

## SoP: How to update your Science Faculty Staff Directory Listing

By Ray Duell

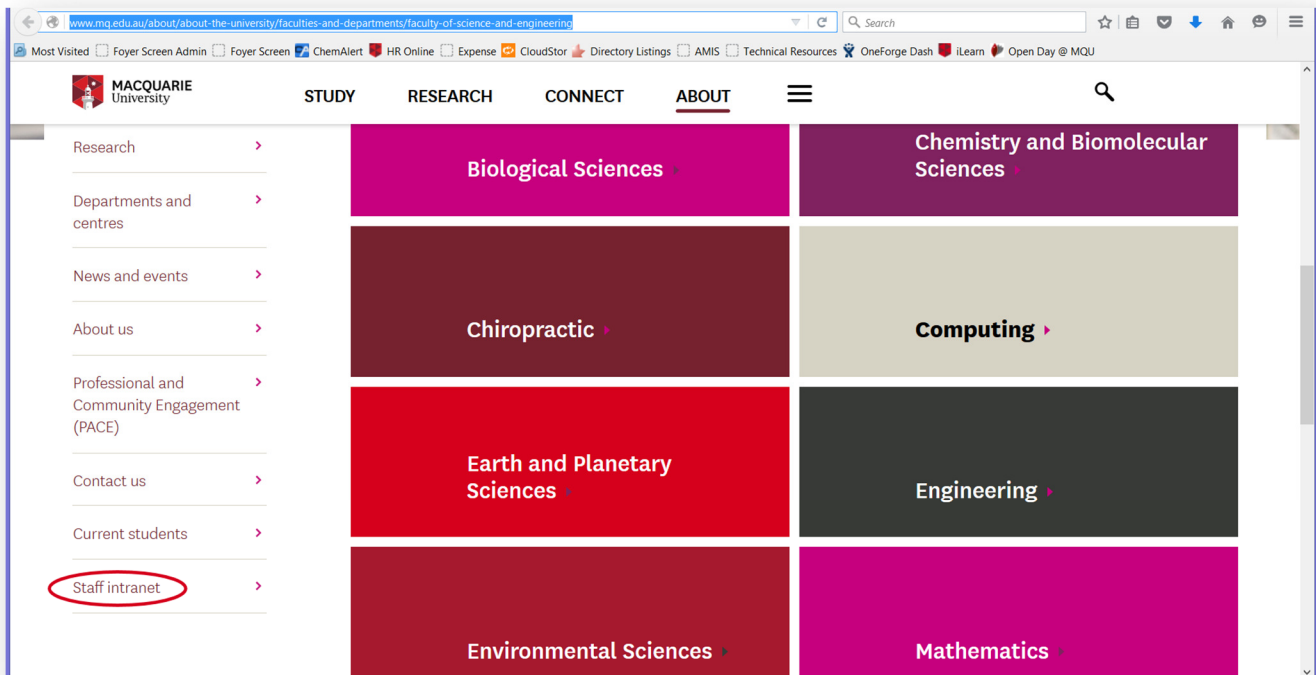
**Purpose:** As scientists, we need to be visible and approachable to collaborate, share our knowledge, and defend our work. The best way to do this is to have an up-to-date profile on the Biological Sciences website. This information is taken from the Faculty Staff Directory, so that is where you need to go to update your Profile.

**Note:** Your Profile should be updated every time any of the information on it changes. E.g. – you change labs or offices, your position title changes, your phone number changes, etc.

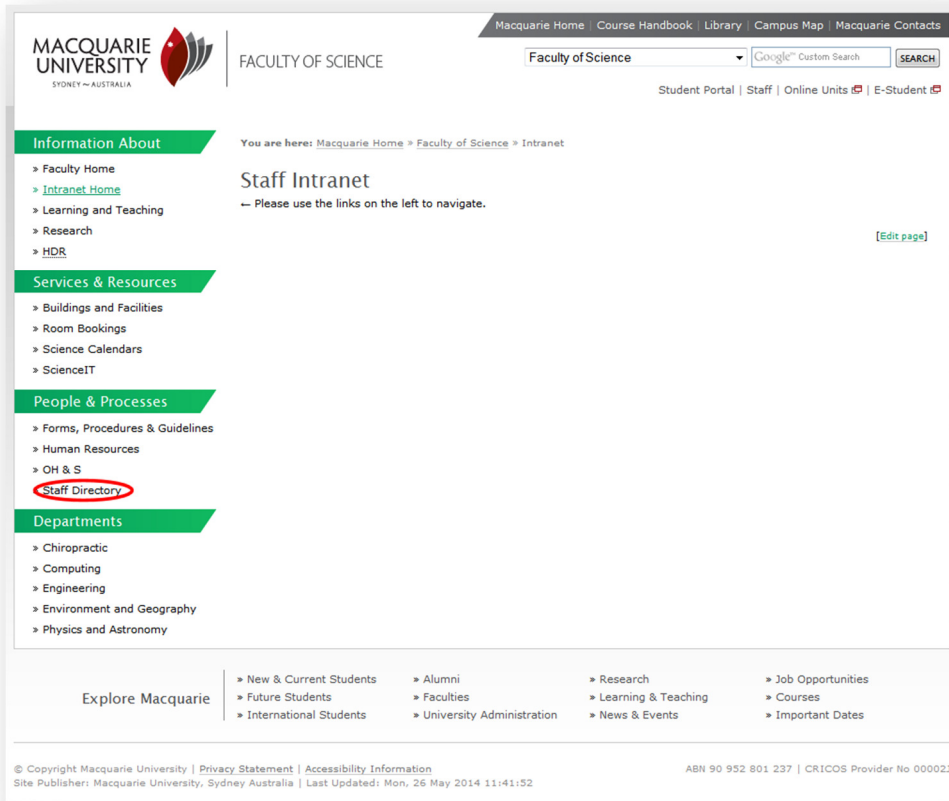
### Steps to Update Your Science Staff Directory Listing

#### Step 1: Locate your Profile in the Science Staff Directory.

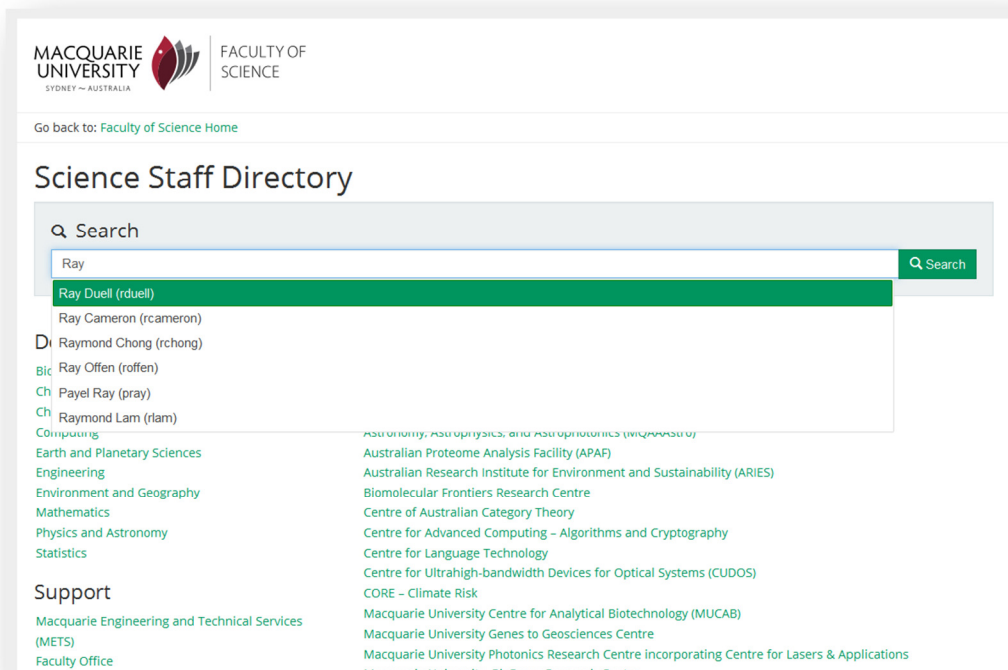
- Navigate your browser to the Faculty Webpage. <http://www.mq.edu.au/about/about-the-university/faculties-and-departments/faculty-of-science-and-engineering>
- On the Faculty Webpage, scroll to the bottom of the menu items on the right hand side of the page, and select 'Staff intranet.'



- From the next screen, 2/3 of the way down on the right hand navigation column, select “**Staff Directory.**”



- On the next page, start typing your name into the search bar.
- It should show you all the name of people in the Faculty with names that include the text you have entered.



- If you do not find your name coming up, and you sometimes use a middle name instead of your first name, try that next.
- If you still do not see your name coming up, speak to **Sharyon O'Donnell** [sharyon.odonnell@mq.edu.au](mailto:sharyon.odonnell@mq.edu.au) about being added to the Faculty Staff Directory.
- Presuming your name appears, select it by left clicking on it.
- You should then be presented with your current Profile.
- If you want quick access to it in future, you can **bookmark the page**.

## Step 2: Update your Details.

- If any of your details are incorrect or have recently changed, you can update them by clicking on the **“Details”** button down on the bottom right of your profile.
- This will generate a login to access your details. You can **log in** with your ScienceID or your **OneID**.
- Once logged in, you can update your details. Just remember to hit the **“update”**

MACQUARIE UNIVERSITY SYDNEY ~ AUSTRALIA | FACULTY OF SCIENCE

Go back to: [Science Staff Directory](#)

### Ray Duell

Department of Biological Sciences  
Faculty of Science  
Macquarie University NSW 2109  
Australia

Email	<a href="mailto:ray.duell@mq.edu.au">ray.duell@mq.edu.au</a>
Position	Senior Scientific Officer
Room No.	E8A 106
Telephone	+61-2-9850-8184 <a href="#">QR Code</a>
Fax	+61-2-9850-8245

Edit: [Photo](#) [Details](#) [Biography](#)

© 2014 Macquarie University - Faculty of Science | ABN 90 952 801 237 | CRICOS Provider No 00002 | [Privacy Statement](#) | [Accessibility Information](#)

button when you are finished.

EDIT USER: RDUELL

Science-ID rduell

Personal Title (Mr, Dr, etc) Mr

Display Name Ray Duell

Surname Duell

Given Name Ray

Telephone +61-2-9850-8184

Email ray.duell@mq.edu.au

Room No. E8A 106

Position Senior Scientific Officer

Homepage

Mobile

Other Telephone

Fax +61-2-9850-8245

Postal Address Select a default Address Select

Department of Biological Sciences  
Faculty of Science  
Macquarie University NSW 2109  
Australia

[Update](#) [Cancel](#)

EXPLORE MACQUARIE

- > New & Current Students
- > Future Students
- > International Students
- > Alumni
- > Faculties
- > University Administration
- > Research
- > Learning & Teaching
- > News & Events
- > Job Opportunities
- > Find a Course

© Copyright Macquarie University | [Privacy Statement](#) | [Accessibility Information](#)  
Site Publisher: Macquarie University, Sydney Australia | Last Updated:

ABN 90 952 801 237 | CRICOS Provider No 00002J

### Step 3: Update your Biography.

- If you have material to add to your Biography, or want to start your Biography from scratch, select the “**Biography**” link on the bottom right hand side of your Faculty Staff Directory Profile.
- With the online Biography editor, you can do all your **formatting**, including links to


MACQUARIE UNIVERSITY SYDNEY ~ AUSTRALIA

FACULTY OF SCIENCE

[Go back to: Science Staff Directory](#)

## Ray Duell

Department of Biological Sciences  
Faculty of Science  
Macquarie University NSW 2109  
Australia



Email ray.duell@mq.edu.au

Position Senior Scientific Officer

Room No. E8A 106

Telephone +61-2-9850-8184 [QR Code](#)

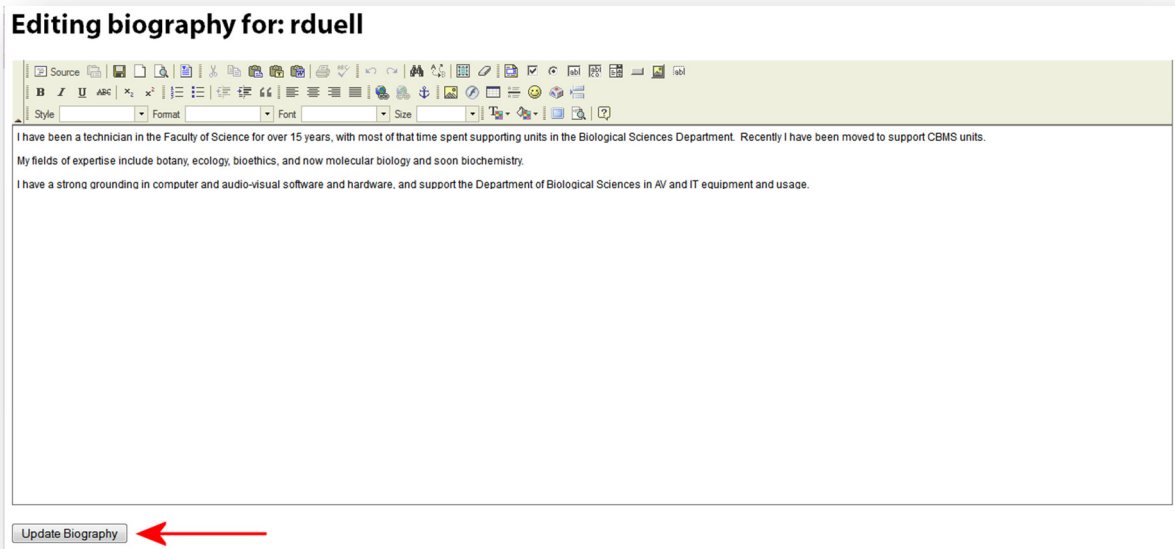
Fax +61-2-9850-8245

[Edit: Photo](#) | [Details](#) | [Biography](#)

© 2014 Macquarie University - Faculty of Science

ABN 90 952 801 237 | CRICOS Provider No 00002J  
[Privacy Statement](#) | [Accessibility Information](#)

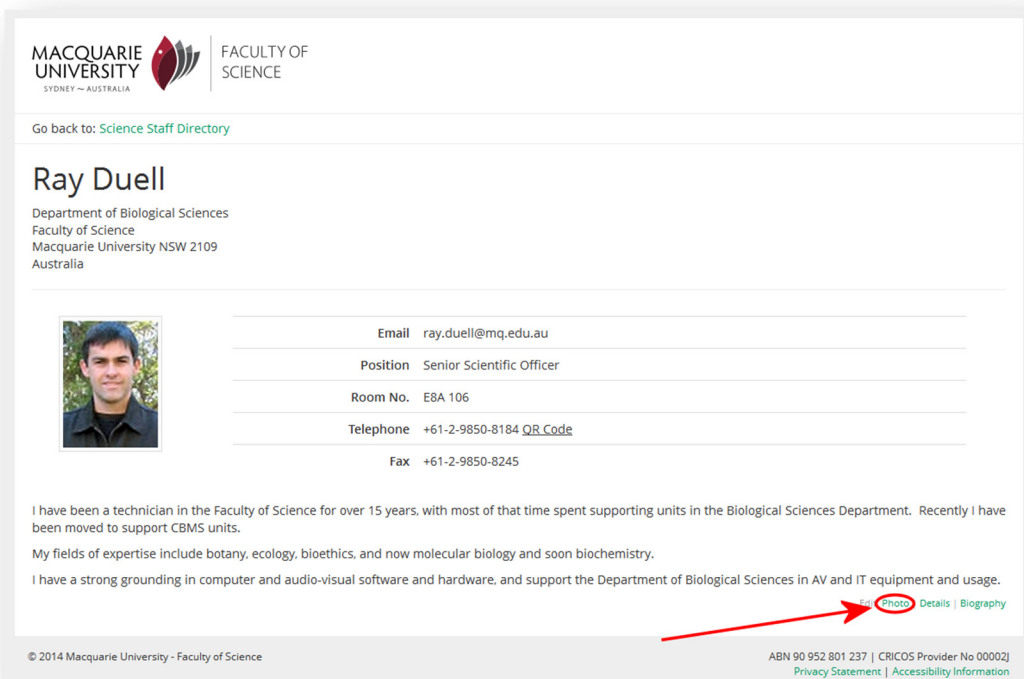
other *pages, tables, fonts, sizes* and the like. If you have a sizable Biography, you can **copy and paste from Word**, but be prepared to do some format adjustment/fixing.



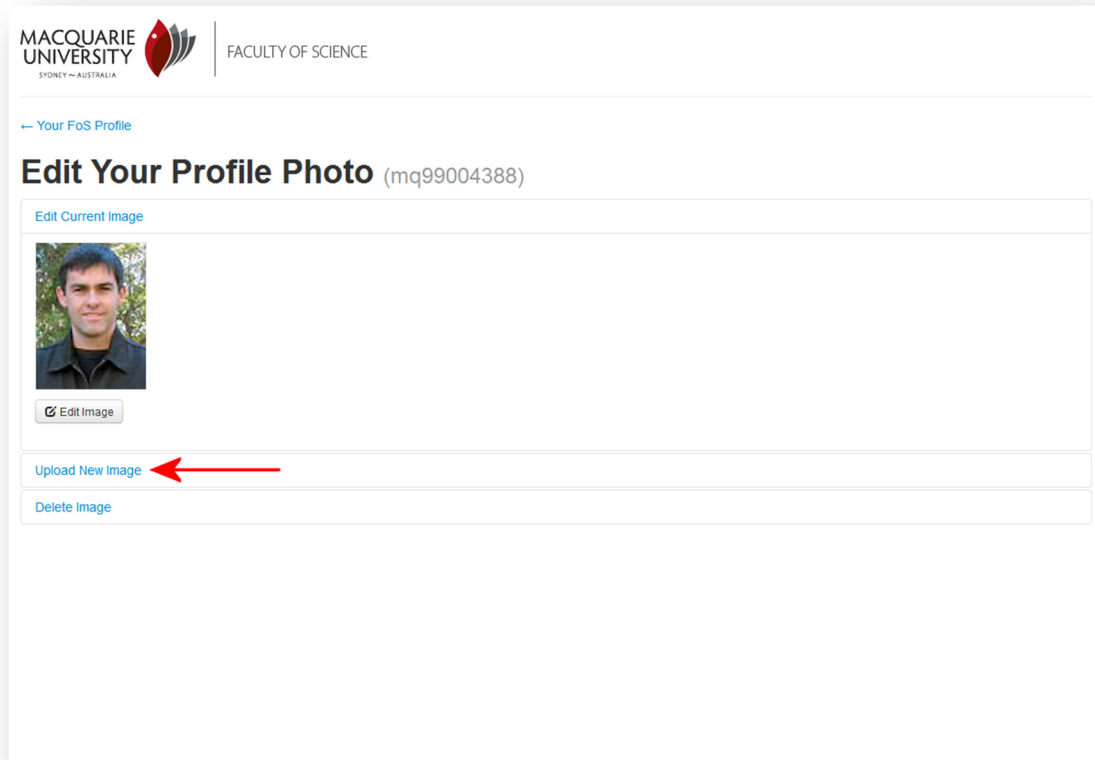
- Remember to click **“Update Biography”** when you are finished.

#### Step 4: Update your picture.

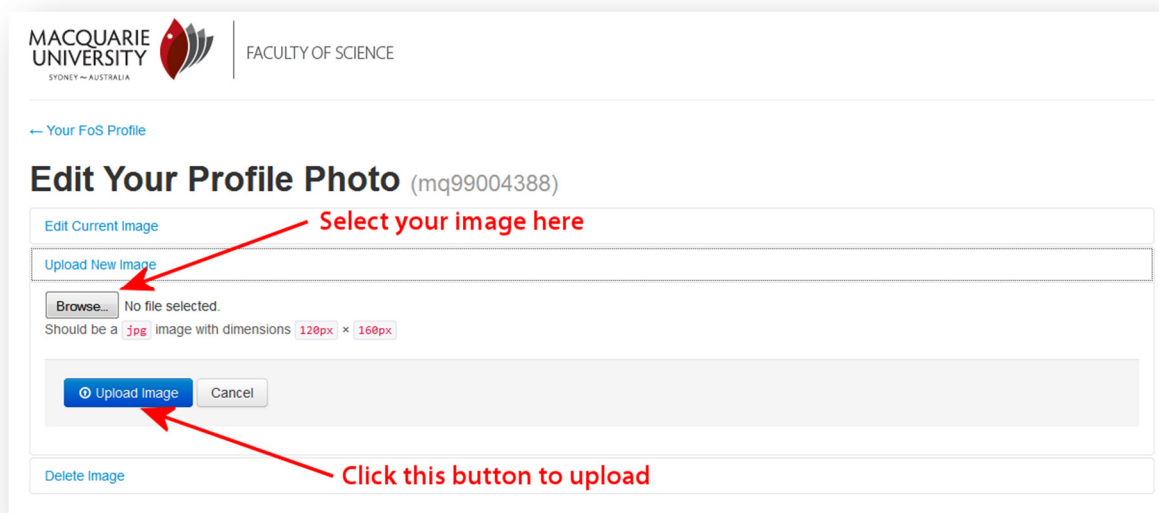
- People underestimate how important this is. You need to be recognisable so students, collaborators and visitors can find you. Click the **“Photo”** link to update your picture.



- If you have no photo in your Faculty Staff Directory Profile, or you wish to change to a new photo, it is done the same way. First, click the **“Upload New Image”** link.

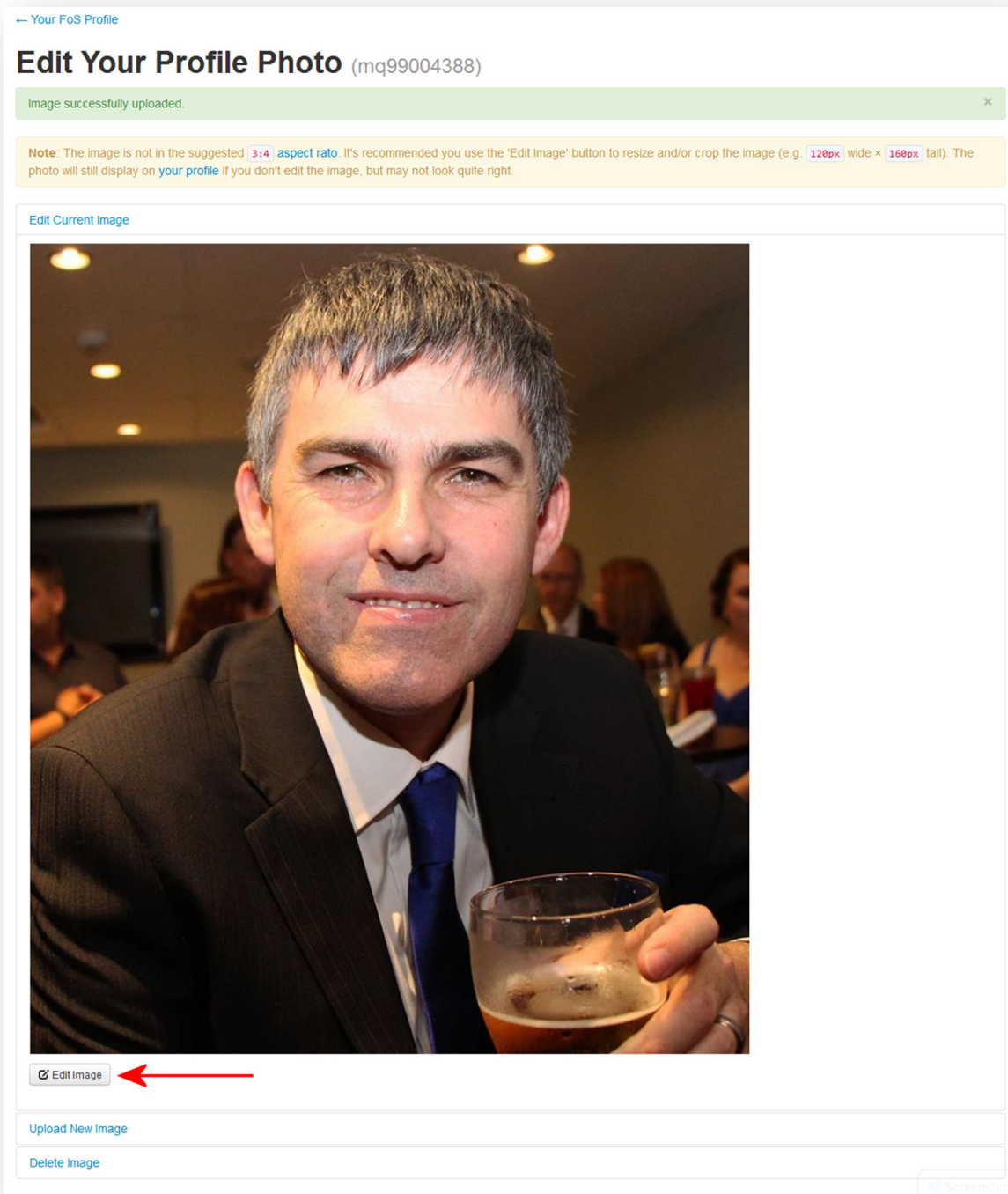


- On the next screen, locate your image with the **“Browse”** button, and then click **“Upload Image.”**

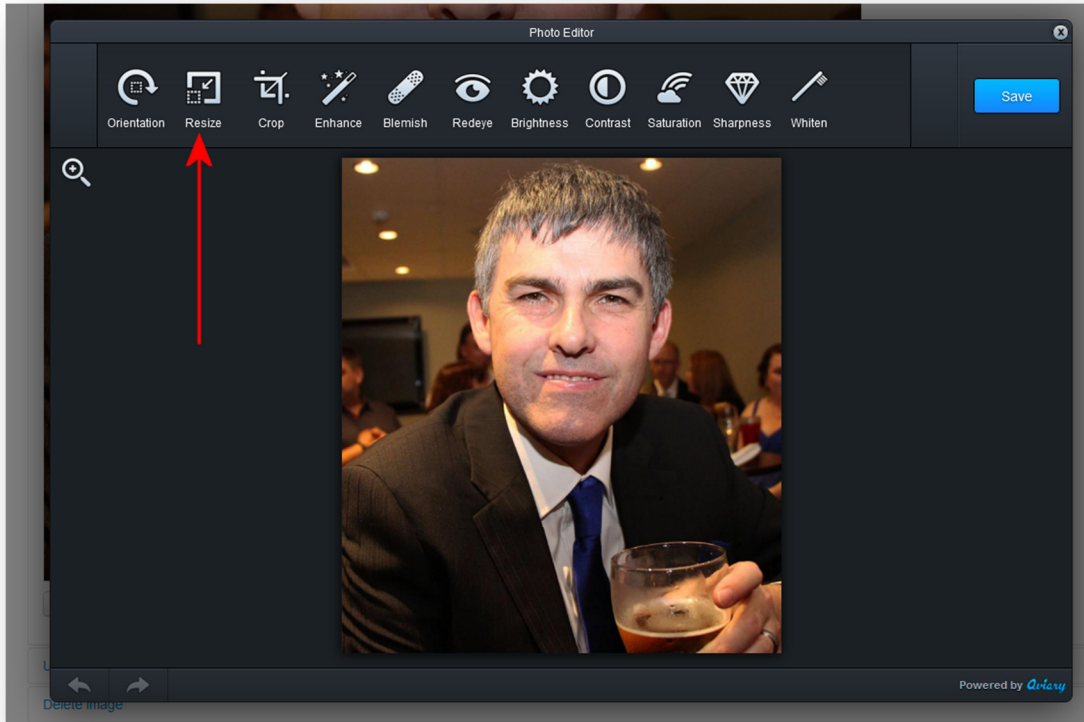


- *It recommends using an image that is 120 pixels wide by 160 pixels high. If you know how to use an image editor and can organise your image to this size beforehand, well and good, you are done. If you don't know how to do this, follow the next few steps.*

- An oversized image will upload with the following warning. Click the “**Edit Image**” button to adjust it to the right size.



- *Please excuse the beer in my hand – it was the only new picture of me I had available for this demonstration!*
- After clicking the “**Edit Image**” button, you will be presented with a browser image editor interface. There are more buttons/functions here than is covered in this tutorial, but some of them may help improve the look of your photo, so feel free to play around with it.
- The function we are interested in first is the “**Resize**” button.



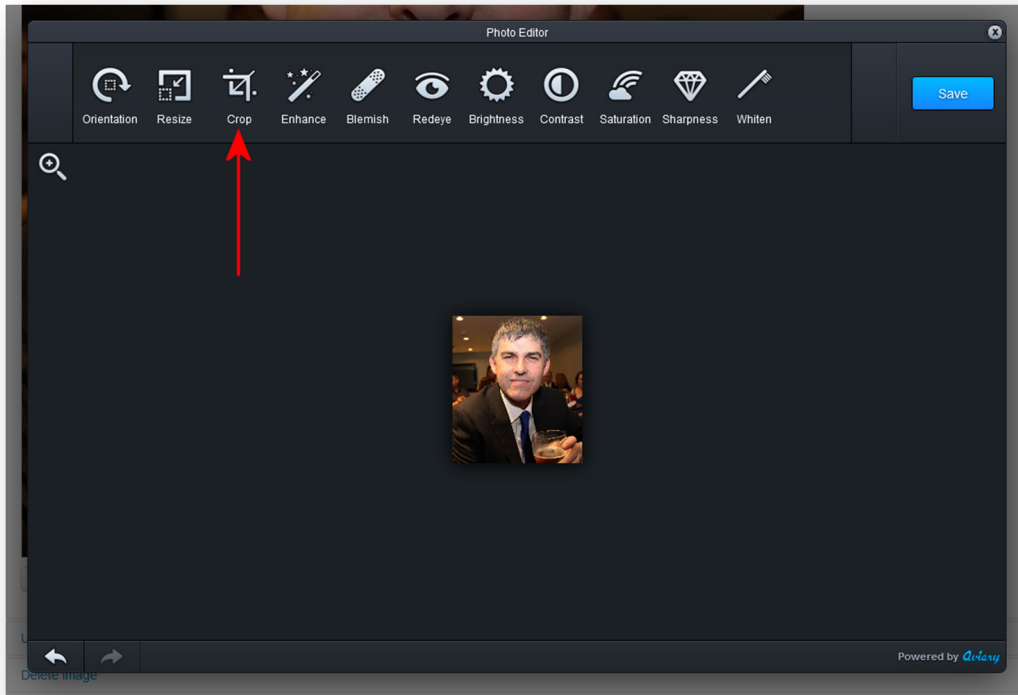
- It is unlikely that your image will be taller than it is wide, so we need to *set the height to 160 pixels*. If your image has your face small, and you need to crop it out before setting the size, you can do the cropping section that follows first.
- Click “**Apply**” to continue.
- Your image will now be a lot smaller. You can make it easier to see with the



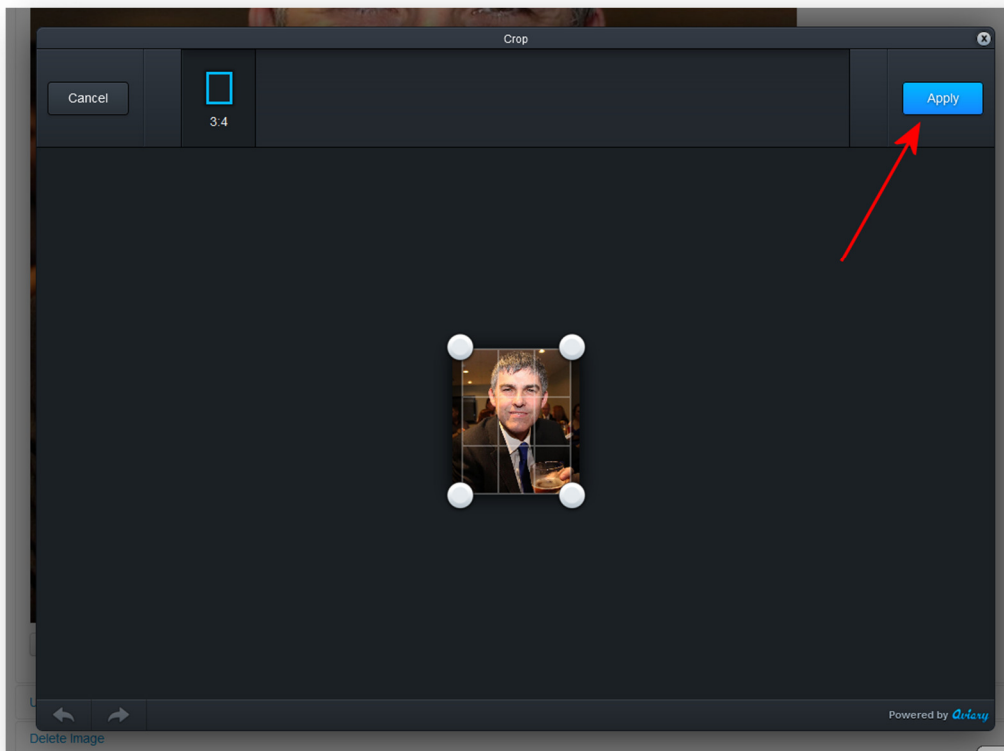


magnifying glass icon on the upper left hand side of the edit area.

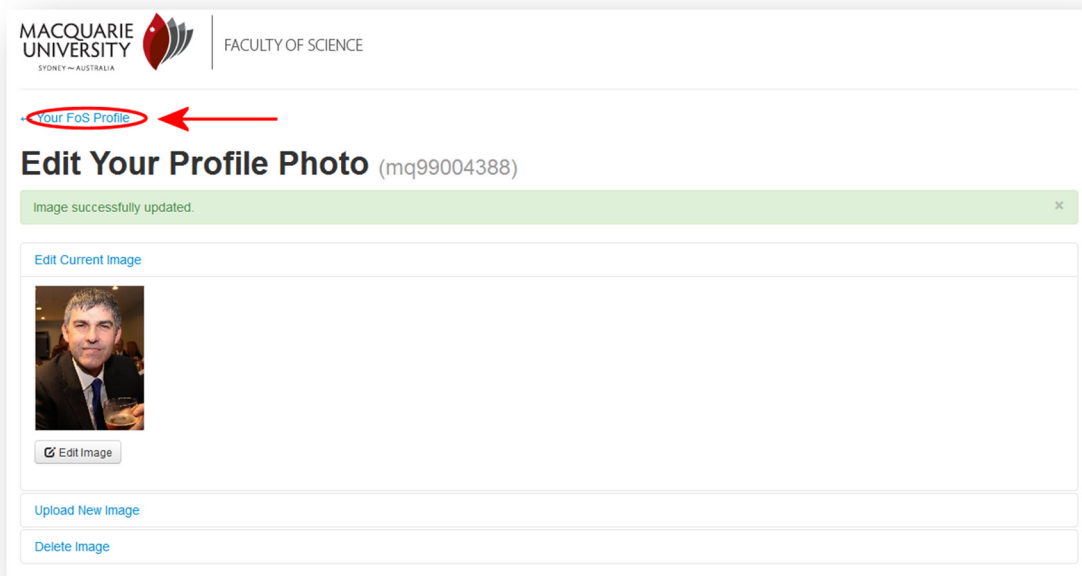
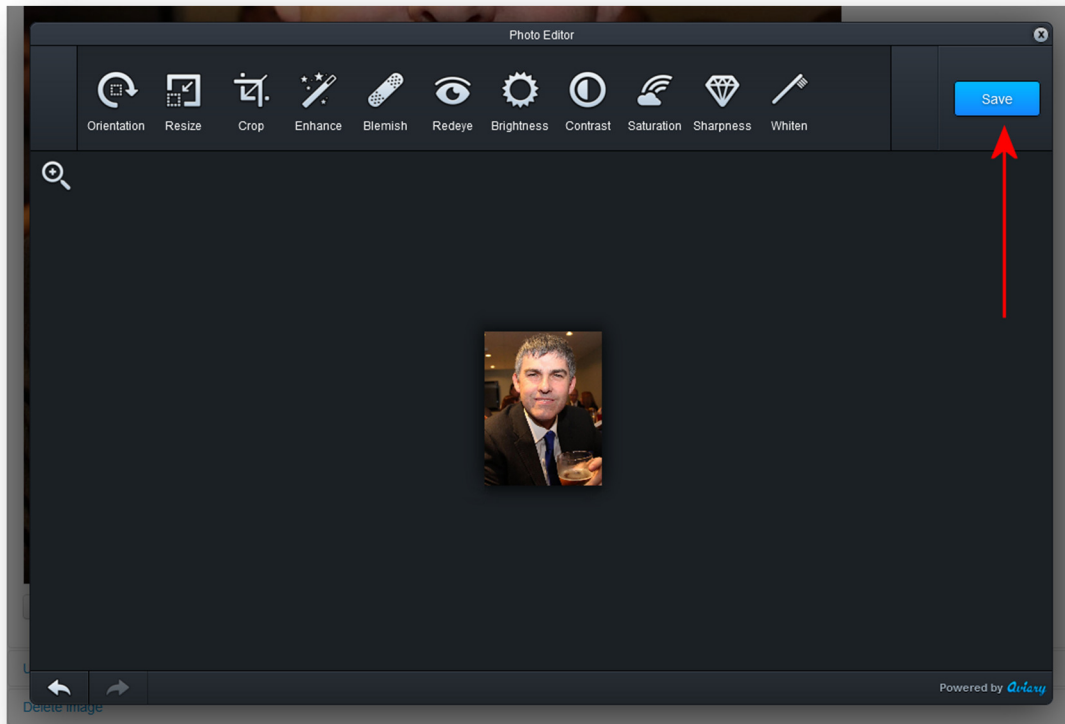
- Next we need the “**Crop**” tool (you can do this part first if you need to pick your face out of a more distant image).
- *The Crop Tool will automatically go into 4:3 ratio mode, and land on the middle of your image. If this frames your face nicely, then you can just click “**Apply.**”*



- *If the highlighted oblong is not framing your face well, you will need to adjust its positioning. Click in the middle of the oblong to move it around.*




- Once you have your face framed correctly, click **“Apply.”**
- Back in the main screen, this is your opportunity to fiddle with the other settings, or if everything is satisfactory, click the **“Save”** button.
- Once saved, you’ll return to the image modification screen. Click the **“Your FoS Profile”** link.



## Step 5: And you are done!


- Your Faculty Staff Directory Profile should now be fully updated.

**MACQUARIE UNIVERSITY** SYDNEY ~ AUSTRALIA  **FACULTY OF SCIENCE**

[Go back to: Science Staff Directory](#)

## Ray Duell

Department of Biological Sciences  
Faculty of Science  
Macquarie University NSW 2109  
Australia



<b>Email</b>	<a href="mailto:ray.duell@mq.edu.au">ray.duell@mq.edu.au</a>
<b>Position</b>	Senior Scientific Officer
<b>Room No.</b>	E8A 106
<b>Telephone</b>	+61-2-9850-8184 <a href="#">QR Code</a>
<b>Fax</b>	+61-2-9850-8245

I have been a technician in the Faculty of Science for over 15 years, with most of that time spent supporting units in the Biological Sciences Department. Recently I have been moved to support CBMS units.

My fields of expertise include botany, ecology, bioethics, and now molecular biology and soon biochemistry.

I have a strong grounding in computer and audio-visual software and hardware, and support the Department of Biological Sciences in AV and IT equipment and usage.

[Edit: Photo](#) | [Details](#) | [Biography](#)

© 2014 Macquarie University - Faculty of Science ABN 90 952 801 237 | CRICOS Provider No 00002J  
[Privacy Statement](#) | [Accessibility Information](#)

- Please check all your information is correct before leaving your Profile.
- Please update your Profile whenever your details change.
- Thanks very much for reading!