

How to update your staff profile

1. Go to your profile page and click the 'Edit profile' link at the bottom of the page, or open this page: http://rom.exeter.ac.uk/edit/rom_admin.php
2. Log in using your normal single sign-on details.
3. On the ROM homepage, search for your surname in the search box

ROM Profile management

Search
Add person to database

4. Click on the relevant link to edit information in that area.

Add person to database

CLES - College PS	Lucy Corley	P'snal Profile Research Teaching Grants Sup/Group Ext Resp Images Pubs
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CLES - College PS: Lucy Corley Edited by: Lucy Corley

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About me

I am responsible for the website and related digital content for the [Sciences](#) (CLES). My specialisms are in user experience (UX), p...
Please contact me [about](#):

- Planning and developing a new website or page
- Responsive redesigns or development of existing CLES c...
- Amendments to CLES course information on the [undergraduate](#), [postgraduate](#) or [postgraduate research](#) sites. (For edits to modules or programme structures please contact [Dr Andy Robinson](#)).

body p

Save changes

Qualifications

Use this button to add a link

Add bullet points with this button

Use this menu to add sub headings.

5. Remember to click 'Save changes' on every area you update.

What to write

1. Include your latest research

Your most recent projects and grants, and current research and teaching interests are likely to be of most interest to someone reading your profile.

2. Include key words

Include words and phrases people are likely to be searching for if they are interested in your area of research. You could create a bullet point list of your key research areas, before writing about them in more detail.

3. Pick out highlights/noteworthy achievements

Choose the 'best bits' from your previous projects to draw attention to in your profile. Remember to link to a project's website if it has one.

4. List your PhD students (if applicable)

List PhD students you are currently supervising, ideally with links to their profiles. If there are particular areas you would be interested in supervising, add this to your profile to encourage prospective students to get in touch.

How to write

1. Write in first person

e.g. 'I am a Senior Lecturer in Engineering' rather than 'Lucy Corley is a Senior Lecturer in Engineering'.

2. Break your profile up with headings.

This can make it easier to read and potentially boost its search engine ranking. Use the format drop-down menu to make text into a heading (see instructions above).

3. Keep sentences and paragraphs short.

What feels like a short paragraph in a word document feels much longer and more difficult to read on the web, especially if viewed on a tablet or mobile.

4. Use bullet points for lists (see instructions above).

5. Use link text that describes the linked page.

Avoid using 'click here' as your link text – instead, write something that tells the user about the website or webpage the link will take them to. This makes your profile more accessible and easier for search engines to find.

e.g. instead of

Read more about my climate change project [here](#).

use

Read more on my [climate change project website](#).

Why update your profile?

1. To showcase your research

An up-to-date profile promotes your research and encourages potential academic and industrial collaborators to get in touch with you. It will also support REF submissions.

2. To get yourself noticed for future projects and funding

The university's website gets around 30,000 views every day. An up-to-date profile is great opportunity to market yourself and expand your contact base with minimal effort.

3. To help prospective PhD students find you

User testing has shown that students considering a PhD use staff profiles as a key part of deciding whether a department or university is right for them.