Esploro for researchers

Your Researcher Profile

Visitors to your institution’s research portal can browse researcher profiles or search for them using keywords.

Your Researcher Profile is an opportunity to showcase your research online, where it can be found by potential collaborators, students, and funders. Your researcher profile has been created for you, and an administrator or proxy may add content for you. You can also make changes to your profile, updating it to properly represent you and your research. This video will show you how to do that.

Your institution will provide you with a link to access the research portal, as well as your username and password. Once you sign in, you will be taken to your private profile.

The first tab of your profile is the Overview. This presents who you are including your education and experience.

Let’s add some information to this profile. You can either go to the upper right corner and select Settings or click Edit Profile. Both options take you to the Settings page of your profile.

Right away, you can start adding things like variations of your name and Global IDs, such as your ORCID or PIVOT ID. With your permission, this Esploro profile can be synced with your ORCID profile.

You can also add a picture to your public profile. Click About to input research topics, provide links to online pages of projects that you are working on, and describe your research in your own words. You can also add Honors and educational background.

Click Affiliations to list institutions where you have done work – both your current institutions and any with whom you were affiliated with in the past.

Click Communications to add ways for other researchers to contact you.

Finally, Researcher proxies is where you can allow a colleague or a student to manage your profile and its content for you.

Proxies can manage more than one profile. When they log in to the portal, they can select which researcher account they want to manage then proceed to work on that profile.

Changes are automatically saved, so when you are done adding information, just click Back. The Overview tab now shows the information we added.

To add research Output, such as your publications, as well as your research projects and activities, click Add Content and select the type from the drop-down. Enter the information and click Submit. Learn more about adding Output, Projects, and Activities to your profile in these other training videos:

[Add Research Output to Your Profile in Esploro](https://knowledge.exlibrisgroup.com/Esploro/Training/Esploro_Researchers/C_Add_Research_Output_to_Your_Profile_in_Esploro)

[How to Add and Edit Projects and Activities on your Researcher Profile](https://knowledge.exlibrisgroup.com/Esploro/Training/Esploro_Researchers/How_to_Add_and_Edit_Projects_and_Activities_on_your_Researcher_Profile)

Your public profile, which is visible to visitors, contains only approved content.

When signed into your own profile, you will see content that is in process. You can easily hide or unhide content from public display. Your administrators also control the visibility of profile content, so contact them if you have any questions.

You can easily communicate with an administrator about your outputs. From the menu, select Messages, type and send your message. You will be notified when the admin responds. Use the star to Highlight outputs that you would like to display more prominently.

Another useful feature of your profile is that you can use it to generate an updated CV. Click Create CV. This tool is explained in the training video:

[How to Create a CV from a Researcher Profile](https://knowledge.exlibrisgroup.com/Esploro/Training/Esploro_How-To_Videos/Researcher_Profiles/5How_to_Create_a_CV_from_a_Researcher_Profile)

That’s a quick tour of how to use your Researcher Profile. You can learn more in the Esploro Online Help Quick Guide for Researchers and in the other training videos mentioned.

Thanks for watching!