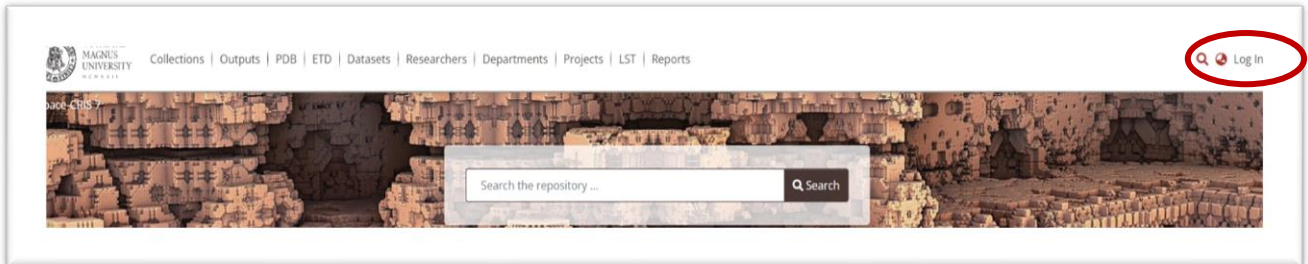# Instruction of submission and editing researcher's profile in VMU CRIS

1. Log in
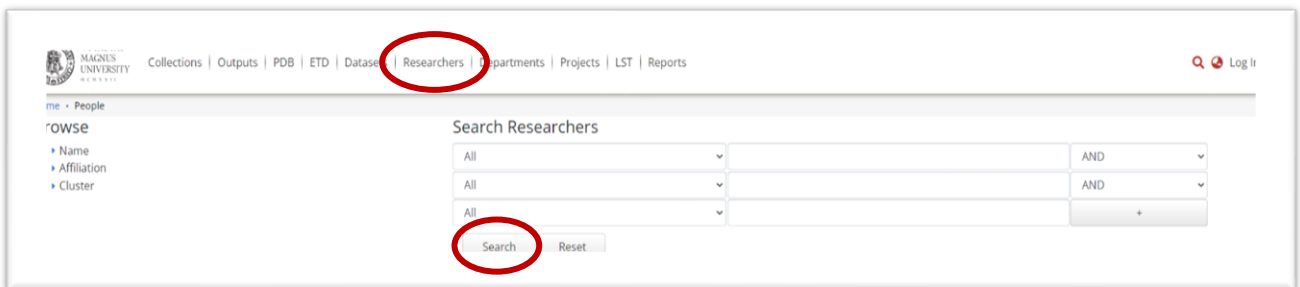
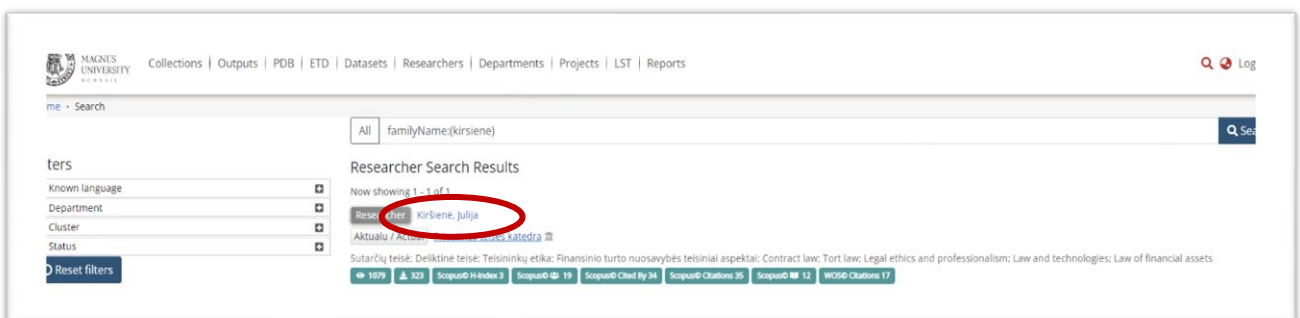Log in to VMU CRIS (https://www.vdu.lt/cris/home). Click **Log in:**

Write in your VMU e-mail address and password and click **Log in:**
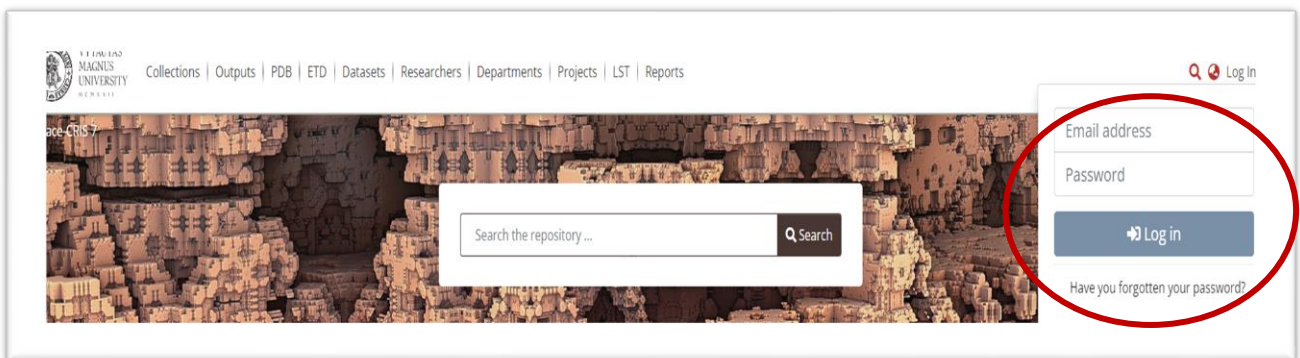
In the main menu select **Researchers.** Find your profile in search box by writing in your name, surname and click **Search:**
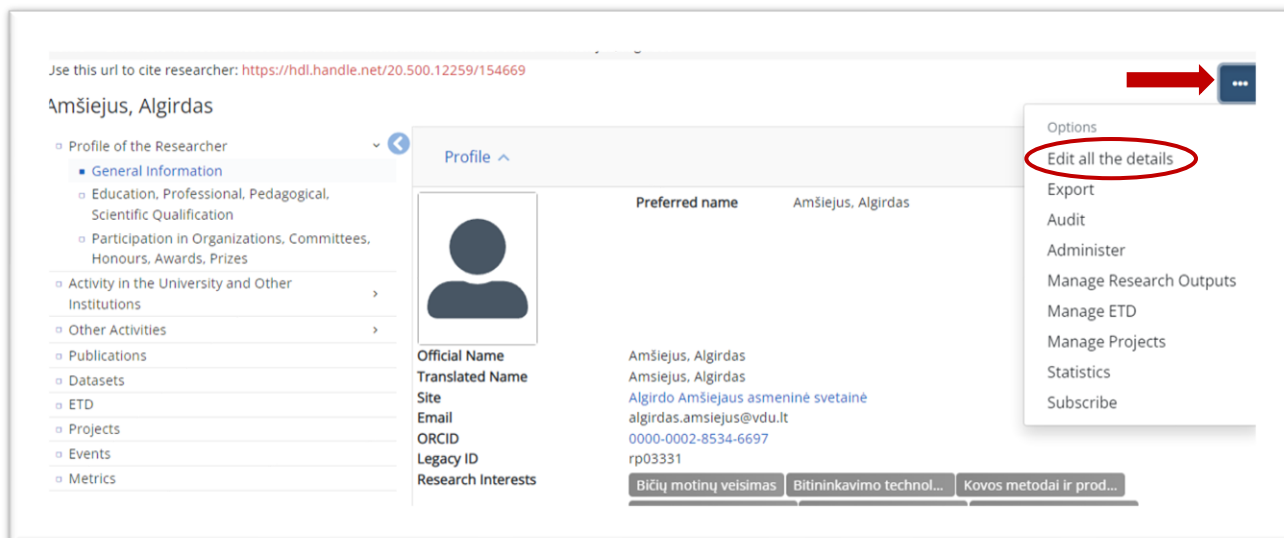

In search result list click on active link of your surname:

### 2. Submission and editing of information.

In profile window click on **ellipsis** icon**,** and in the list select **Edit all:**

In edit mode, you can save, edit, or delete data in your profile by sequentially selecting the desired section or entry in the profile.

Note: it is necessary to save new entries or changes – at the end of the profile (at the bottom of the window) click **Save and Return**, each time before logging out of the system.
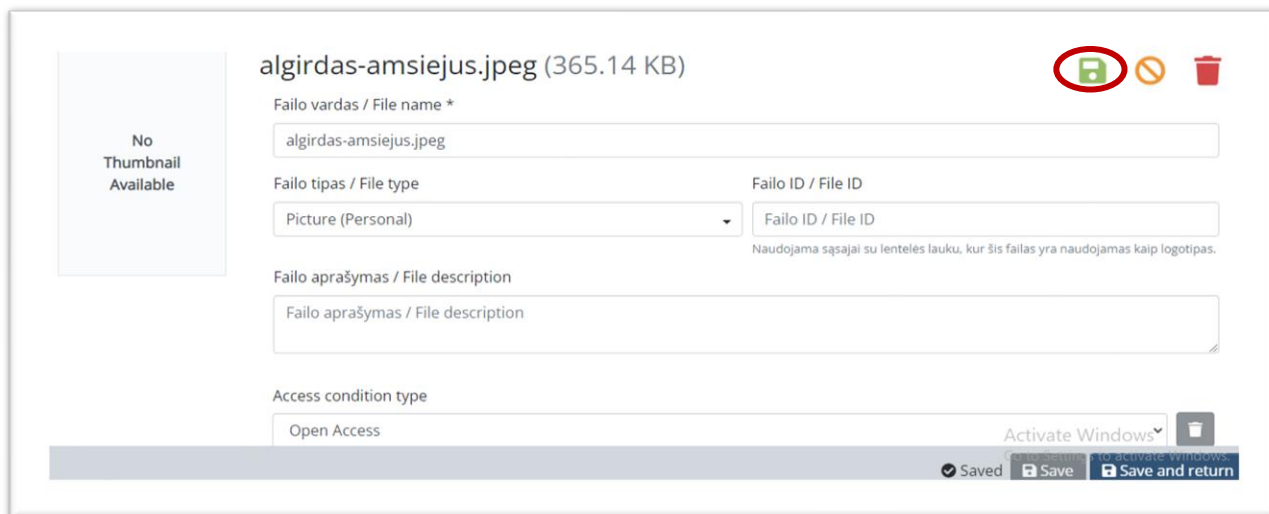
Uploading photo or text file. Upload personal photo file in JPG format, and CV − PDF format. Do this selecting *Drag & Drop your files here or browse.* Once the photo or/and file have been successfully uploaded, you'll see "Sent successfully" message at the top of the screen:
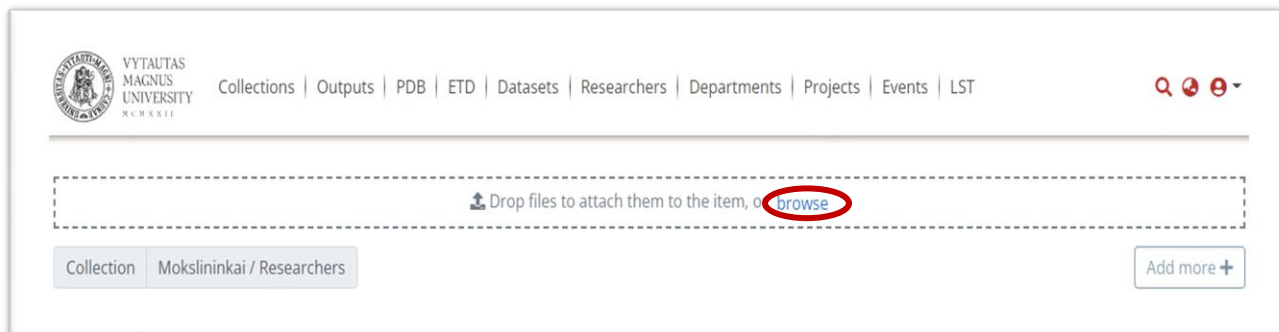
Refine the information about the uploaded file(s) and set the access conditions. Scroll to the bottom of the window and click **edit (pencil)** icon next to the uploaded file:
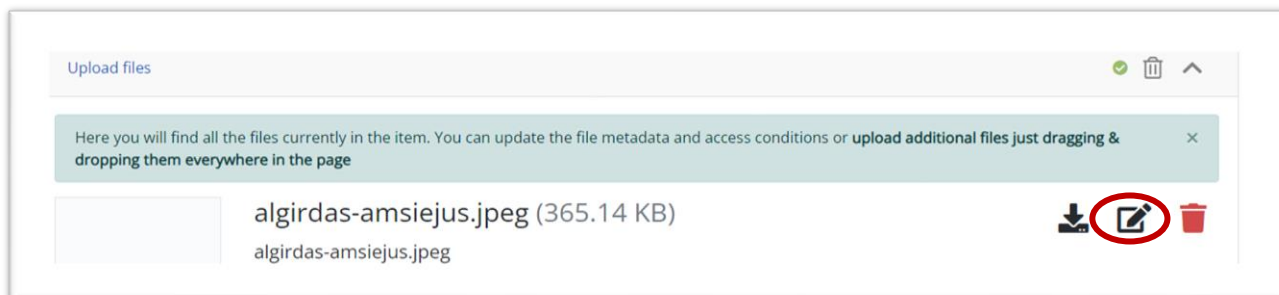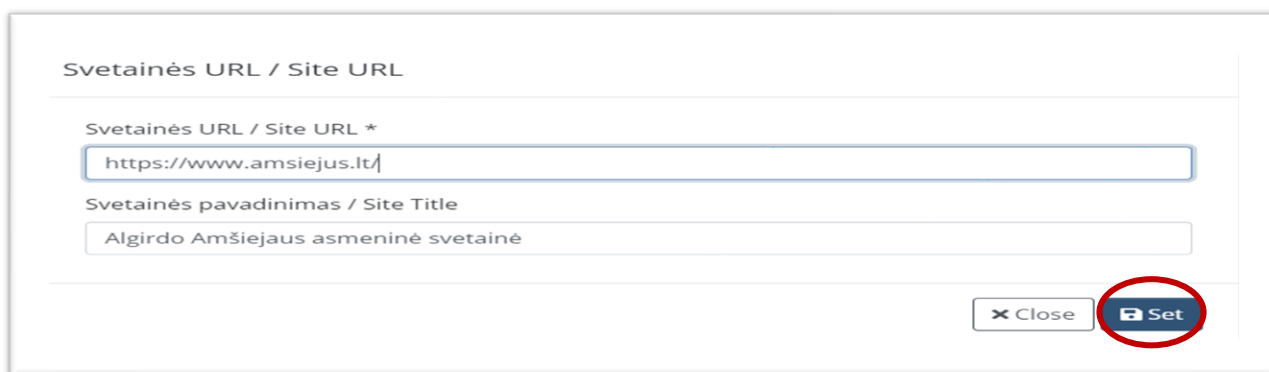
Next to personal photo select file type – Picture (Personal), next to CV – File. Set access condition type: free access. When embargo or intranet access conditions are selected, access restriction dates must be specified. Click **Save** (floppy disk icon) to save file settings:
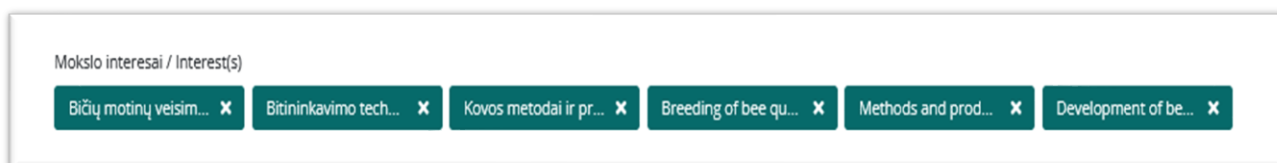

Person basic information. Some data (surname, name, affiliation, VMU e-mail address) are automatically loaded from University information system. Complete the information by entering other forms of your name, other e-mail address, ORCID number, Scopus ID, etc. in the fields provided. To add a field, click +Add more.

Provide links to your personal website in the box **Personal Site(s).** Click +Add more and fill in the boxes. Click **Set/Add.**

Media URL(s). Provide links to social networks, websites or other Internet sources revealing your research activities – VMU, Researchgate, Wikipedia, LinkedIn, etc. Click +Add more and fill in the boxes. Click **Add.**

Research interest(s). Indicate your research interests in Lithuanian and English. Each time after typing a word or phrase, click +Add more**.** The order of the interests can be changed by moving them with the mouse.

Education, professional, pedagogical, scientific qualification(s). Click +Add more and enter in the boxes the name of the education or professional position acquired, the period, the name of the institution of study or work.

The order of the interests can be changed by moving them with the mouse. You can edit posts in this and other sections in forms that open by clicking on the post with left mouse button. Save changes by clicking **Set/Add.**

Participation in organizations, honours, awards, prizes. Click +Add more and write in data about awards, membership in organizations, expert activities. Click **Set/Add.**

Teaching List. Enter title and code of the subject taught in the current academic year or previously taught, provide a link to the description of the subject on VMU website, specify the teaching period**.** In the box **Department** entering beginning of VMU department, select it from the list. Click **Set/Add**.

Supervision of the students' works. Here you can record the final works you have supervised in 2007 or previous years or in institutions other than ASU, LEU, VMU. Click +Add more, fill in boxes and click **Add.**

Note: studies final works since 2007 have been transferred to VMU CRIS and linked to work supervisors. Please check this information in **ETD** section of your profile.

Administrative and other activities. Click +Add more and enter the activity period, job title, institution. If the administrative activity was performed in VMU, select its department by entering the beginning of the department (active interface will appear – green circle). Click **Set/Add.**

Invited lectures and presentations. Click +Add more and write in the date, title and location of the event, the subject of your report and the type of activity. Click **Set/Add.**

Qualification development. Click +Add more, write in the period of qualification activity, title, type, location and click **Set/Add.**

Editorship. Click +Add more, write in the period of editorship, the exact title of the publication and your activities in it and click **Set/Add.**

Project activities. Here you can enter data on participation in projects for which no information is provided in VMU CRIS (i.e. before 2018) or projects carried out in other institutions. Click +Add more, fill in the boxes and click **Add. Note**: you will find information about your VMU projects and their interfaces in your profile section **Projects.** Project Implementation Unit of Research and Innovation Department is responsible for information about projects in VMU CRIS.

Languages. Click +Add more, select a language and its proficiency level from the list and click **Set/Add.**

3. Summary of profile data

All information about yourself in the profile can be downloaded in pdf, word format. In the profile window click **ellipsis** and select **Export:**
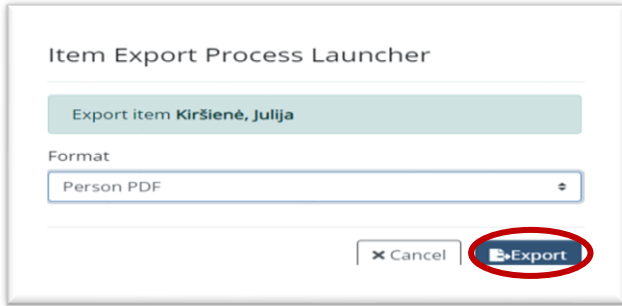
Select the format from the list (person-pdf; person-rtf) and click **Export:**

You can open the downloaded file for viewing or save it to a computer.