

# Editing Your Profile

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Your site may be different



VIVO is easy to modify. Many VIVO sites have made changes to the way VIVO looks and the way VIVO operates. Some sites provide all data for their people and do not support editing of profiles. Others support requests for changes. Still others support login using institutional usernames and passwords and full editing of profiles. You will want to check with your local VIVO site maintainers regarding your site's editing practices. Here we assume that you can log on to your VIVO and edit your profile.

## Overview

Your institution may supply a profile with your name, contact information, department affiliations, as well as current and past positions. In addition, publications which you authored, and grants on which you served as an investigator may also be automatically provided as part of your profile, and automatically updated by the institution.

You will typically supply a photo, and a short text description, an overview, of your work.

Warning



All information on your VIVO profile should be considered public. The information will be displayed on the Internet, and will easily be found by those searching the Internet.

## Sign on to VIVO

Go to your VIVO, enter your username (Email) and password, and click "Log in"

[Home](#) | [People](#) | [Organizations](#) | [Research](#) | [Events](#) | [Capability Map](#)

## Welcome to VIVO

VIVO is a research-focused discovery tool that enables collaboration among scholars of all disciplines.

Browse or search information on people, departments, courses, grants, and publications.

### Search VIVO

limit search →
Search

### Log in

Email

Password





Log in

#### Research

- 1 [Academic Articles](#)
- 2 [Books](#)
- 1 [Chapters](#)
- 1 [Grants](#)

[View all ...](#)

#### Faculty

-  [Powell, Suzanne Katrinsky](#)  
Assistant Professor
-  [Bogart, Andrew](#)  
Associate Professor
-  [Newperson, James R](#)
-  [Newcomer, John](#)

[View all ...](#)

#### Departments

- › [History](#)
- › [Chemistry](#)
- › [English](#)
- › [Physics](#)
- › [Music](#)

[View all ...](#)


#### Statistics

9 People	2 Events	15 Organizations	9 Research	323 Locations
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VIVO takes you to your profile, ready to edit. VIVO presents editing controls that can be used to add, change, and delete items from your profile. Some sites will "lock down" some items on the profile and supply them for you. Let's see how to add a photo and an overview to your profile.



[Admin Panel](#) | [Edit this individual](#)

Verbose property display is off | [Turn on](#)



Resource URI: <http://vivo.mydomain.edu/individual/n3310>

## Newperson, James R



Preferred Title +  
Faculty Member

Positions +

Overview +

Research Areas  


Geographic Focus +

Contact Info  

Primary Email +

Additional Emails +

Phone +

Websites 

Affiliation

Publications

Research

Teaching

Service

Background

Contact

Identity

Other


View All

# Adding Your Photo

To add your photo, click on the plus sign ("+" ) on the photo in the upper left of the profile.

### Photo Upload

Current Photo



Upload a photo (JPEG, GIF or PNG)

Choose File

No file chosen

Maximum file size: 6 megabytes  
Minimum image dimensions: 200 x 200 pixels

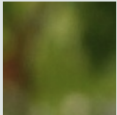
Upload photo

 or [Cancel](#)

Now choose your photo from your computer using the "Choose file" button. You will be able to navigate your computer's file system and select a photo. Once selected, the name of your photo will appear next to the Choose File button. Press "Upload photo"

### Photo Upload


Your profile photo will look like the image below.



To make adjustments, you can drag around and resize the photo to the right. When you are happy with your photo click the "Save Photo" button.

Save photo

 or [Cancel](#)



The image in the upper left shows how your photo will appear in VIVO. The image on the right shows the full image you uploaded. Note the cropping tool in the upper left of the right-hand image. Use it to select the portion of your photo you would like for your profile.

## Photo Upload

Your profile photo will look like the image below.



To make adjustments, you can drag around and resize the photo to the right. When you are happy with your photo click the "Save Photo" button.

[Save photo](#) or [Cancel](#)



The best images for VIVO are square. Here we have selected just about the whole photo. The image in the upper left looks good. Now you can press "Save photo". VIVO returns you to your profile with the image you selected.



[Admin Panel](#) [Edit this individual](#)

Verbose property display is off [Turn on](#)

Resource URI: <http://vivo.mydomain.edu/individual/n3310>

Newperson, James R [Edit](#)

Preferred Title +

Faculty Member

Positions +

Overview +

Research Areas [Add](#) [Remove](#)

Geographic Focus +

Contact Info [Add](#) [QR](#)

Primary Email +

Additional Emails +

Phone +

Websites [Add](#)

[Affiliation](#)

[Publications](#)

[Research](#)

[Teaching](#)

[Service](#)

[Background](#)

[Contact](#)

[Identity](#)

[Other](#)

[View All](#)

## Adding an Overview

The Overview is an important part of your profile. You use the overview to describe your work to others. People using VIVO to find collaborators and expertise will search VIVO. VIVO searches your Overview. Search engines search the text in your Overview. A good overview is short (typically 50-100 words) and describes your interests, activities, and accomplishments.

You can edit your profile in VIVO at any time to keep it current with your interests.

To add your overview, click on the plus sign ("+") next to the word overview.

## Add new entry for: overview

A short narrative summary to be used as a single descriptive overview statement.

**B** *I* U | | | | | | | | [HTML](#)

[Save entry](#) or [Cancel](#)

VIVO provides an HTML editor so that you can add highlights and links to your profile. When you are finished entering your overview, press "Save entry." You are returned to your profile with your overview on your profile.



[Admin Panel](#) | [Edit this individual](#)

Verbose property display is off | [Turn on](#)

Resource URI: <http://vivo.mydomain.edu/individual/n3310>

Newperson, James R |

Preferred Title

| Faculty Member

Positions

Overview

I am an associate professor and graduate student advisor in the department of chemistry at Sample University. My work is focused on heterocyclic compounds and their use in pharmaceutical agents, particularly in the treatment of hypertension. Using mass spectroscopy and nuclear magnetic imaging my lab is able to explore receptor binding and metabolites involving in the action of therapeutic compounds. I serve as a member of the committee on research data management of the American Chemical (... [more](#)) |

Contact Info

Primary Email

Additional Emails

Phone

Websites

## Positions and Publications

Most VIVO sites provide position information from institutional systems, including department affiliations, titles, and years of service. You will want to check with your site regarding how this is done for you.

Most VIVO sites provide publication information, including full citations and links to full text where available. Publication information may come from your institutional repository, or from index services. It is best to check with your local VIVO maintainers regarding their practices for updating your publications.

## Additional Items for Your Profile

Other items on your profile can be added using similar techniques. You can add contact information, research areas, geographic focus, service to the profession, and focused overviews describing teaching, research and service. You may wish to check with your VIVO providers regarding local practices, which data are provided automatically, and which you may provide.