

UQ Researchers

How to activate a profile on UQ Researchers (for unpaid staff and new staff)

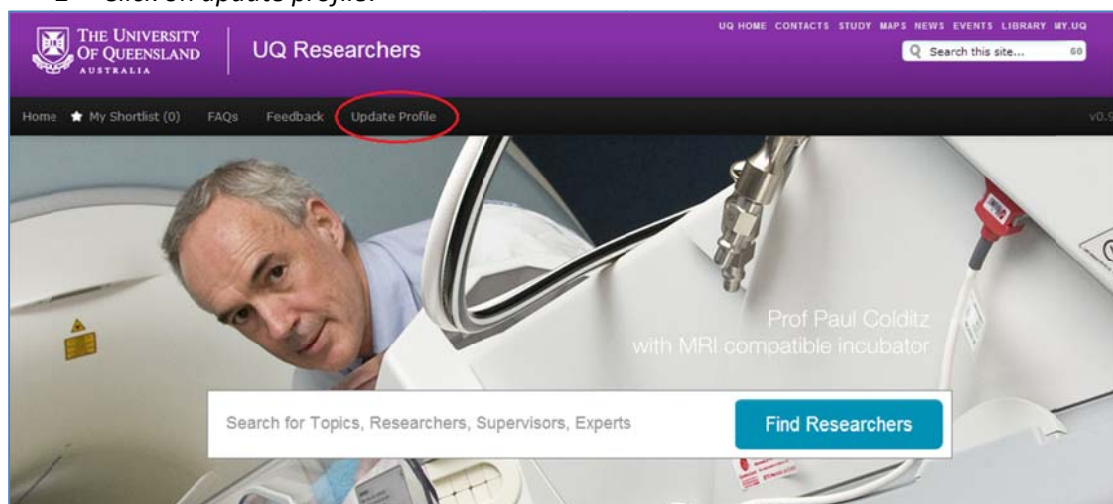
The profiles of below staff members are inactive (hidden) on UQ Researchers by default:

- Unpaid academic staff members (e.g., adjuncts, honorary) (with an appointment of more than 12 month)
- Continuing and fixed-term academic staff in the first four months of employment at UQ)

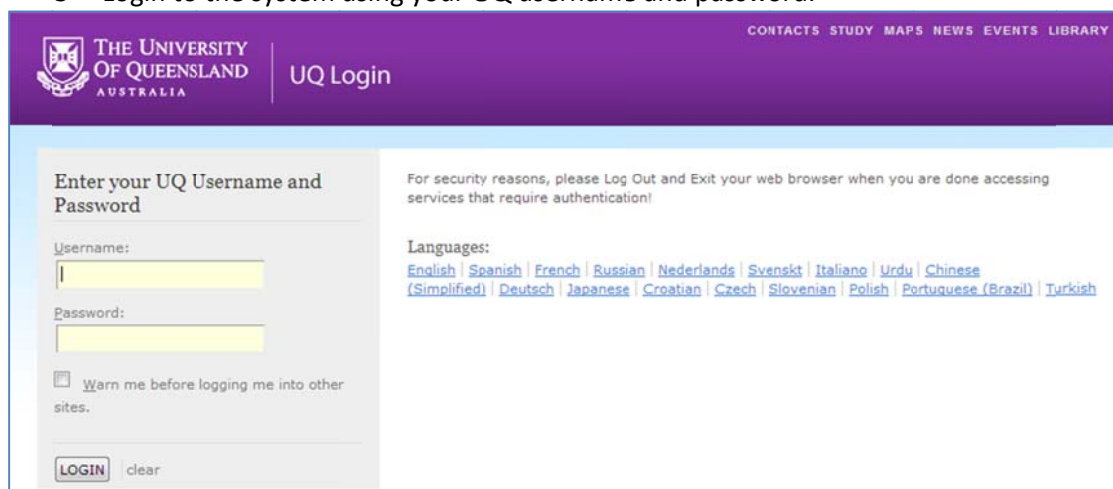
However, these staff members have the option to activate their profile on UQ Researchers.

To activate your profile:

- 1- Open UQ Researchers website (<http://researchers.uq.edu.au/>)
- 2- Click on *update profile*.



- 3- Login to the system using your UQ username and password.



Enter your UQ Username and Password

Username:

Password:

Warn me before logging me into other sites.

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

Languages:
[English](#) | [Spanish](#) | [French](#) | [Russian](#) | [Nederlands](#) | [Svenskt](#) | [Italiano](#) | [Urdu](#) | [Chinese \(Simplified\)](#) | [Deutsch](#) | [Japanese](#) | [Croatian](#) | [Czech](#) | [Slovenian](#) | [Polish](#) | [Portuguese \(Brazil\)](#) | [Turkish](#)

- 4- Proceed to *Personal & Contact Details* page, tick “Activate my profile”, and press save.

The screenshot shows the 'Academic Portal' for 'Mr Hamed Jafarzadeh'. The user is logged in. The page title is 'Researcher Profile' for 'Dr [redacted]'. A notification states: 'Changes to your profile can take up to 15 minutes to appear on the public site.' The left sidebar lists navigation options: 'Personal & Contact Details', 'Biography & Links', 'Profile Photo', 'Keywords', 'Research Interests', 'Publications', 'Grants', 'RHD Advising', 'RHD Available Projects', 'Qualifications', and 'Agents'. The main content area under 'Personal & Contact Details' contains the following text: 'The profiles of new staff (commenced employment at UQ less than 4 months ago) and unpaid staff are inactive by default on UQ Researchers public website. However they can activate their profile if they wish. If you would like to activate your profile, tick the checkbox below: Activate my profile Save'. The 'Activate my profile' checkbox is circled in red. Below this is the 'Personal Details' section, which includes a message: 'This information has been imported from Aurion. If you believe the information to be incorrect or incomplete, please contact UQResearchers.support@uq.edu.au. Changes made in Aurion may take up to 24 hours to be applied here.' The profile information is as follows: Title: Dr; First name: [redacted]; Preferred first name: [redacted]; Last name: [redacted]; Organisation & position: [redacted] Adjunct Senior Fellow.

- 5- Your profile will then be displayed on UQ Researches public site after 15 minutes.

For questions and assistance, please contact UQResearchers.support@uq.edu.au.