

Manage your author profile

An author profile will allow you to showcase all your research in one place. You can choose to add a biography, a profile picture, and link to ORCID and your other online accounts.

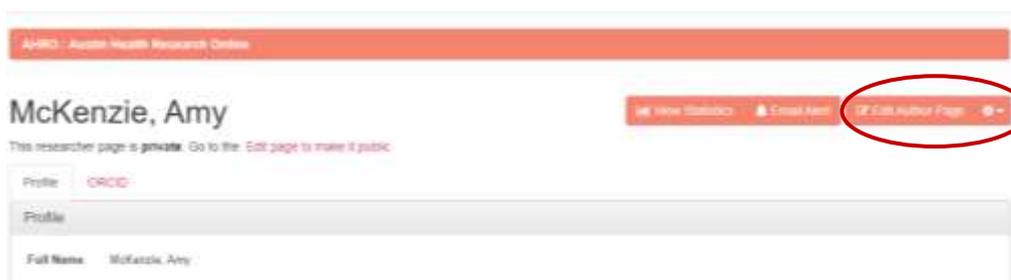
1. Go to <https://ahro.austin.org.au/austinjspui/>
2. **Create an account in AHRO – or log in** if you have an existing account.
 - Click the **sign on to:** link at top right and click **My AHRO**
 - Sign in, or select the **new user** option
 - Enter your email address. An email with a link to the registration page will be sent to the email address you provide.
 - Enter your details and create a password. Select **complete registration**

Check if we have created a profile for you

3. **Search** for your name to see if an Author profile already exists for you
4. If there is a profile for you click **Claim Profile** to let us know
5. We'll link your account to your profile so that you can keep it up to date
6. Can't find your profile? Scroll down to **If a profile does not yet exist - create your author profile**

Add details to your author profile

7. Go to your author profile
8. Click **Edit Author Page**



9. Make your profile public by selecting the **Public** radio button

Profile: Private Public

Austin Health Research Online : AHRO

10. Full name is mandatory and may already be completed.
Any fields that are not completed will not be displayed, untick any completed fields (e.g. email) that you do not want displayed on your profile.
11. In **Credit Name**, enter your full name as you would like it to be displayed at the top of your author profile.

The screenshot shows a 'Profile' form with the following fields and their states:

- Affiliations:** Nothing found to display. +
- Credit Name:** Austin Library [checked]
- Full Name:** Library, Austin [checked]
- Title:** [checked]
- Vernacular Name:** [checked]
- Choose file:** No file chosen [checked]
- Variants:** [checked]

12. Click **Choose file** to add an image to your profile. Your image should be no more than 250 pixels high.
13. Add your **Department**:
 - Start typing your department name
 - Select the appropriate name from the list that drops down
 - Repeat to add additional departments

The screenshot shows a 'Department' dropdown menu with the following options:

- Library
- Austin Health Sciences Library

Please [let us know](#) if your department is missing or named incorrectly!

14. Add your [ORCID](#) and **Twitter** handle

The screenshot shows a profile form with the following fields and their states:

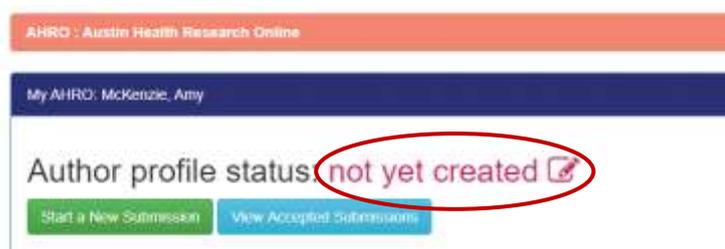
- LinkedIn:** [checked]
- ORCID:** [checked]
- Twitter:** [checked]
- YouTube:** [checked]
- Scopus Author ID:** [checked]
- Researcher ID:** [checked]

15. Complete any other fields you would like to display on your profile
16. Scroll to the bottom and click **Save profile**

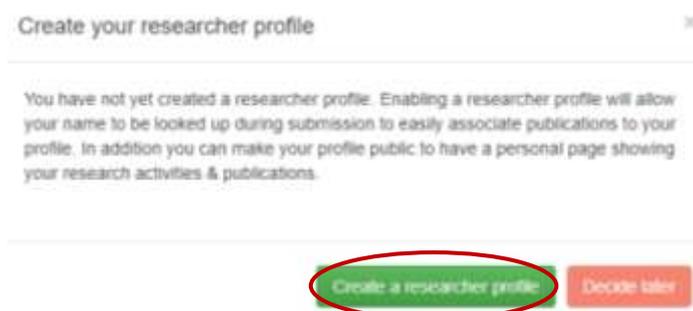
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If a profile does not yet exist - create your author profile

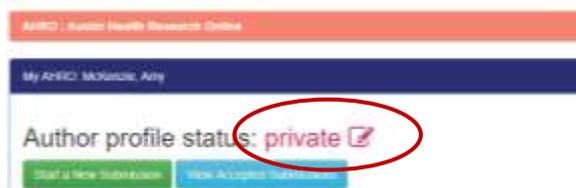
1. go to [My AHRO](#)
2. Next to **Author profile status**, click on **not yet created**



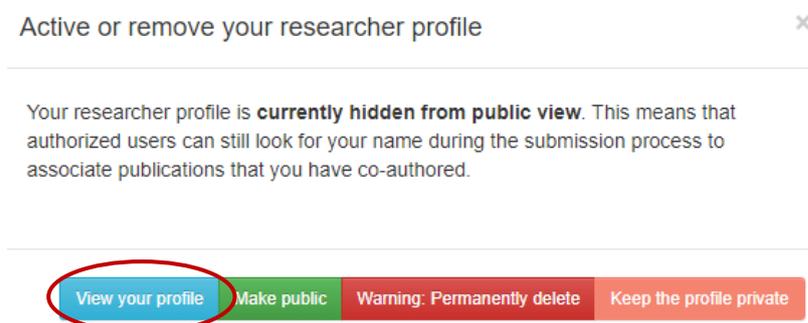
3. Click **Create a researcher profile**



4. Next to **Author profile status**, click **private**



5. Click **View your profile**



Need help? Contact the Library at library@austin.org.au