The Faculty of Humanities web project is working towards improving our online communications in line with industry best practice, accessibility and search engine optimisation – which means the website will look great, work for everyone and appear higher in google searches.

Part of the web project is also building structures to ensure the website never goes out of date, and not only is there always web support available for everyone, but you know who and what that support is and how to access it.

The first stage of the new SEED website was launched in September 2013. The project is ongoing, with a full time web team dedicated to SEED. The SEED website is maintained using a content management system called T4.

SEED Web team

Web Content Editor:
Robyn McKeown
robyn.mckeown@manchester.ac.uk

Web Officer:
Tony Rickard
tony.rickard@manchester.ac.uk

How to:
Advertise a seminar or event

To view SEED events , visit:
www.seed.manchester.ac.uk/about-us/whats-on/

All events are added to this feed through a system called Columba. To advertise a one off event contact the Web Team and they can add it to Columba for you.

Every member of staff can have access to Columba. The system is very straight forward to use – add an event and it will be advertised across the University in all suitable events feeds within half an hour.

Contact the Web Team to set up a brief 20 minute at-your-desk training session so you can access Columba and start advertising events.

How to:
Correct wrong information, request updates and create new webpages

Each discipline has a nominated Web Representative who attends the Web Committee and can keep you informed on the project, and is also trained in T4 and can update the SEED website. You can ask your Web Rep to do updates, or you can submit content changes and new webpage requests directly to the SEED Web Team using the online content change request form: **http://man.ac.uk/V9kexV**

If your request is quite lengthy, or complicated – e.g. creating new areas of the site, adding videos etc – you should email the Web Team directly and attach the new written copy/images/video when possible.

The discipline representatives are listed overleaf and a live list will be kept updated on the SEED staff intranet from April 2014.

Feedback

External Relations Director, Kevin Ward, and Deputy Head of School Administration, Emma Carter-Brown, are ultimately responsible for the SEED Web Project. Please don't hesitate to let us know your thoughts, constructive criticism or queries.

Emma Carter-Brown
Email: ecb@manchester.ac.uk
Tel: 50800

Professor Kevin Ward
Email: kevin.ward@manchester.ac.uk
Tel: 56866

How to:
Create or edit your academic profile

Your academic profile appears on the SEED website as well as the University's research staff listing.

1) Set your directory entry to public
To make sure your name appears in the staff list on the SEED website you must set your profile to public.
- Go to **http://directory.manchester.ac.uk/**
- From the 'Related Links' menu on the left, click on 'Update your details' & log in
- Under 'Show Entry' select 'World'
- Click on the "Modify" button at the bottom of the page and wait for 24 hours. If after 24 hours, your name is still not listed on the SEED site, contact Emma Carter-Brown at ECB@manchester.ac.uk

## 2) Develop or update your profile

Personal Details
This information comes from your entry in the Online Staff Directory, so in order to change it, go to **http://directory.manchester.ac.uk/** follow the procedure under step 1 and make the changes you wish to make.

Publications
This information comes from eScholar, so to change it, go to **www.escholar.manchester.ac.uk** and edit your publication data as usual. Only publications set as "Open" in eScholar will be displayed on your online profile.

Other Tabs
- The data under most of the tabs is managed through the University web portal
- Visit **www.portal.manchester.ac.uk** and log in with your university username and password
- Click on the "Teaching and Research" tab, and you will see a section on the page called "Academic Profiles" (See image)
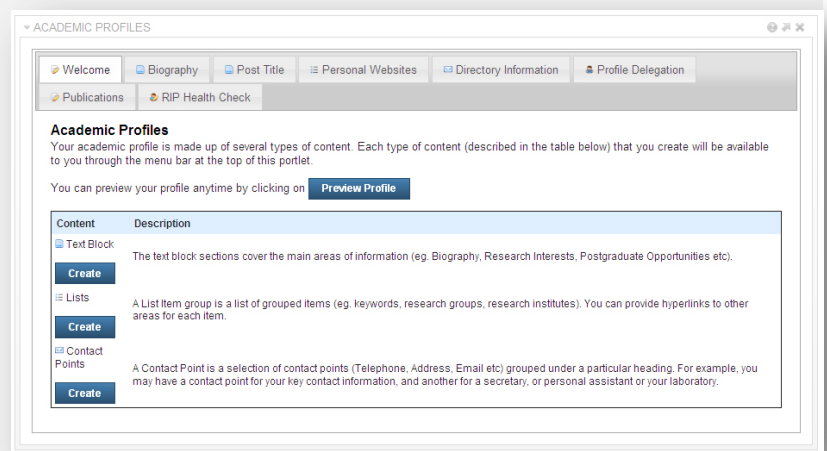
Important information:
- You must set ALL the information you wish to carry on your online profile as "Public" otherwise, it will be missing from your external web page
- Please also note that if you do not populate the 'Research' tab, you will not appear in the University's A-Z of Research Staff profiles
- Some information may take up to 48 hours to be updated in your profile