Administering Staff Profiles

Administrators have access to all the staff profiles belonging to their department and can also edit contents of staff groups within their departments.
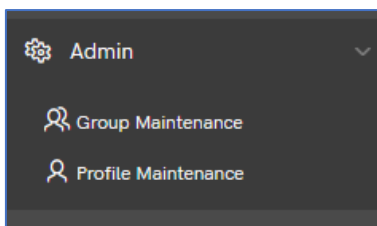
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Individual Staff Profiles

Editing profiles on behalf of other users

1. Go to myadmin.aber.ac.uk in your web browser and log in

2. Click on the Online Staff Profiles tile.

3. In the left-hand menu click on the down arrow to the right of 'Admin' to see the additional options that are available to administrators.


4. Click on 'Profile Maintenance'

5. You will see the 'Edit User' screen:
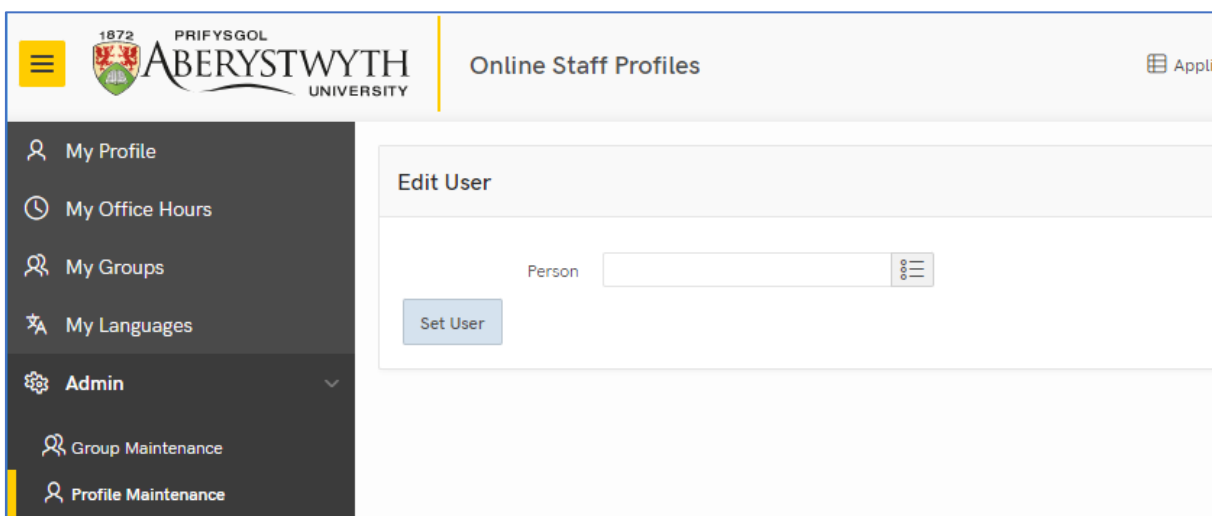
6. Click on the list icon on the right of the Person box

7. In the pop-up, type the person's user id, first name or surname in the box and press enter

8. A list of staff will appear who match what you typed in – choose the correct person by clicking on their name.

9. You will be returned to the Edit User screen where you will now see the name of the person you chose in the box

10. Click the Set User button

11. The left menu now has their userid before the first 4 menu items, e.g.:
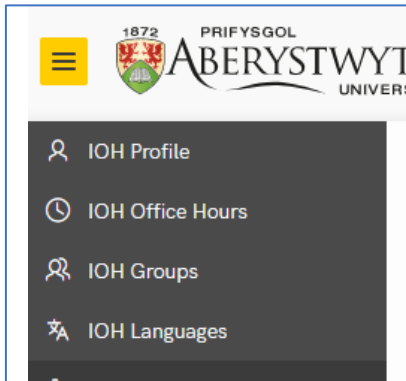
12. You can now edit their profile in the same way as you would edit your own.

13. When you are finished, reset the user back to yourself by:

   a. Click on the down arrow to the right of 'Admin' to see the additional options that are available to administrators

   b. Click on 'Profile Maintenance'

   c. Click on the list icon to the right of the person's name

   d. Type in your own userid, first name or surname and press entre

   e. Click on your name in the list

   f. Click the 'Set User' button

   g. The userids in the left menu will no longer show and you are now editing your own staff profile.
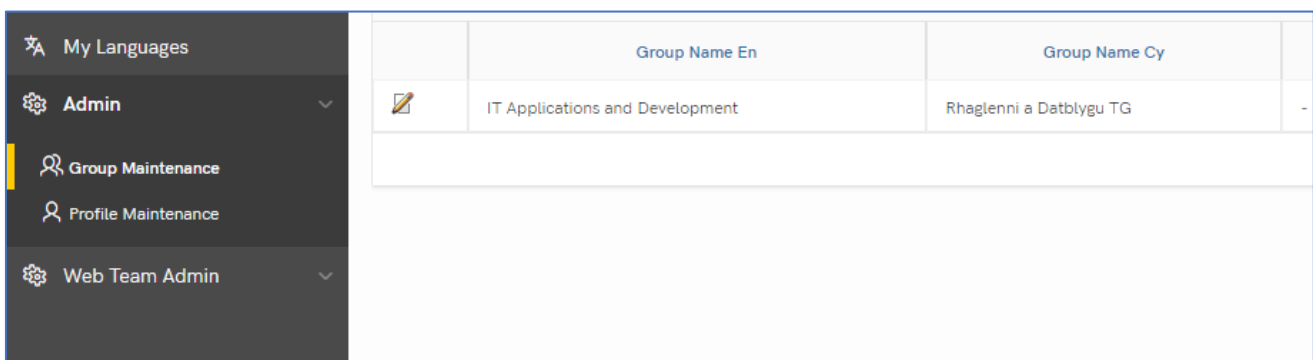
Staff Profile Groups

There are 2 types of groups that you can edit:

- Groups of staff to be used in the main staff list (e.g. academic staff, support staff, senior management team etc.)

- Groups of staff associated with research teams

There are also some automatically generated groups that you can't edit, including honorary and emeritus staff, postgraduate research students and external examiners

Accessing groups

1. Click on the down arrow to the right of 'Admin' to see the additional options that are available to administrators

2. Click on 'Group Maintenance'

3. You will see a tabular list of the groups you have access to edit

4. Click on the edit icon to the left of the name of the group you want to edit
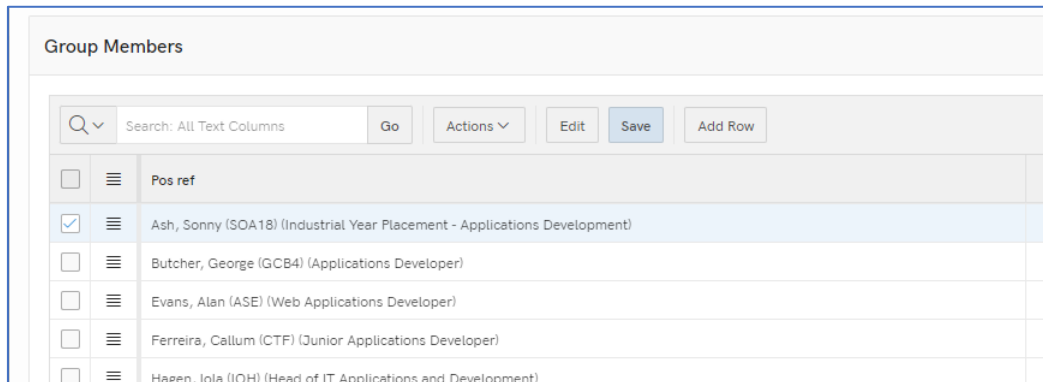

5. You will see the 'Group Details', with the 'Group Members' further down the page.

Editing the name of a group

1. Edit the 'Group Name En' and/or 'Group Name Cy' to make your changes

2. Click the 'Apply Changes' button (at the bottom right)

Adding a person

1. Scroll down to the 'Group Members' area of the screen

2. At the top of the list, click the 'Add Row' button

3. A new row will be added – click into it and type the username, first name or surname of the person you want to add

4. Choose the correct person from the list that appears. Note that you may see a person multiple times in the list if they have different roles or have changed their job title – make sure you pick the right version of the person, with the appropriate and current (not EXPIRED) job title.

5. If you need to add another person, repeat the process

6. When you are finished, click the 'Save' button at the top of the list

Removing a person

1. Click on the horizontal lines icon to the left of the name of the person you want to remove from the list
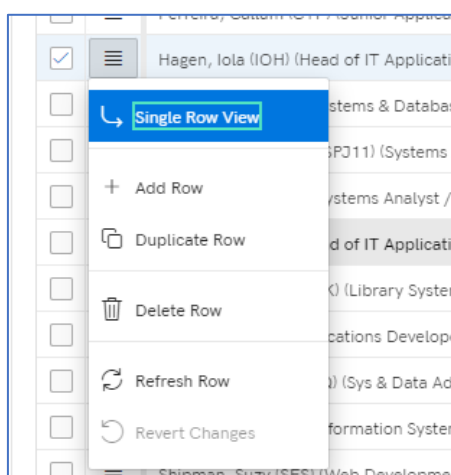
2. Click on 'Delete Row' in the menu that appears

3. The person will now show with a line through them

4. If you need to remove another person, repeat the process

5. When you are finished, click the 'Save' button at the top of the list

Ordering lists of staff in a group

By default, lists of staff in a group will be ordered alphabetically, but they can be manually ordered if required.

1. Click in the 'Order Number' column for the person you want to come first in the list

2. Type 1 in the box

3. Do the same for the 2nd person and type 2 in the box

4. Continue until all staff are numbered.

5. When you are finished, click the 'Save' button at the top of the list