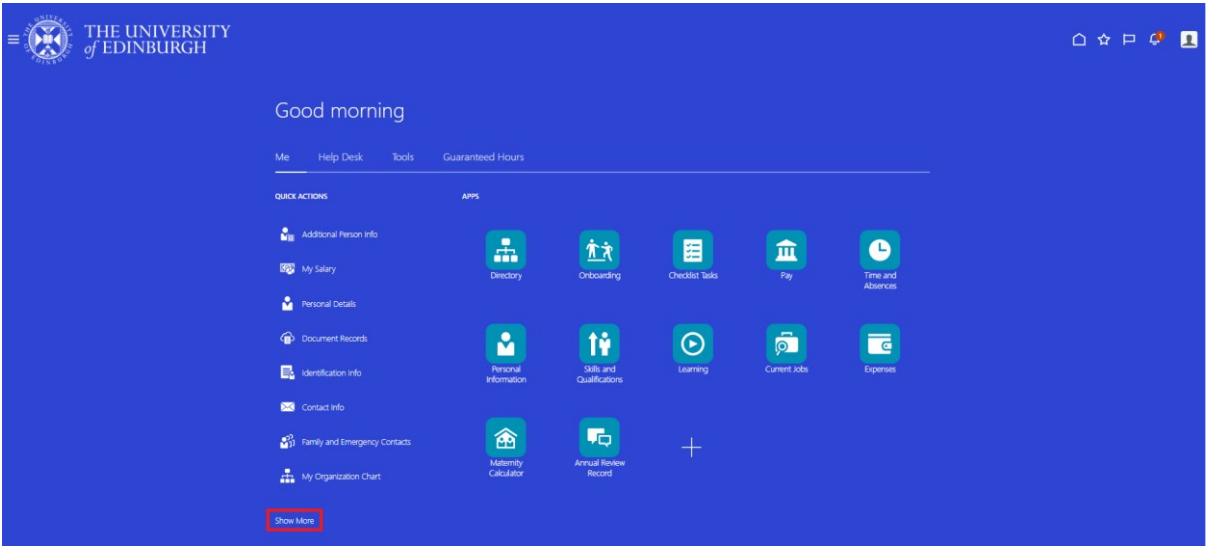
For detailed guidance, see [Uploading a Photo to your Profile](#) section.

In Detail

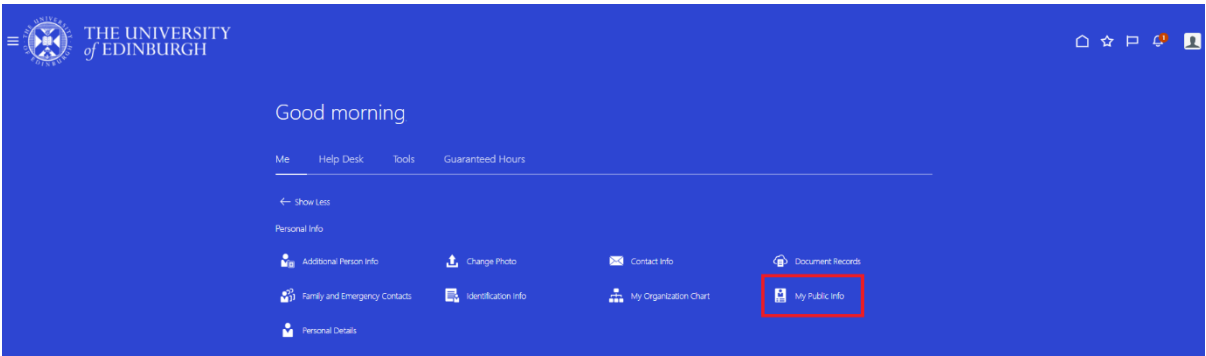
This section provides the detailed steps and includes relevant screenshots from the system.

Viewing and Editing your Public Info

- 1. From the **Home** page, click on **Me**.
- 2. Click on **Show More** under Quick Actions.



- 3. Click on **My Public Info**.



Adding a Public Message

- a. In the Public Message box, click on the **+Add** button to enter a message to display to as part of your public information.

Public Info

Public Info

Show More

Name

Job Title

Public Message

+ Add

There's nothing here so far.

- Enter the applicable public information in the **Notification** box. You must also enter a **Start Date** and, if desired, an **Expiration Date** by clicking on the calendar icon in the relevant field.
- When you have finished click on the **Save** button and the text entered appears in the Public Message section.

Public Message

Save Cancel

*Start Date

dd/mm/yyyy h.mm.a

Expiration Date

dd/mm/yyyy h.mm.a

*Notification

Words: 0 Characters (with HTML): 0

Editing Contact Info

- a. Additional contact details can be added by clicking on the **Edit** icon in the Contact Info section.

The screenshot shows the 'Public Info' screen. At the top, there's a header with a back arrow, a profile picture placeholder, and fields for 'Name' and 'Job Title'. Below this is a 'Public Message' section with a text input field and an '+ Add' button. Underneath is the 'Contact Info' section, which also has a text input field and an 'Edit' icon (a pencil inside a square) highlighted with a red box. The bottom of the screen shows a 'Show More' button.

- b. Click on the **+Add** button in the box and select either **Phone Details** or **Email Details** as relevant

The screenshot shows the 'Contact Info' screen. At the top, there's a header with a back arrow, a profile picture placeholder, and the title 'Contact Info'. Below this is an 'Information' section with a globe icon and text stating: 'Only work related and social contact information will be displayed in your public info page.' Underneath is the 'Communication' section. It has a '+ Add' button with a dropdown arrow, which is highlighted with a red box. The dropdown menu is open, showing 'Phone Details' and 'Email Details', both of which are also highlighted with red boxes. Below the dropdown, there are three input fields: 'Home Mobile Phone' (with a blue checkmark), 'Work Email' (with a blue checkmark), and 'Home Email' (with a pencil icon).

- c. Fill out the fields in the online form and click **Submit**.
d. Click the **Back arrow** against Contact Info to return to the Public Info screen.

Adding additional information about yourself

- a. In the **About Me** section, click on the **+Add** button

Public Info
Ankita Narayan

Actions ▾

Contact Info Edit

Work Email
v1dwil23@ed.ac.uk

About Me + Add

There's nothing here so far.

Favorite Links + Add

There's nothing here so far.

Managers and Directs ▾

Representatives ▾

b. Fill in your Areas of Expertise or Areas of Interest as relevant and then press **Save**.

Public Info
Ankita Narayan

Contact Info

Work Email
v1dwil23@ed.ac.uk

About Me

Tell us about yourself

Save Cancel

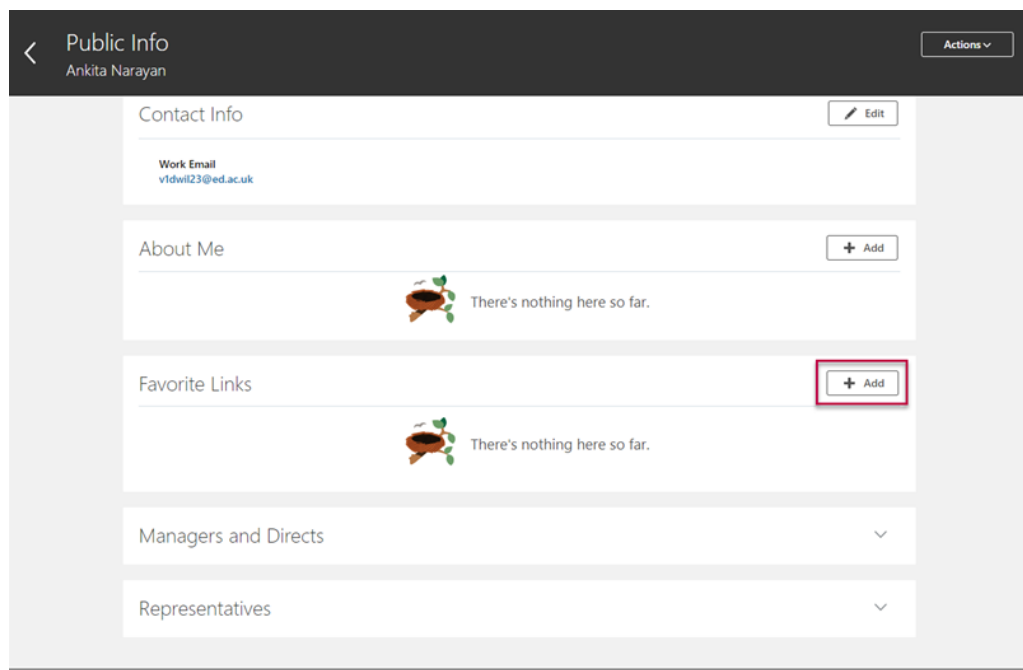
Areas of Expertise

Areas of Interest

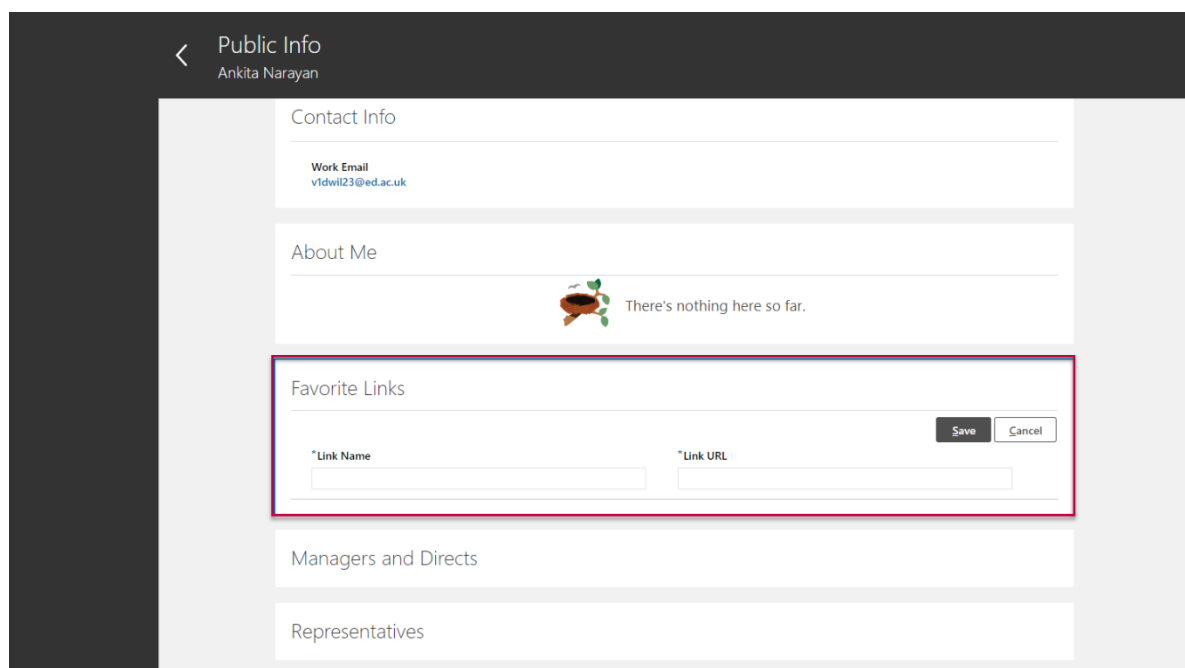
Favorite Links

Adding Favourite Links:

a. In the Favourite Links section, click on the **+Add** button.

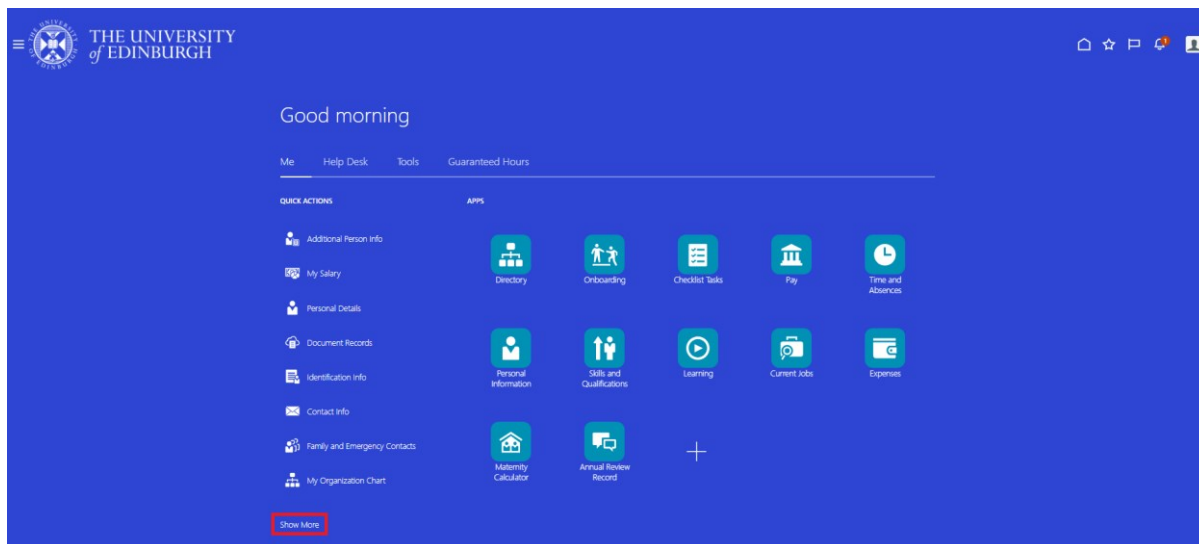


- b. Enter the **Link Name**, **Link URL** and then press **Save**.

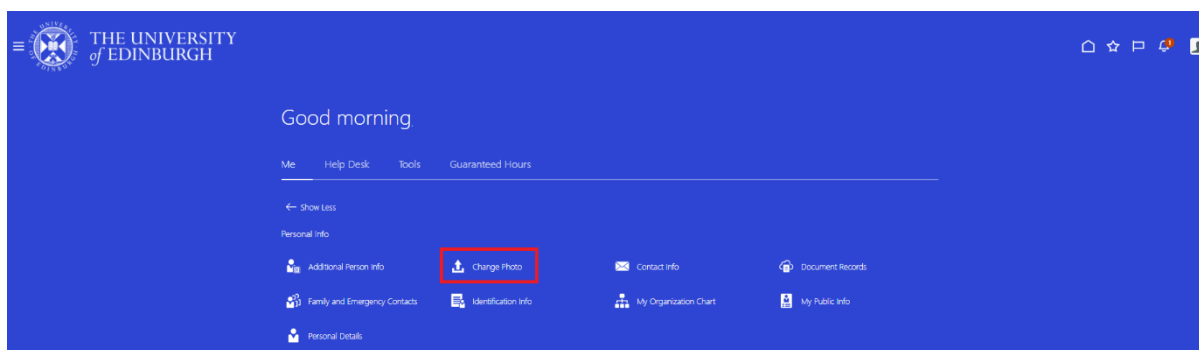


Uploading a Photo to your Profile

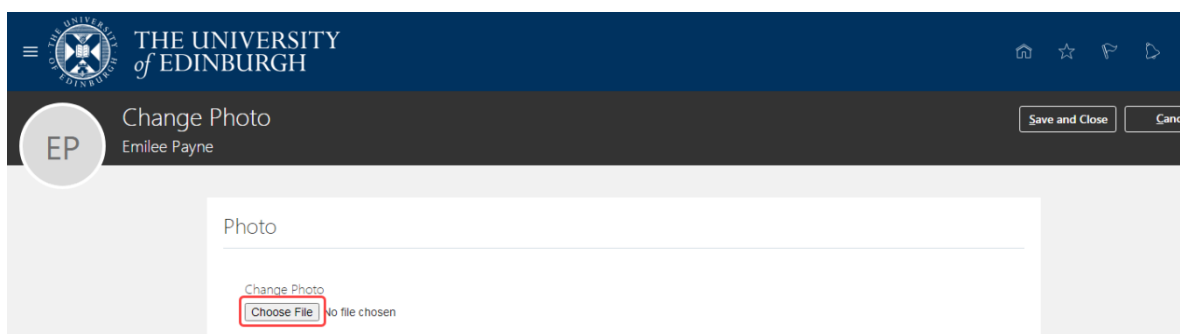
1. From the **Home** page, click on **Show More** under Quick Actions.



2. Click on **Change Photo**.



3. Click on the **Choose File** button.

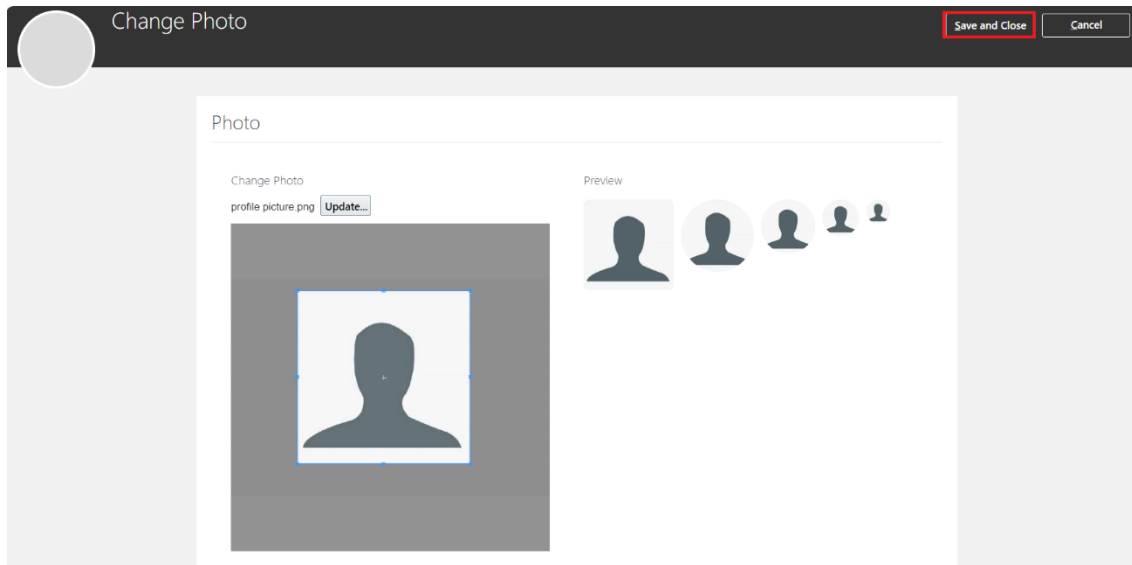


4. Navigate to the location where the photograph is stored and select it.

5. When uploading the photo:

- Ensure that the file size is less than 2 megabytes.
- Is any format, but the typical format is either a .png or .jpeg file.
- To help reduce distortion, ensure the dimensions of the photo are 90 x 120 pixels or maintains a 3 x 4 aspect ratio.

6. If necessary, adjust the framing by checking the preview.



7. Click on the click the **Save and Close** button and the photo appears in the menu at the top of the page.



Version History

Version	Date	Description	Approved By
1.0	04 August 2025	Updated guide to new format	M Easton 01/08/25

Reviewers & Approvers

Further details of the Reviewers and Approvers of this document can be found by contacting HR Process Improvement. Please raise a Service Request using the category Continuous Improvement.