



People and Money system

We know this format may not be accessible for all. To request this guide in a different format please email or call hrhelpline@ed.ac.uk





Employee Guide- How to View and Edit your Public Info (Including Photo)

Employee

Estimated time to complete: 2 minutes

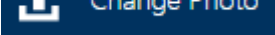
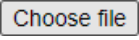
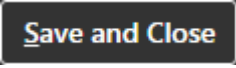
In Brief...

Viewing and Editing your Public Info

1. From the **Home** page, click on **Me** 
2. Click on Show More under Quick Actions
3. Then, in the Personal Info section, click on **Public Info** 
4. In the **Public Info** page click on pencil icon  in the section that you want to update:
 - Public Message
 - About Me
 - Areas of Expertise
 - Favourite Links
5. Return to the **Home page** by clicking on the **Home**  icon in the top menu.

For detailed guidance, see the [next section](#).

Uploading a Photo to your Profile

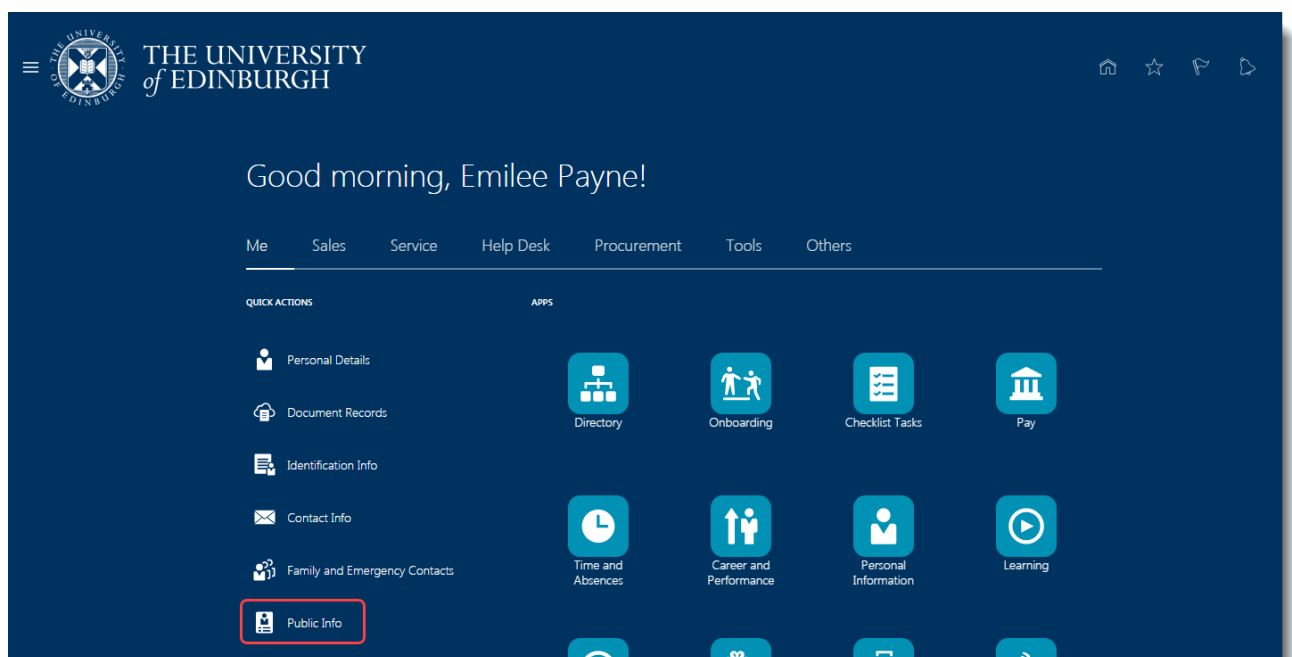
1. From the **Home** page, click on **Change Photo** 
2. Click **Choose file** 
3. Navigate to the location where the photograph is stored and select it.
4. If necessary adjust the framing by checking the preview
5. Click **Save and Close** 

For detailed guidance, see the [next section](#).

In Detail...

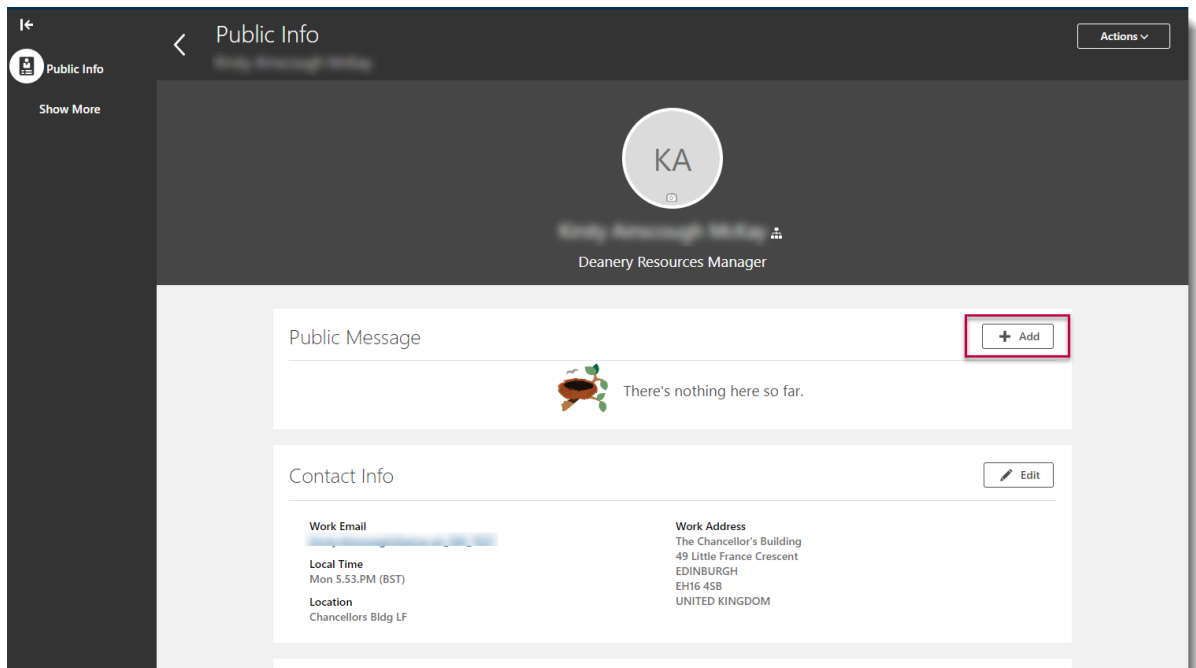
Viewing and Editing your Public Info

1. From the **Home** page, click the **Public Info** link.



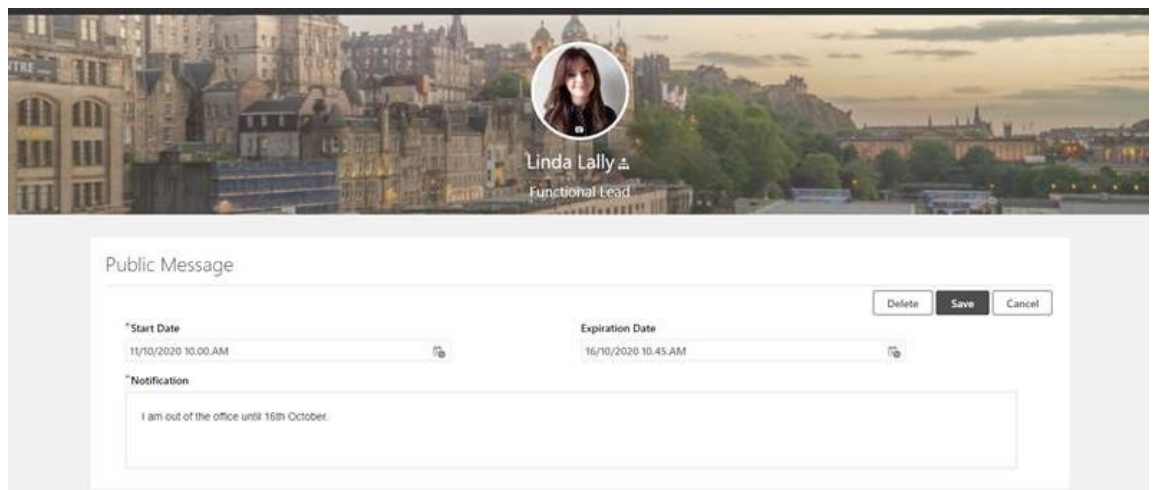
2. Adding a Public Message:

- a. In the Public Message box, click on the **Add** button to Enter a message to display to all people



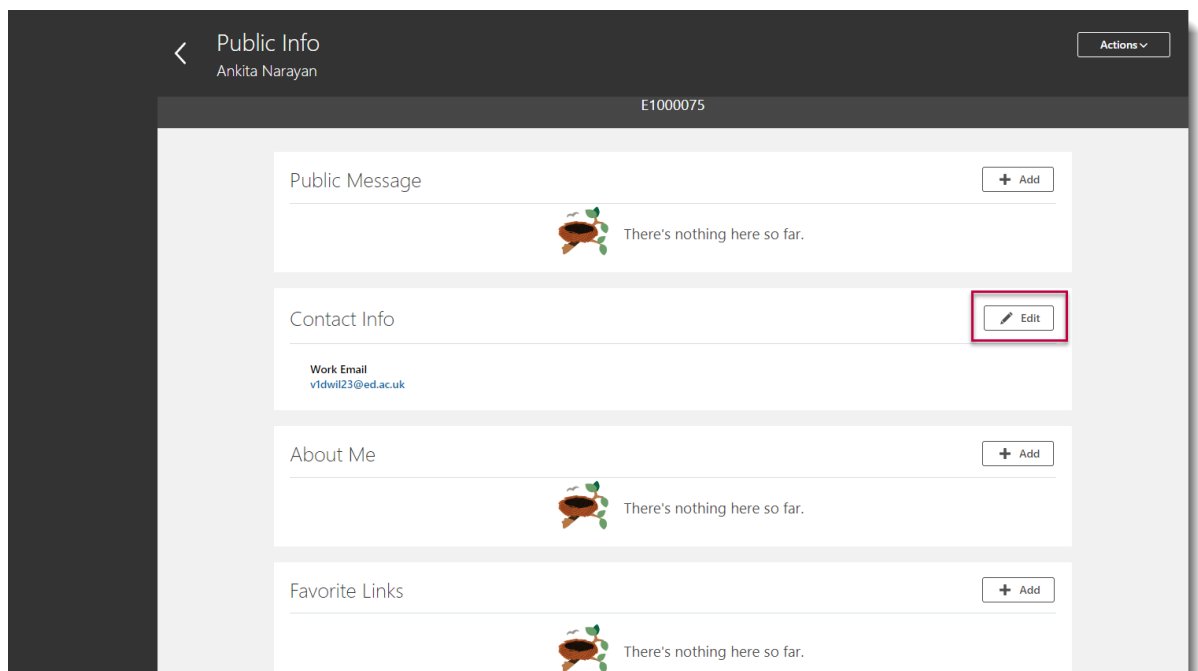
Enter the applicable public information in the **Message** box. If desired you can also enter a **Start Date** and **Expiration Date** by clicking on the calendar icon in the relevant field.

- b. When you have finished click on the **Save** button and the text entered appears in the Public Message section.

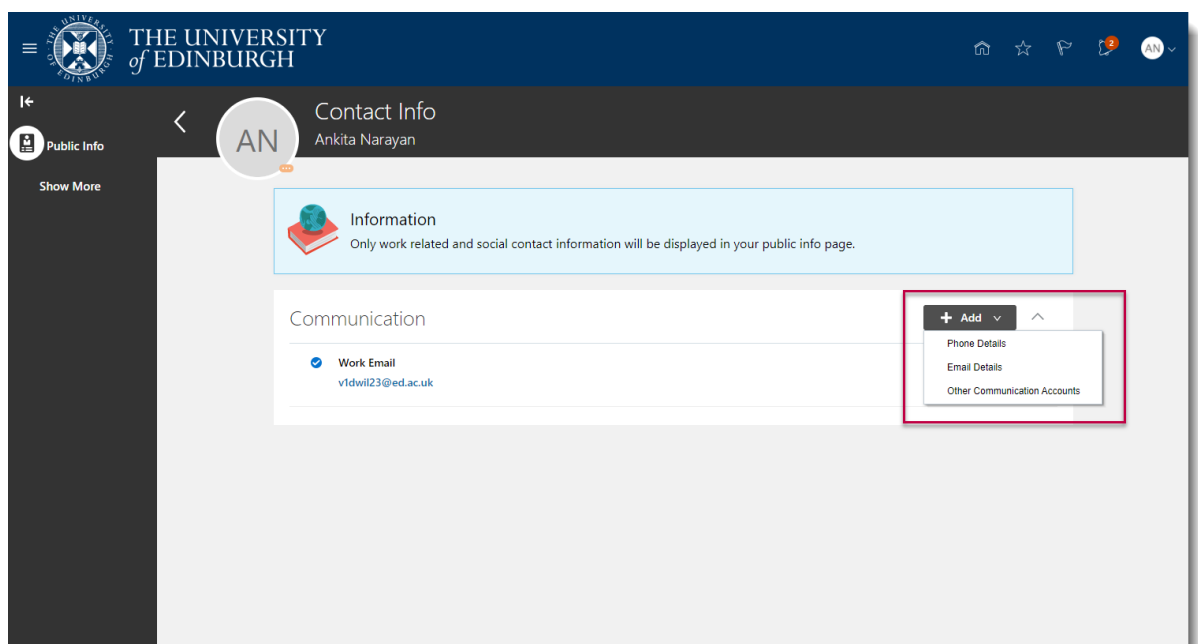


3. Editing Contact Info:

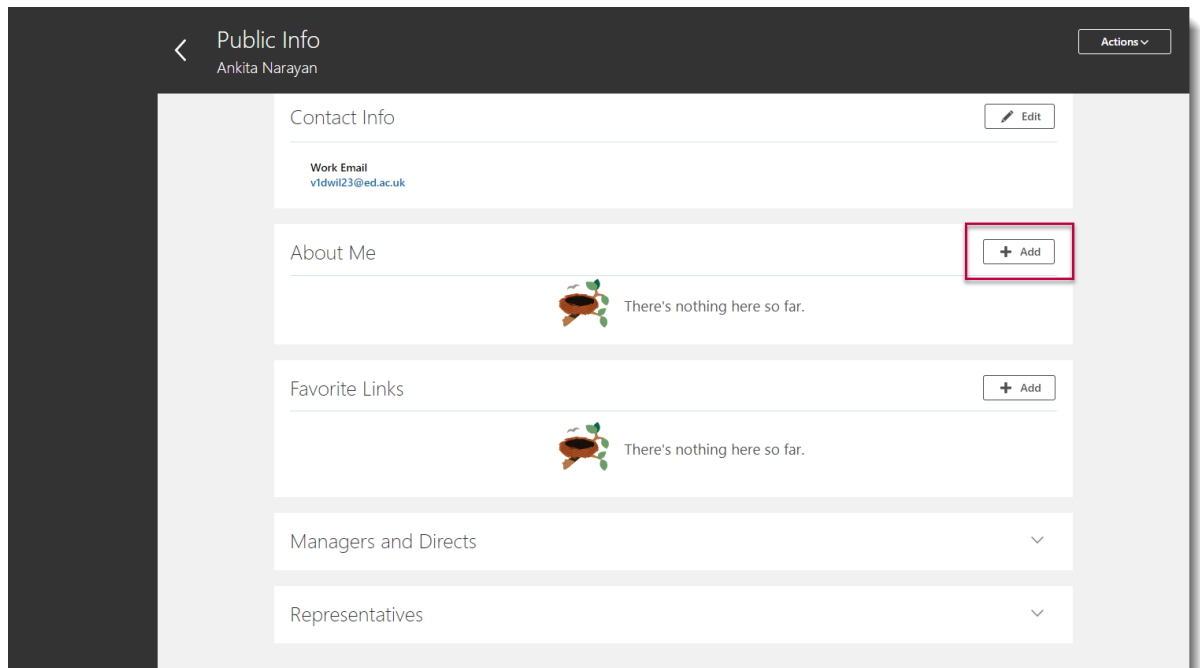
- a. Additional contact details can be added by clicking on the **Edit** icon in the Contact Info section



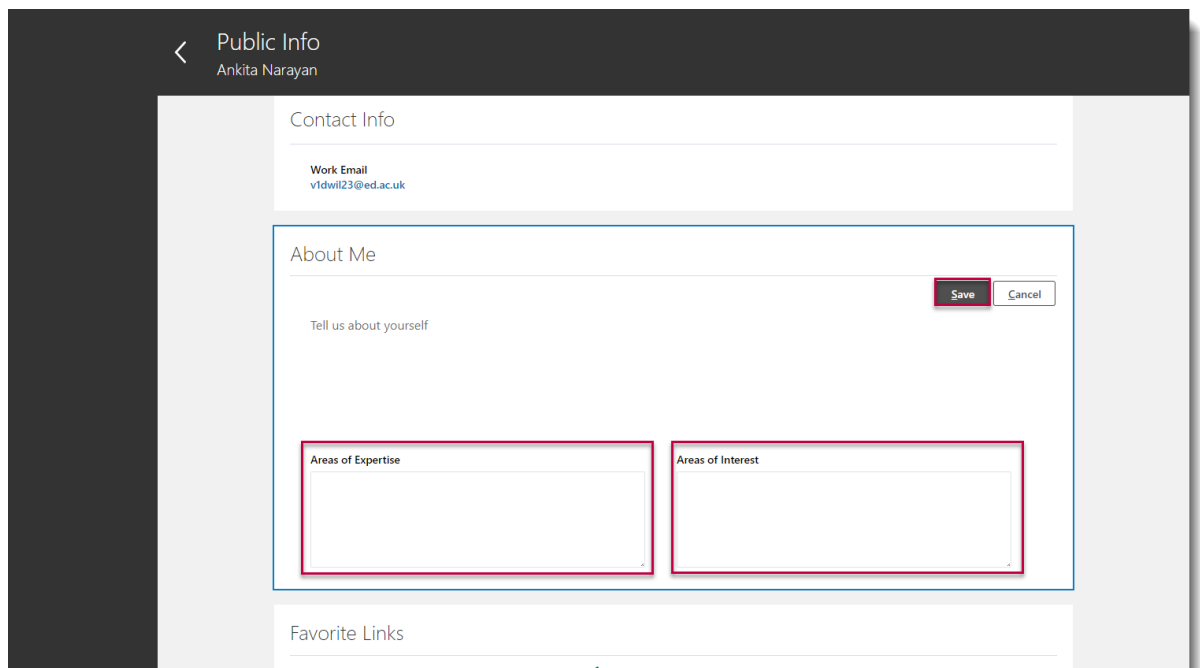
- b. Click on the **Add** button in the box and select either **Phone Details**, **Email Details** or **Other Communication Accounts** as relevant



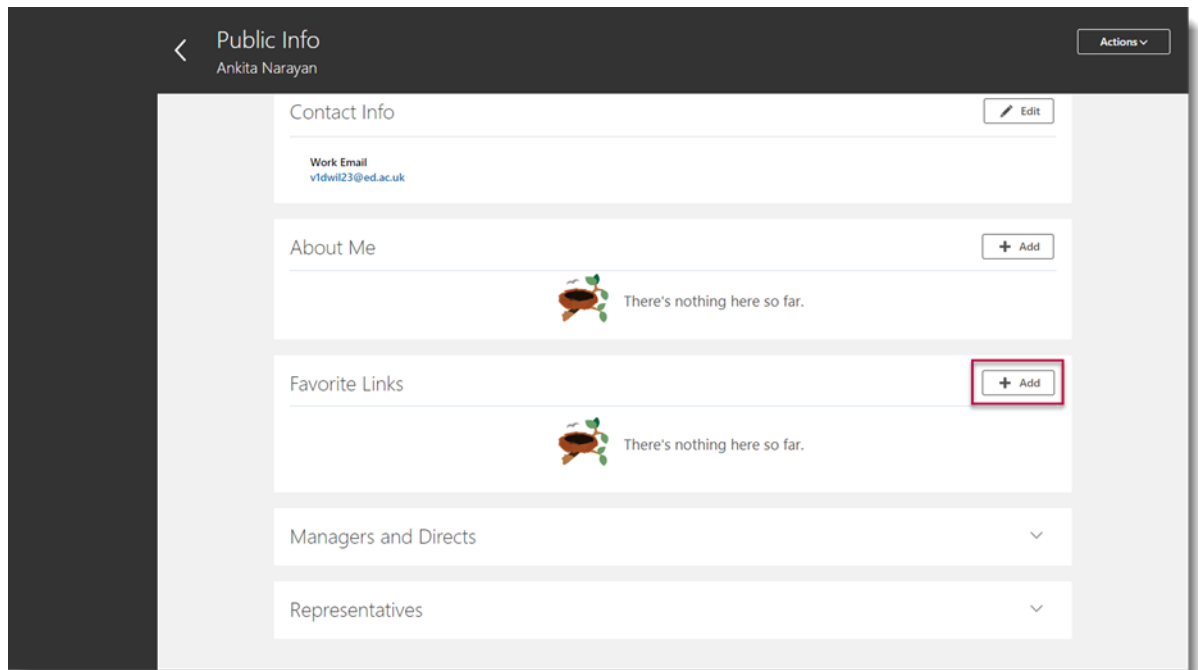
4. Click the **Back** arrow against Contact Info to return to the Public Info screen
5. Adding additional information about yourself:
- a. In the **About Me** section, click on the **Add** button



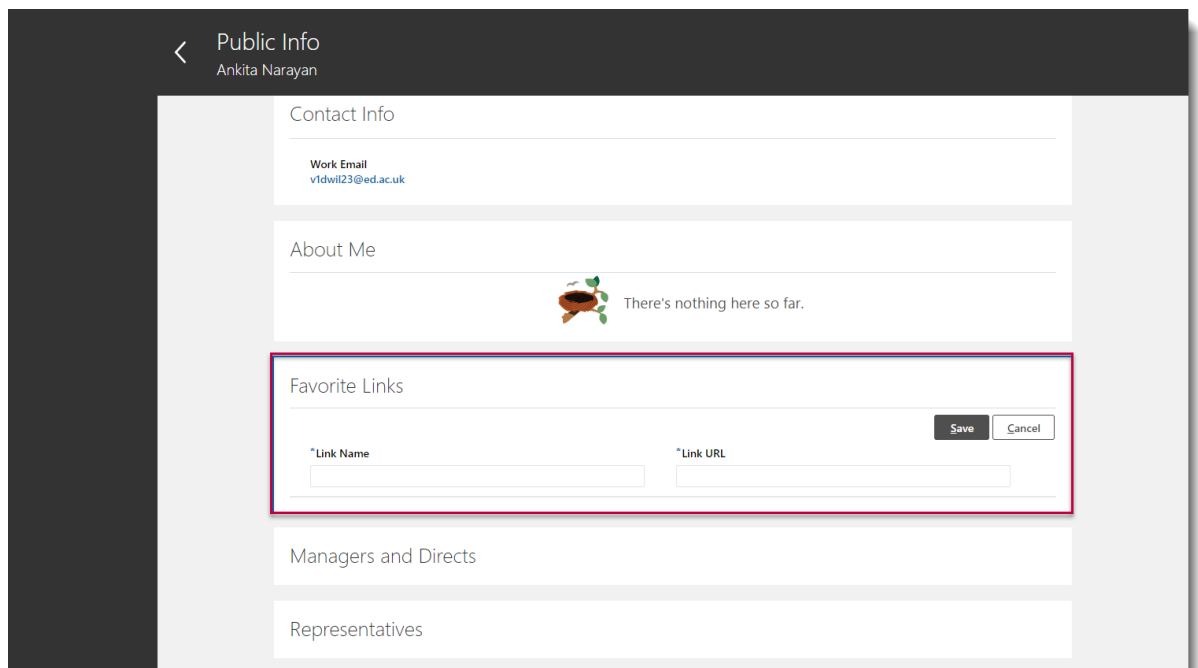
- b. Fill in your Areas of Expertise or Areas of Interest as relevant and then press **Save**



6. Adding Favorite Links:
 - a. In the Favorite Links section, click on the **Add** button

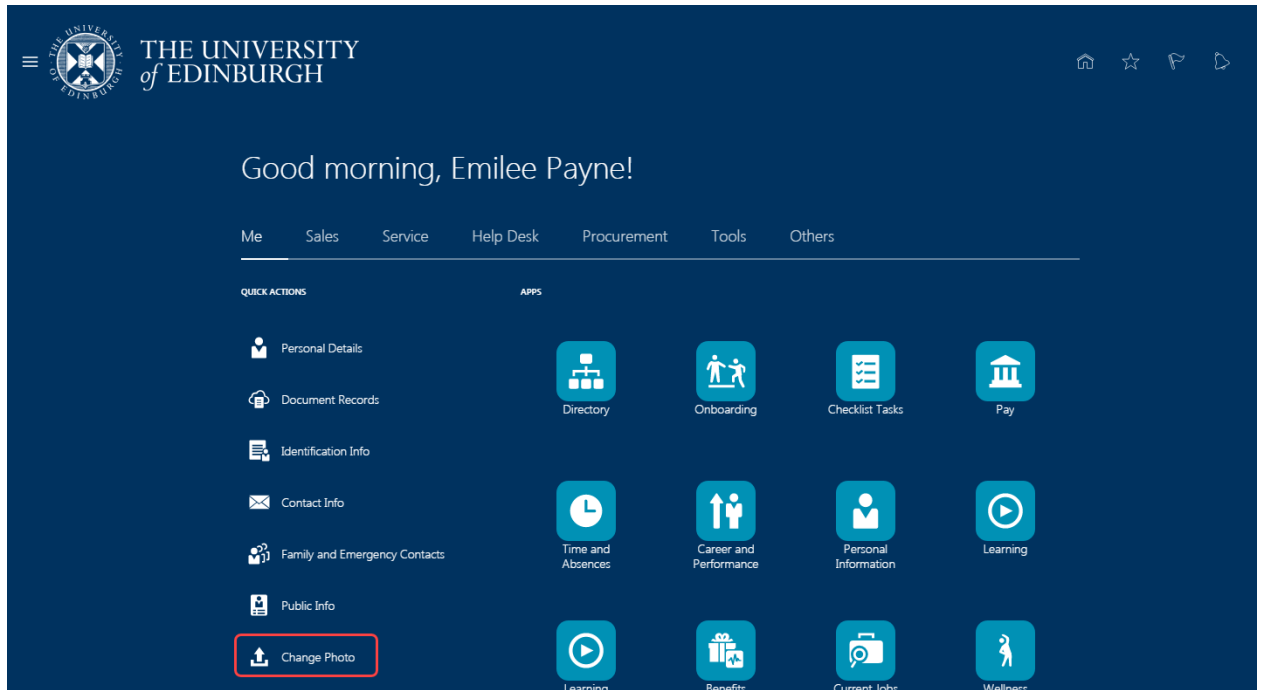


b. Enter the **Link Name**, **Link URL** and then press **Save**



Uploading a Photo to your Profile

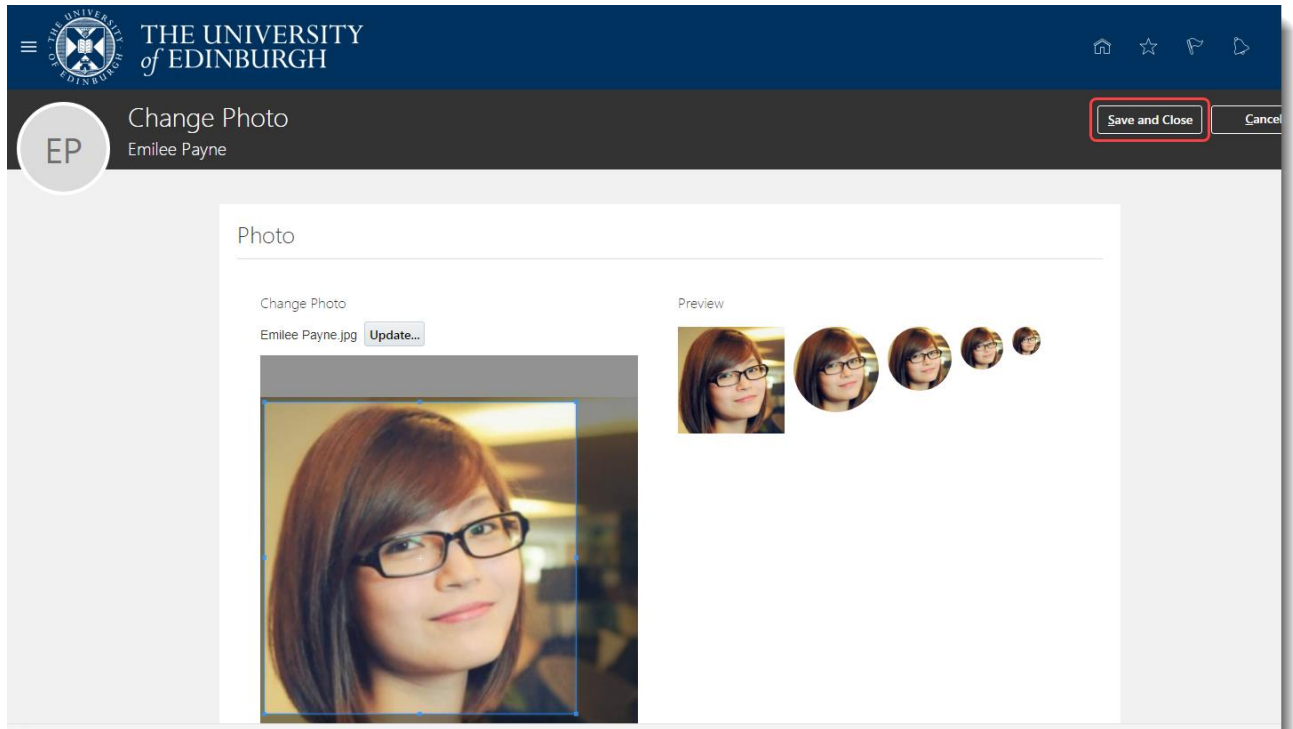
1. From the **Home** page, click on the **Change Photo** link.



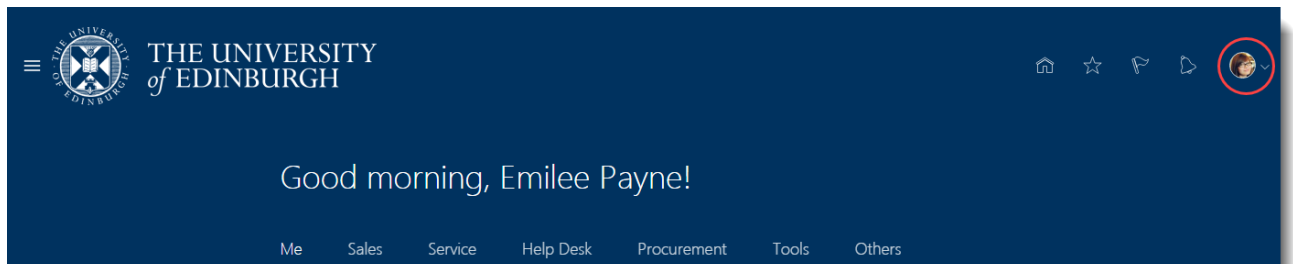
2. Click on the **Choose File** button



3. Navigate to the location where the photograph is stored and select it. When uploading the photo:
4. 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.
5. If necessary adjust the framing by checking the preview.



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



Glossary

Please refer to Glossary