

Adding your office address

If your office is not located on the UWA Crawley campus (eg; Albany campus, Geraldton), you can add an office address to your profile in addition to your UWA mailbag number postal address.

Login to start:

1. Ensure you have activated your UWA [PHEME](#) account.
2. Go to the [UWA Profiles and Research Repository](#)
3. Click on **UWA Profiles and Research Repository login**
4. Log in with your UWA Office365 login details, staffnumber@uwa.edu.au and PHEME password.

Welcome to the UWA Profiles and Research Repository

The UWA Profiles and Research Repository is an open platform where you can discover UWA staff, find information about their research, teaching, grants, and activities, and access their research outputs.

UWA Staff and HDR students can **log in to the UWA Profiles and Research Repository here**.

For further assistance please contact staffsupport-lib@uwa.edu.au (for staff) and hdrsupport-lib@uwa.edu.au (for students)



1. Once logged in, click **Edit Profile**.



Blake Shant

[My public profile](#)

[Add curriculum vitae](#)

<https://orcid.org/0000-0002-5273-0377>

[Edit profile](#)

2. In the popup window, scroll to **Organisational affiliations**.
3. Locate your primary affiliation and click **Edit** beside it to open a new window.

Organisational affiliations ?

Organisations *

STAFF

University Library

1/10/21 → present

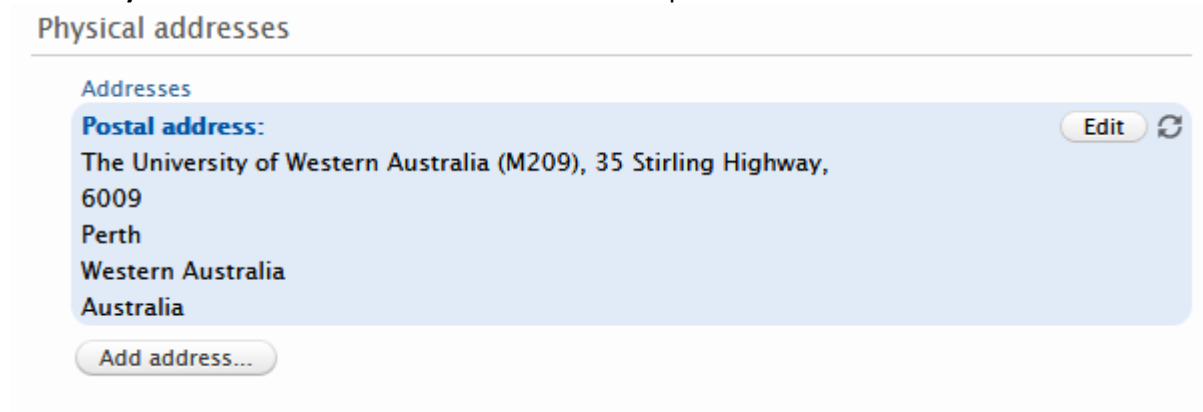
Set primary

Edit

Note: information about your affiliation and Mailbag Number is synchronised from UWA's HR system, Alesco and cannot be edited in the Repository. To edit synchronised information, log in to

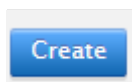
[ESS](#). See the FAQ ‘**Which profile fields are synchronised from other systems and how can I change them?**’ for more information.

4. Under **Physical addresses** click **Add Address**. This will open another new window.

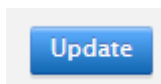


Note: Do not click Edit next to the postal address, as your postal address is synchronised from ESS and cannot be overwritten.

5. Type in the address details.
6. Click the blue **Create** to create the new address. This will close the ‘Add address’ window.



7. Click **Update**. This will close the Organisational Affiliation editing window.



8. Click the **Save** button at the bottom of the screen for your changes to be saved to your profile.

