

Adding your contact details (HDR Students)

The names and titles of UWA HDR students are synchronised to the UWA Repository from StudentConnect. Additional contact information can optionally be added to the Repository, following the instructions in this document.

Login to start:

1. Go to the [UWA Profiles and Research Repository](#)
2. Click on **UWA Profiles and Research Repository login**
3. Log in with your UWA Office365 login details, studentnumber@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](#).

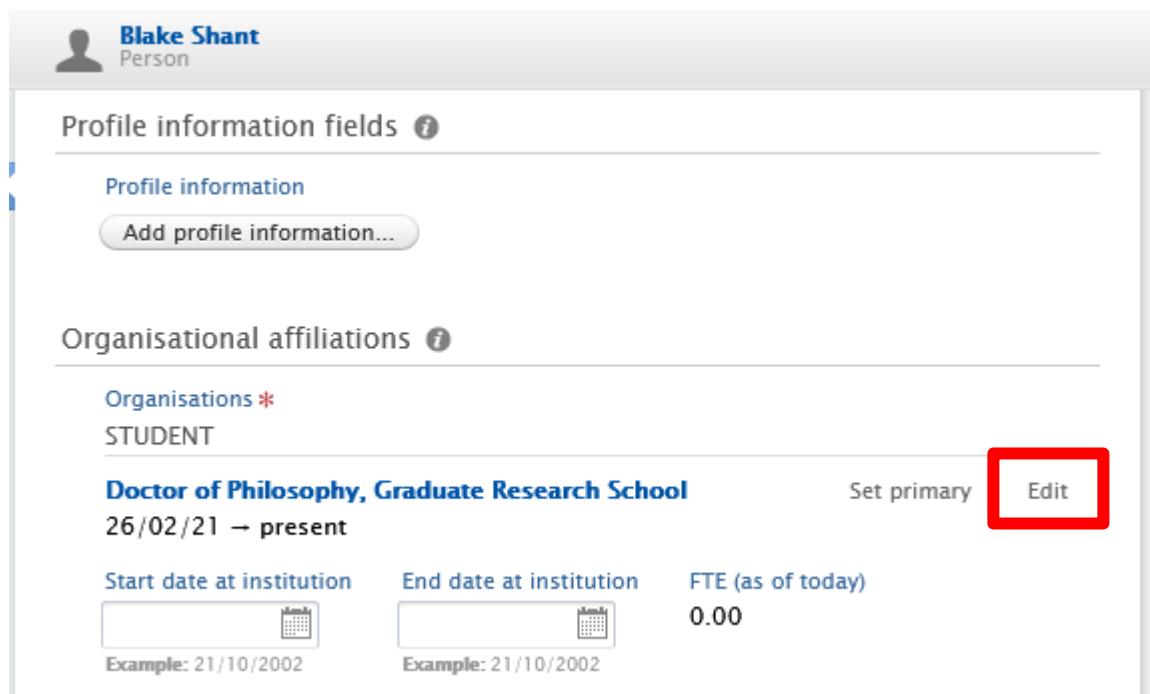
For further assistance please contact staffsupport-lib@uwa.edu.au (for staff) and hdrsupport-lib@uwa.edu.au (for students)



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

 [Edit profile](#)

2. In the popup window, scroll to **Organisational affiliations**.
3. Under Organisational Affiliations it will say Student and your degree. Click **Edit** beside it



Profile information fields 

Profile information

Add profile information...

Organisational affiliations 

Organisations *

STUDENT

Doctor of Philosophy, Graduate Research School Set primary Edit

26/02/21 – present

Start date at institution End date at institution FTE (as of today)

Example: 21/10/2002 Example: 21/10/2002 0.00

4. Scroll down to **Physical addresses** click **Add Address**.

Edit student affiliation

Add outcome...

Physical addresses

Addresses

Add address...

5. Type in the address details.

New address

Type of address

Visiting address ▾

Structured Unstructured

Street

Building

Postal code City

Country/Territory

No value ▾

Geo location

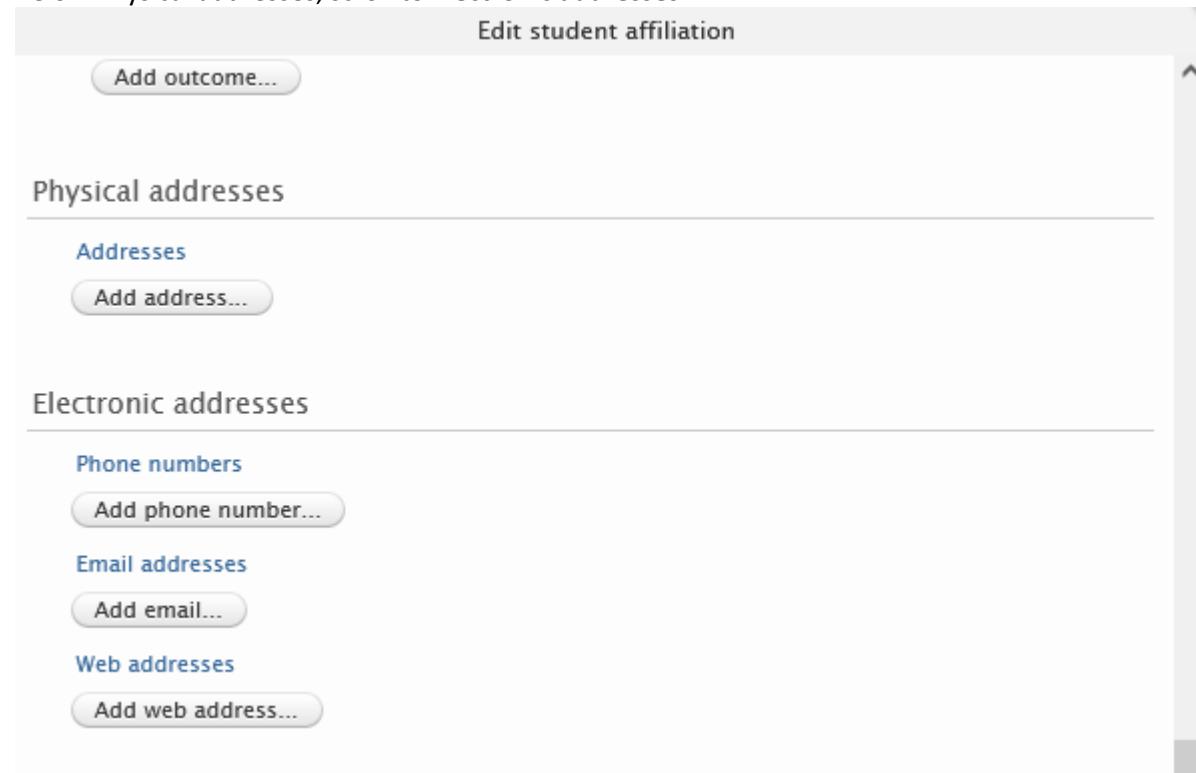
Point Polygon

Geospatial point (coordinates in decimal format)

e.g. 57.013543, 9.98934

6. Click the blue **Create** to create the address.

7. Below Physical addresses, scroll to **Electronic addresses**



Physical addresses

Addresses

Add address...

Electronic addresses

Phone numbers

Add phone number...

Email addresses

Add email...

Web addresses

Add web address...

8. Click on the Add buttons to add a work phone number or email address.

9. Enter the details and click **Create**.

10. Click the blue **Update** button at the bottom of the screen.

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

