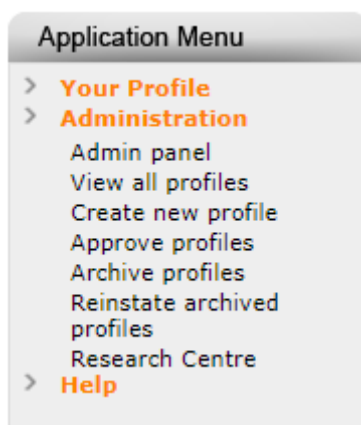


# Academic Staff Profile Guidance

## Introduction

When a profile is edited, we need a way of being able to publish the details to the university website. This is done through the approval process. Approval is restricted to a small group of users who have the administrator role.

Administrators of the staff profile system can approve user's profiles. This access level will get an additional menu item in the left-hand menu.







Within the admin menu you will see the Approve Profiles option. Clicking this will show a list of profiles waiting approval.

[Staff Profiles](#) > [Administration](#) > [Approve profiles](#)


## Profile Approval

Use this page to approve those profiles that are currently awaiting approval. Once a profile is approved it will become available to be viewed on the University public website.

ID	Username	Profile Owner	Biography?	Photo?	Enterprise Interests?	Research Interests?	Publications?	Published
2128	U0027038	Gooneratne, Samantha	No	Yes	No	No	No	<a href="#">View</a> <a href="#">Approve</a> 
2143	U0022153	Ramegowda, Manu	No	Yes	No	No	No	<a href="#">View</a> <a href="#">Approve</a> 
2145	U0021731	Aslam, Suhail	No	No	No	No	No	<a href="#">View</a> <a href="#">Approve</a>
2172	J9180068		Yes	Yes	Yes	Yes	Yes	<a href="#">View</a> <a href="#">Approve</a> 
3179	U0028609	Rhodes, Philip	Yes	Yes	No	No	No	<a href="#">View</a> <a href="#">Approve</a> 

## Approving a profile



When confronted with the approval list, click the View link to see the contents of the profile.

Clicking on the remove Picture icon () will remove the picture from the profile. This means a user will need to add a new picture.

When the profile is ready to be approved, click on approve button. You will then be shown the profile. At the top of the screen will be the edit header.

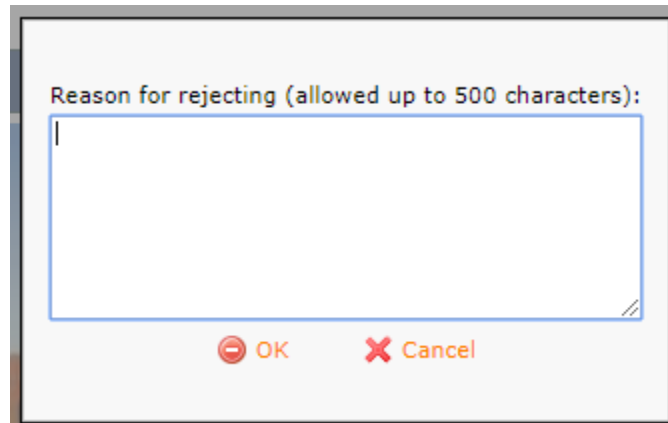
## View Staff Profile

This is the profile for (J9180068)



Current status: **Awaiting Approval**  **Preview**  **Edit Profile**  **Approve Profile**  **Reject Profile**

Clicking the Approve Profile button will publish the profile to the university website, replacing the current details for the profile.

Clicking on the reject profile button show the Rejection comments box.



Reason for rejecting (allowed up to 500 characters):

 **OK**  **Cancel**

To reject the profile add a comment and click the OK button.

Clicking the Cancel button will stop the cancel process.