Instructions for editing staff pages

Introduction

TU Delft's new staff pages were launched in the autumn of 2013. The information on these pages has been retrieved in part from TU Delft's source systems, such as PeopleSoft (name, department and address details), Metis (publications) and CourseBase (education). It is possible to provide additional information yourself, including your biography, expertise, projects, etc.

In addition, you can indicate whether to display your first name, passport photo, weblog, homepage address and mobile phone number.

The outline below shows which details you can edit yourself and where these details can be edited.

Staff (list)			
What	**Where, how, by whom**		**Additional information**
Surname, initials, titles and first name (and/or Informal name)	Via HR Services	HRServices@tudelft.nl	+31 (0)15 2785020 Visability of your first name via http://e-service.tudelft.nl
Biography, expertise, projects, awards and adding your own sections	Edit and publish it yourself via http://e-service.tudelft.nl	Log in with NetID and password	Type a short biography or copy/paste an existing text in the profile tab (Dutch and English). Please note the limited number of layout functions: bold, underlined, a numbered or an unordered list and possible links. The text may contain a maximum of 4000 characters. (Save and publish)
Telephone number, e-mail address	Via the Service Desk: http://servicepunt.tudelft.nl	Servicepunt-xxx@tudelft.nl	
Building number, room number, address	Via the Service Desk: http://servicepunt.tudelft.nl	Servicepunt-xxx@tudelft.nl	
Change mobile (business) phone number, weblog or homepage address	Edit and publish it yourself via http://e-service.tudelft.nl	Log in with NetID and password	
Department name	Cannot be changed; refers to the department's general web page		
Ancillary activities	Discuss with own manager	Ancillary activities are refreshed once a year	
Education	Retrieved from CourseBase: http://coursebase.tudelft.nl	Lecturers can register and make changes in CourseBase	
Passport photo	Edit and publish it yourself via http://e-service.tudelft.nl	Log in with NetID and password	
Publications	Retrieved directly from Metis: http://metis.tudelft.nl	Only validated publications are shown in the publications section of the staff-member's page. It is possible to retrieve the complete list in Metis from this section, including the non-validated publications.	The eleven most recent validated publications are shown.
If you have any questions about your page, please contact the Library at Library@tudelft.nl			

Surname, initials, titles and first name

This information is retrieved directly from the underlying systems (PeopleSoft/MDS) and cannot be edited by you. If you would like to change these details, please contact the HR department at hrservices@tudelft.nl.

First name

Your first name is retrieved directly from the underlying systems (PeopleSoft/MDS), but is not displayed by default. If you would like to have your first name displayed, follow the procedure below via the E-Service page.

Procedure:

- Go to http://e-service.tudelft.nl and click on Login.

- Log in using your NetID and password.

- Go to the 'Publication preferences' section and check the 'First name/Informal name' option in the 'Internet' column. Click on 'Save changes'.

Biography

This information is retrieved directly from the E-Service application. You can add and edit your biography yourself via the E-Service page.

Procedure:

- Go to http://e-service.tudelft.nl and click on Login.

- Log in using your NetID and password.

- Choose the 'Profile' option in the left-hand column.

- Select 'Biography' in the 'Add paragraphs' section, and click on 'Add'.

- Enter your biography or copy/paste an existing text. You may enter a Dutch and an English text. This text may contain a maximum of 4000 characters.

- Check the "Publication" option below the text. Note: there is only one option for both the Dutch and the English text.

- Click on 'Save changes'.

Expertise, projects, awards

You can also add information about your expertise, projects and awards via the E-Service page. For this, follow the procedure for editing your biography.

E-mail address, (business) telephone number

This information is retrieved directly from the underlying systems (PeopleSoft/MDS) and cannot be edited by you. If you would like to edit these details, please contact the Service Desk via http://servicepunt.tudelft.nl.

Building number, room number, address

This information is retrieved directly from the underlying systems (PeopleSoft/MDS) and cannot be edited by you. If you would like to edit these details, please contact the Service Desk via http://servicepunt.tudelft.nl.

Mobile (business) phone number, weblog or homepage address

You can add and activate this information yourself via the E-Service application. For this, follow the procedure below.

Procedure:

- Go to http://e-service.tudelft.nl and click on Login.

- Log in using your NetID and password.

- Enter the correct details under the 'Mobile phone number', 'Weblog' and/or 'Homepage' sections.

- Go to the 'Publication preferences' section and check the 'Mobile number', 'Weblog' and/or 'Homepage' option(s) in the 'Internet' column. Click on 'Save changes'.

Secondary employment

These details are provided by HR and cannot be edited. You indicate any changes during your R&D interviews.

Department name

This information is retrieved directly from the underlying systems (PeopleSoft/MDS) and cannot be edited by you. The link below the department name refers to the department's general web page.

Education

These details are retrieved directly from CourseBase.

Passport photo

The passport photo is retrieved directly from the MDS. You can also load a new passport photo via E-Service. The passport photo on your staff identity card is also retrieved from this system. The passport photo is not displayed by default. If you would you like to display your passport photo, this can be done via E-Service.

Procedure:

- Go to http://e-service.tudelft.nl and click on Login.

- Log in using your NetID and password.

- Optionally, click on 'Browse' and select a suitable passport photo. Then click on 'Upload file'. Only passport photos may be used. It is not permitted to use photos that include other people and suchlike.

- Go to the 'Publication preferences' section and check the 'Photo' option in the 'Internet' column. Click on 'Save changes'.

- Note: some confusion have arisen concerning the use of both columns. Use "Internet" if you want to share your data (photo etc.) with everybody. Use "TU Delft" if you want to share your data with TU Delft colleagues only.

Publications

These details are retrieved directly from Metis. The eleven most recent publications that were validated in Metis are shown. By clicking on a researcher's name, you will receive an overview of all of that researcher's publications held in Metis. Changes to Metis can be made by Metis support staff from the faculty or the library.

Creating a new section

If you would you like to add more information, you can do so by creating new sections yourself.

Please note: you can only edit the order of sections created by you. The default sections have a fixed order.

Procedure:

- Go to http://e-service.tudelft.nl and click on Login.

- Log in using your NetID and password.

- Choose the 'Profile' option in the left-hand column.

- Enter a Dutch and an English term in the 'Add paragraph with own heading' section. Click on 'Add'.

- You can now enter a Dutch and an English text. This text may contain a maximum of 4000 characters.

- Check the "Publication" option below the text. Note: there is only one option for both the Dutch and the English text.

- Click on 'Save changes'.

- Note: you can change the order of sections by dragging the section to a new position.

Contact details

If you have any questions about editing the information on your page, please contact library@tudelft.nl.