

# Instructions for contributing additional information to the USQ Staff Search and USQ Experts database

The following detailed instructions are provided to assist staff who wish to provide additional information about themselves in the USQ Staff Search and/or register as an expert in the USQ Experts database.

1. Go to **UConnect** – via the link on the USQ home page or by typing in the URL <http://uconnect.usq.edu.au>

The screenshot shows the USQ homepage with the 'UConnect' link highlighted in the left-hand navigation menu. The main content area features a banner for 'FAMILY TAXI DRIVER PART TIME TUTOR FULL TIME STUDY USQ LOCAL HERO No. 4923 ANDREW Apply now for Semester 1, 2010'. Below this are news snippets and a 'What is UConnect?' button.

2. Enter your USQ username and password.
3. Click **Logon**

The screenshot shows the USQ login page with the 'Welcome to USQ' header. A login form is highlighted with a red box, containing fields for 'Username:' and 'Password:', and buttons for 'Logon' and 'Cancel'. Below the form are links for 'Forgotten password?' and 'Trouble logging in?'. The background features a collage of images representing the university's campus and activities.

4. Select **Update My Staff Search Details** from the **My Links** menu

UConnect

JustU UWork U Teach U Live U Admin U Ask

Hi

Webmail

Calendar

USQ Calendar of events  
Important Dates  
Academic Calendar  
Residential Schools  
2010

**SUMMER SEMESTER**  
Course enrolment now available

You have no new alerts to acknowledge. [View all alerts.](#)

Announcements

★ Welcome to your new Portal - UConnect. This announcements area will contain general items of news and information intended for groups of people. To have the best experience at USQ, it is important to read your announcements regularly.  
★ Need help using UConnect? Try [UTrain](#) - online training for staff. You also will find this button on the left hand side of your UWork Tab.

Library Catalogue Search

All Fields Find Advanced Search

USQ Library Home Library Requests USQ ePrints & Theses

Home Password Help Logout

Search USQ

UNIVERSITY OF SOUTHERN QUEENSLAND  
Adding lives

PERSONALISE JUSTU

My Links

USQ Home  
My ePortfolio  
My Campus  
**Update My Staff Search Details**  
USQ Index Home

Add More Links

Find Staff

USQ Admin

Need Help?

5. The next screen will display your current staff details from the Staff Directory.
6. Click **Add/Update Details**.

UNIVERSITY OF SOUTHERN QUEENSLAND

Search

USQ Home > Search > Staff Search

Search

> Staff search  
> Corporate directory  
> Programs and courses  
> USQ sections A-Z  
> Campuses and maps  
> Contact us

**View Staff Details**

The following details are maintained by Human Resources:

- Name
- Position
- Section
- Office
- Phone
- Extension
- Email
- Qualifications

If any of the above details are incorrect, please contact [Human Resources](#).

You can maintain the other details here, by selecting the Add/Update Details link from below right.

**Ms Nicolii Biggs**

Name : Ms Nicolii Biggs  
Position : Project Manager (Content Management System)  
Section : University Projects  
ICT Capital Projects  
Office : Y325A  
Location : Toowoomba Campus  
Phone : 61 7 4631 2139  
Extension : 2139  
E-mail : [Nicolii.Biggs@usqst.edu.au](mailto:Nicolii.Biggs@usqst.edu.au)

[Add/Update Details](#)

Home | Contact us | Staff directory

Search USQ

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7. Enter your additional details within this screen. All fields are optional, so if you do not wish to provide information in a particular field, simply leave it blank.

Please ensure that you read the statement at the top of the page before entering your information.

*When you modify the information on this page, the modifications are published live to the USQ web site. You have the responsibility to ensure the details you provide are correct, and are not misleading.*

The screenshot shows the 'View Staff Details' page for Nicolli Biggs. At the top left is the USQ logo and 'UNIVERSITY OF SOUTHERN QUEENSLAND'. The page title is 'Search' and 'View Staff Details'. A search bar is in the top right. A navigation menu on the left includes 'Staff search', 'Corporate directory', 'Programs and courses', 'USQ sections A-Z', 'Campuses and maps', and 'Contact us'. The main content area has tabs for 'Personal', 'Memberships', 'Research', 'Teaching', and 'ExpertFinder'. A red box highlights a disclaimer: 'When you modify the information on this page, the modifications are published live to the USQ web site. You have the responsibility to ensure the details you provide are correct, and are not misleading.' Below this are fields for 'Photo' (with a 'Browse...' button), 'Homepage URL' (with an example 'http://www.usq.edu.au/users/biggs'), and buttons for 'Update Details' and 'Cancel Update'. The footer contains the ABN, CRICOS, and other contact information.

**Photo:** If you wish to include a photograph of yourself, you may either use an existing photograph, or organise with USQ Photography to have your photo taken professionally. Please note that this service is completely free of charge to USQ staff members.

Staff photos must meet the following criteria:

- Present a professional image for the University
- Have a white background
- You have removed all name badges, lanyards, items in breast pockets and sunglasses from top of head
- Has no time/date entries on image
- Is of professional quality
- 100 x 150 pixels in size.

**Homepage URL:** Staff who would like their Staff Search result to link to their personal home page or a particular part of the USQ site (e.g. faculty home page), can provide the URL in this field. Note that in the Staff Search result, this field will include a disclaimer which indicates that 'The views expressed on staff homepages may not reflect the views of the University'.

Please ensure that the URL you enter is correct.

The screenshot shows the USQ Staff Search interface. At the top left is the USQ logo and 'UNIVERSITY OF SOUTHERN QUEENSLAND'. The main header is 'Search' with a search bar on the right. A breadcrumb trail reads 'USQ Home > Search > Staff Search'. On the left is a navigation menu with options like 'Staff search', 'Corporate directory', 'Programs and courses', 'USQ sections A-Z', 'Campuses and maps', and 'Contact us'. The main content area is titled 'View Staff Details' for 'Nicolli Biggs'. It includes a disclaimer: 'When you modify the information on this page, the modifications are published live to the USQ web site. You have the responsibility to ensure the details you provide are correct, and are not misleading.' Below this are tabs for 'Personal', 'Memberships', 'Research', 'Teaching', and 'ExpertFinder'. The 'Memberships' tab is selected, showing two text input fields: 'Professional Memberships' (with example text 'Fellow of the Royal College of Surgeons') and 'Industry Affiliations' (with example text 'Member of the Australian Society of Mathematicians'). At the bottom of the form are 'Update Details' and 'Cancel Update' buttons. The footer contains the text: 'ABN: 40 234 732 081 | CRICOS: QLD 00244B | NSW 92225M | © University of Southern Queensland | Right to Information | Disclaimer | Privacy | Feedback | Contact us | Updated 3 Feb 2004'.

**Professional Memberships:** This field should include invited or awarded memberships and/or fellowships of recognised professional bodies. To differentiate between multiple memberships, please use the Enter key.

**Industry Affiliations:** This field should include memberships of industry groups where membership is by subscription or voluntary affiliation. To differentiate between multiple affiliations, please use the Enter key.

Please ensure that spelling and capitalisation are correct.

The screenshot shows the 'View Staff Details' page for Nicoli Biggs. The page has a yellow header with the USQ logo and navigation links. A search bar is located in the top right corner. On the left, there is a navigation menu with options like 'Staff search', 'Corporate directory', and 'Programs and courses'. The main content area is titled 'View Staff Details' and includes a warning message: 'When you modify the information on this page, the modifications are published live to the USQ web site. You have the responsibility to ensure the details you provide are correct, and are not misleading.' Below this, there are tabs for 'Personal', 'Memberships', 'Research', 'Teaching', and 'ExpertFinder'. The 'Research' tab is active, showing three text input fields: 'Research Interests' (with the example text 'eg Australian regional history, quantum physics:'), 'Research Outcomes - publications and scholarly works' (with the example text 'eg co-authored textbook - Douglas, M & Watson, C 2002, 'Networking', Macmillan, London. Three Most Recent:'), and 'Most Notable:'. At the bottom of the form are 'Update Details' and 'Cancel Update' buttons. The footer contains the ABN number and various legal notices.

**Research Interests:** This field should include an overview of your key areas of research focus. To differentiate between multiple areas of research, please use the Enter key.

**Research Outcomes:**

**Three Most Recent:** This field should include details of your three most recent research outcomes, such as conference papers, keynote addresses, journal articles, book chapters, performances etc. To differentiate between multiple outcomes, please use the Enter key.

**Most Notable:** This field should include details of your most notable research outcome.

Please ensure that spelling is correct and a recognised system of referencing is used.

**USQ** UNIVERSITY OF SOUTHERN QUEENSLAND **Search** Home | Contact us | Staff directory  
USQ Home > Search > Staff Search

**View Staff Details**  
Details for Nicolli Biggs

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Personal Memberships Research **Teaching** ExpertFinder

Currently Teaching Courses/Programs  
- list USQ codes for courses/programs taught in last three years  
eg CMS1000 Communication and Scholarship:

Teaching Experience:  
**Tertiary** - round to the nearest number of years, eg 6:  
  
**Other** - round to the nearest number of years, eg 5:

Administrative Responsibilities  
eg Program Coordinator, Bachelor of Business:

Update Details Cancel Update

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**Currently Teaching Courses/Programs:** This field should include details of USQ courses and programs into which you teach. You may choose to list individual courses (eg CMS1000 Communication and Scholarship and CMS1003 English Language: Australian Culture) or to indicate that you teach into multiple courses in a particular program (eg teaching four courses in the Bachelor of Arts and three courses in the Bachelor of Science). Courses should be listed in the following manner: course code then course name, eg AST1000 Australia, Asia and the Pacific. Programs should be listed by their full title, eg Bachelor of Business. To differentiate between multiple programs/courses, please use the Enter key.

Please ensure that course/program codes and names, spelling and capitalisation are correct.

### Teaching Experience

**Tertiary** – should include the number of years of tertiary teaching (University, CAE) experience you have.

**Other** – should include the number of years of other teaching (TAFE, vocational) experience you have.

Please enter your information using numerals (i.e. 6 not six).

**Administrative Responsibilities:** This field should include details of your areas of administrative responsibility, for example program coordinator, examiner, moderator, course leader, head of department, associate dean. To differentiate between multiple responsibilities, please use the Enter key.

**Register as expert** - To register as an expert within the USQ Experts database at [www.usq.edu.au/experts](http://www.usq.edu.au/experts), check the **Register as expert** box.

Details for Nicoili Biggs

When you modify the information on this page, the modifications are published live to the USQ web site. You have the responsibility to ensure the details you provide are correct, and are not misleading.

Personal Memberships Research Teaching Expert Finder

Expert Finder  
The USQ Experts database is a central place where journalists, government, business and the community can connect with USQ academic and professional experts.

Register as expert

Primary area of expertise 1. -  
2. -

Expertise Keywords

Research centre affiliations

Home phone \*

Mobile phone \*

\* Providing mobile and home phone numbers is optional, but in order to maximise publicity for the University we need to be able to respond to media enquiries in a timely matter. This may involve getting in touch with you outside of office hours. If you decide to supply your after hours contact details Corporate Communications will treat this information with the utmost respect.

Update Details Cancel Update

**Primary area of expertise** - Select your primary areas of expertise from the drop-down list. The areas of expertise will display in the USQ Experts database result.

**Expertise keywords** - Enter keywords which are associated with your area of expertise. Please enter the keywords with correct capitalisation and separated by a comma. The keywords will display in the USQ Experts database result.

8. **Research centre affiliations** - Check which USQ research centres you are affiliated with.

> Staff search  
> Corporate directory  
> Programs and courses  
> USQ sections A-Z  
> Campuses and maps  
> Contact us

Details for Nicolli Biggs

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Personal Memberships Research Teaching Expert Finder

Expert Finder  
The USQ Experts database is a central place where journalists, government, business and the community can connect with USQ academic and professional experts.

Register as expert

Primary area of expertise 1.

2.

Expertise Keywords

**Research centre affiliations**

- Australian Centre for Sustainable Catchments
- Centre of Excellence in Engineering Fibre Composites
- Centre for Research in Transformative Pedagogies
- Centre for Rural and Remote Area Health
- Centre for Systems Biology
- Computational Engineering and Science Research Centre
- Public Memory Research Centre
- National Centre for Engineering in Agriculture

Home phone \*

Mobile phone \*

\* Providing mobile and home phone numbers is optional, but in order to maximise publicity for the University we need to be able to respond to media enquiries in a timely matter. This may involve getting in touch with you outside of office hours. If you decide to supply your after hours contact details Corporate Communications will treat this information with the utmost respect.

**Home phone and mobile phone** – This field is to provide your home and mobile phone numbers to Corporate Communications. In order to maximise publicity for the University and respond to media enquiries in a timely manner, Corporate Communications may need to get in touch with you outside office hours. This information will not be published to the USQ Experts database.

9. Once you have completed all the desired fields and are ready to publish this information to the USQ Staff Search and/or Expert Finder, click Update Details from any tab.

responsibility to ensure the details you provide are correct, and are not misleading.

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Personal   Memberships   **Research**   Teaching   Expert Finder

Research Interests  
eg Australian regional history, quantum physics:

Research Outcomes - publications and scholarly works:  
eg co-authored textbook - Douglas, M & Watson, C 2002, 'Networking', Macmillan, London.  
**Three Most Recent:**

**Most Notable:**

Update Details   Cancel Update

Do not click Update Details unless you have checked your details and are sure you want to publish them to the USQ Staff Search and/or USQ Experts database. If you do not wish to go ahead with publishing your details, choose Cancel Update. Note that if you choose Cancel Update, the information you have entered will not be saved.

10. Once you have chosen to Update Details, you will be returned to the main My Details page which will include all of the information you have added.

To make any further additions or changes, click **Add/Update Details** (and again follow the instructions above).

11. To exit from the system, close your screen.

12. Your updated staff details will now be available at <http://apps.usq.edu.au/StaffSearch/default.aspx?action=stafflookup>

The screenshot shows the USQ Staff Search interface. At the top left is the USQ logo and 'UNIVERSITY OF SOUTHERN QUEENSLAND'. The main heading is 'Search'. On the right, there are links for 'Home | Contact us | Staff directory' and a 'Search USQ' button. Below the heading, there is a 'Staff Search' section with a search input field and a 'Search' button. A note below the input field says '(Search by first name, last name, department, position, room number, phone extension or email address.)'. Below that, it says 'Browse the Corporate directory to find USQ staff.' On the left side, there is a sidebar with a 'Search' menu containing links for '> Staff search', '> Corporate directory', '> Programs and courses', '> USQ sections A-Z', '> Campuses and maps', and '> Contact us'. At the bottom, the footer contains the text: 'ABN: 40 234 732 031 | CRICOS: QLD 00244B | NSW 02225M | © University of Southern Queensland | Right to Information | Disclaimer | Privacy | Feedback | Contact us | Updated 3 Feb 2024'.