

Department of Psychiatry

Web profile guidelines for Postgraduate Research Students

- A draft web profile will be created for you when you join. It will remain unpublished until you request otherwise.
- Once you have updated your profile, e-mail reception@psych.ox.ac.uk to let them know it is ready to go live. They will then publish it, making it publicly viewable.
- Your profile is **public-facing**, so please keep in mind that it may be viewed by prospective research participants, researchers, and collaborators.
- You may include as much or as little information as you wish (e.g. research interests, academic background, publications, professional photo, preferred pronouns etc).
- At any time, you can log in to update your profile or ask reception to unpublish/remove it

How do I edit my Profile?

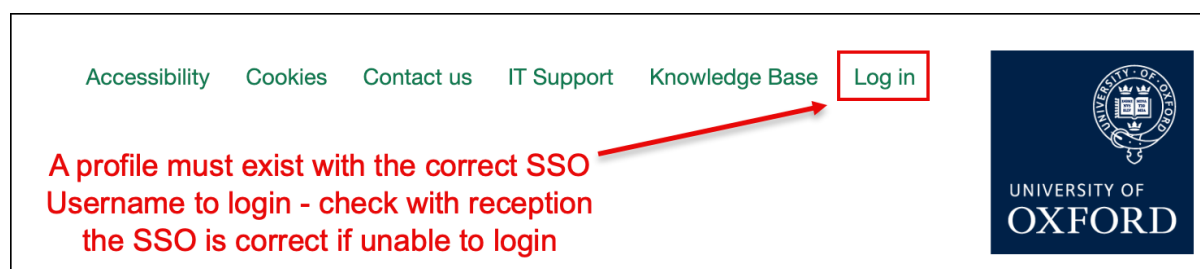
For new postgraduate research students, an unpublished web profile will be created. Once you have edited your profile, you should contact Reception (reception@psych.ox.ac.uk) to let them know that it is ready to 'go live'. They will then publish the page (at which point it will be publicly viewable).

Step 1 - Profile Login

Go to the psychiatry webpage (www.psych.ox.ac.uk). Click the Log In link at the top right shown in the image below - if Reception have created a profile correctly, you will get prompted to log in using you SSO credentials in the format below:

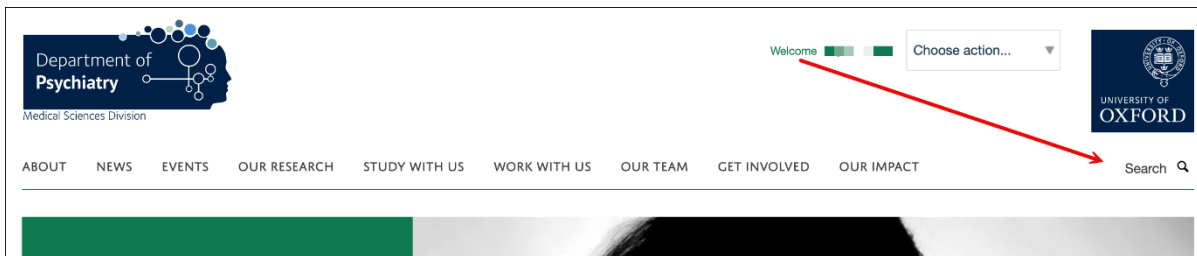
abcd1234@ox.ac.uk

Note: if you are unable to login, a profile may not exist yet or the SSO for the profile is incorrect. Ask Reception to check your profiles SSO username is correct for the profile.



Step 2 - Profile Search

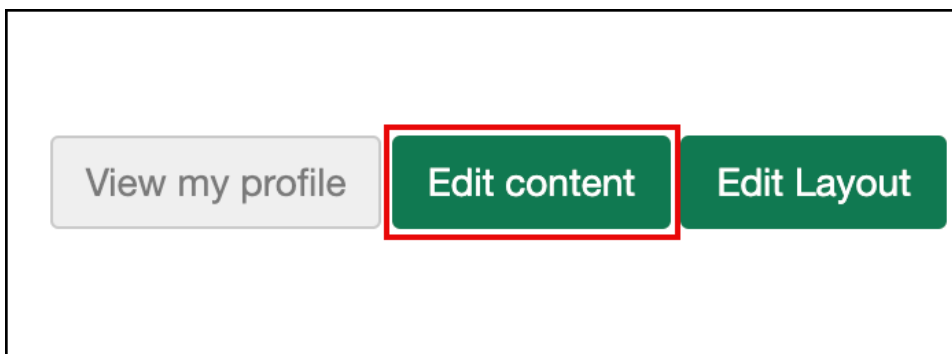
Once logged in, select Search box in shown in the image below and search for your surname.



Step 3 - Edit Profile

To add content to your profile, select the green '**Edit content**' button shown in the image below, then hover the cursor over any module to see other edit buttons.

If you click '**Edit Layout**' you can add more or different types of modules – popular choices are Publications (*Step 5 – Symplectic*), Research Group, Collaborators (ie linking to your colleagues in the Department), Colleges, Websites and more.



Step 4 - Add a Photo

The last step is to add a photo (if you so wish) at a suitably high resolution – the size of the image should be at least 1140 pixels (higher resolution) otherwise it will blur and an error will show on the profile. Most smartphones have a built-in camera with higher megapixels which can produce excellent images in a well-lit room, or outside during the daytime. Simply email the image to yourself from the smartphone, edit using Windows 11 built-in editor.

Once all is populated and you are happy, click 'view my profile' to save – then to **request your profile to be published and publicly visible, please email Reception: reception@psych.ox.ac.uk**.

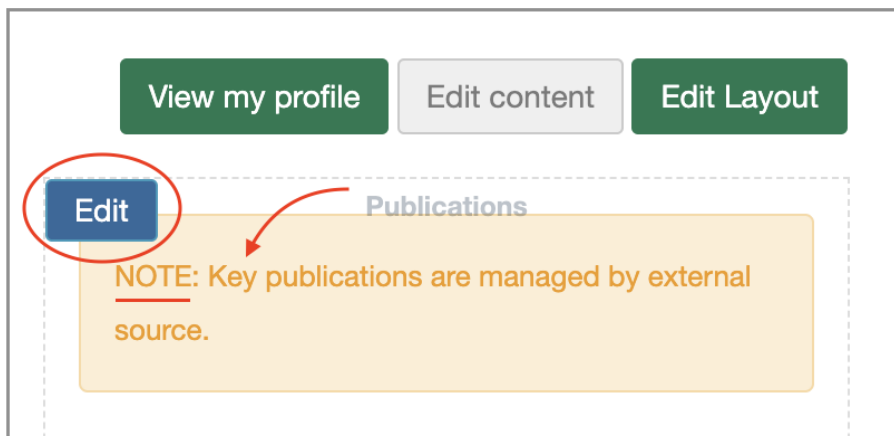
Step 5 - Symplectic

If you have an ORCID Account, it is possible to add it to Symplectic:

<https://researchsupport.admin.ox.ac.uk/reporting/symplectic/orcids>

To Edit Symplectic content, sign into your profile using your SSO credentials **Step 1 above**, select Edit Content, **Step 3 image above**; hover the mouse over the **Publications Module** see below images and select edit as indicated in - note in (image 4), key publications are managed by external source and are not held on the department website (Symplectic).

If wishing to see latest publications, ensure the number is greater than 1 in (image 5) below. Type the name of the publication in the search box circled (image 5) below and to sort publications, drag them.



Edit Publications

Key publications

Select your most important publications

Cognitive impairment in the elderly medically ill: How often is it missed?

Deliberate self harm: systematic review of efficacy of psychosocial and pharmacological treatments in preventing repetition.

Dementia and suicidal behavior: a review of the literature.

Effects of ketamine treatment on suicidal ideation: a qualitative study of patients' accounts following

☒ **Show Altmetric score for key publications**

Only displays if Altmetric is configured for this website.

Number of recent publications to show

☒ **Show Altmetric score for recent publications**

Only displays if Altmetric is configured for this website.

What is Symplectic?

Symplectic is a central University tool to help record bibliographic and other information about research outputs - support can be found here:

<https://researchsupport.admin.ox.ac.uk/reporting/symplectic>

Email Support: symplectic@admin.ox.ac.uk

Telephone Support: 01865 (2)89965

Once registered via the link above, Symplectic will link to your website profile using your SSO Username and automatically synchronise once the profile has been published by Reception. Your profile only displays the information that is hosted on your Symplectic account. Once **you have informed Reception to publish your profile**, it can take up to 48 hours to synchronise to a profile. Please wait until this period of time has expired before asking for support.

Note: Symplectic will not synchronise if your profile is **not published**.

Manually Synchronise Symplectic

If Symplectic will not synchronise, it can be manually synchronised if you contact the IT Manager on ithelp@psych.ox.ac.uk

The original guide was kindly produced by Wayne Davies (IT Manager) and can be found here: [Psychiatry - Website Profile : University of Oxford](#)

Please contact ithelp@psych.ox.ac.uk for further information.

Document produced: September 2025