



Gutenberg Research Elements – Initial setup of your public profile in a few steps

Gutenberg Research Elements is the research information system of JGU. Here researchers can record their publications and other research activities. With Research Profiles (<https://researchprofiles.uni-mainz.de/>) you can make this information available on a public profile page. This step-by-step guide will help you to set up your public profile for the first time.

If you are not yet using Gutenberg Research Elements, you can find out more about the system and the steps you need to take here: [Gutenberg Research Elements – alle Forschungsinformationen an einem Ort | UB Mainz \(uni-mainz.de\)](#).

1

Go to your profile in Gutenberg Research Elements.

You find it under **My Profile** → **About me** → **Edit profile**.

2

Switch **Change profile privacy level to public**.

The profile will then be visible publicly, alongside your publication list and the list of your Professional activities and Grants. To view it, click on **Discovery module** under **Reporting** in the menu. This button will be available once your profile is public. You can now use the search function to find your profile.

3

Optional: Edit your profile and add information

All changes to your public profile are usually visible in a few minutes.

- Add a photo.
- Embed a video.
- Add information like a brief biography, educational background and qualifications, language skills or addresses.
- Add labels, which stand for your research areas and with which you can be found better.



- In addition to your work address, you can also enter other mail addresses and links to your homepage or social media profiles. Your business e-mail address cannot be changed.

Provide as much information as possible to make your public profile easier to find (short biography, research interests, teaching activities are recommended).

4

Optional: Are there publications that are particularly important to you?

Make sure they appear at the top of your public profile: Go to your publications list at **My Profile** → **My Work** → **Publications**. Click on the **heart icon** in a publication entry to favorite the publication. It will now be displayed at the top of your publication list.

For Grants and Professional activities this works analogously. These changes are also usually visible within a few minutes.

Further information

For more information, you are welcome to send us an email at researchelements@uni-mainz.de.

Your Gutenberg Research Elements Team