

SHER-E-BANGLA AGRICULTURAL UNIVERSITY

Manual on Teachers' Profile Update

This manual is for updating teacher's profile at the new website of Sher-e-Bangla Agricultural University

Information and Communication Center

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This document is maintained by Information and Communication Center, Sher-e-Bangla Agricultural University, Dhaka

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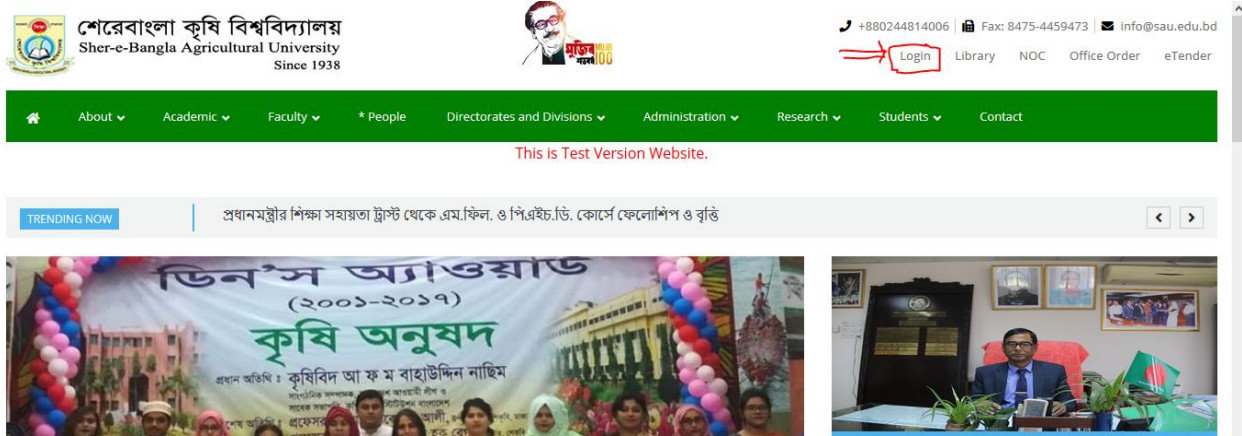
If you have any queries, feel free to contact with Information and Communication Center, Sher-e-Bangla Agricultural University

Login URL

Open the new URL: **sau.edu.bd**

Then click on **login** located at the top right of home page.

Or directly go to **sau.edu.bd/login** for login



The screenshot shows the homepage of Sher-e-Bangla Agricultural University. At the top left is the university's logo and name in Bengali and English: "শেরেবাংলা কৃষি বিশ্ববিদ্যালয় Sher-e-Bangla Agricultural University Since 1938". To the right is a portrait of a man with glasses and a red tie, with the text "শেরেবাংলা কৃষি বিশ্ববিদ্যালয়" below it. Further right are contact details: "+880244814006", "Fax: 8475-4459473", and "info@sau.edu.bd". A red box highlights the "Login" button, with a red arrow pointing to it. Other navigation links include "Library", "NOC", "Office Order", and "eTender". Below this is a green navigation bar with menu items: "About", "Academic", "Faculty", "People", "Directorates and Divisions", "Administration", "Research", "Students", and "Contact". A red text message reads "This is Test Version Website." Below the navigation bar is a "TRENDING NOW" section with a blue button. The main content area features two images: on the left, a banner for "দিন'স অ্যাওয়ার্ড (২০০১-২০১৭) কৃষি অনুষ্ঠান" (Daily Awards 2001-2017 Agriculture Event) with a group of people in front of a building; on the right, a man in a suit sitting at a desk with a computer monitor and a flag.

Login with Credential

Give your **username** (registered email ID) and **password**

SAU LOGIN

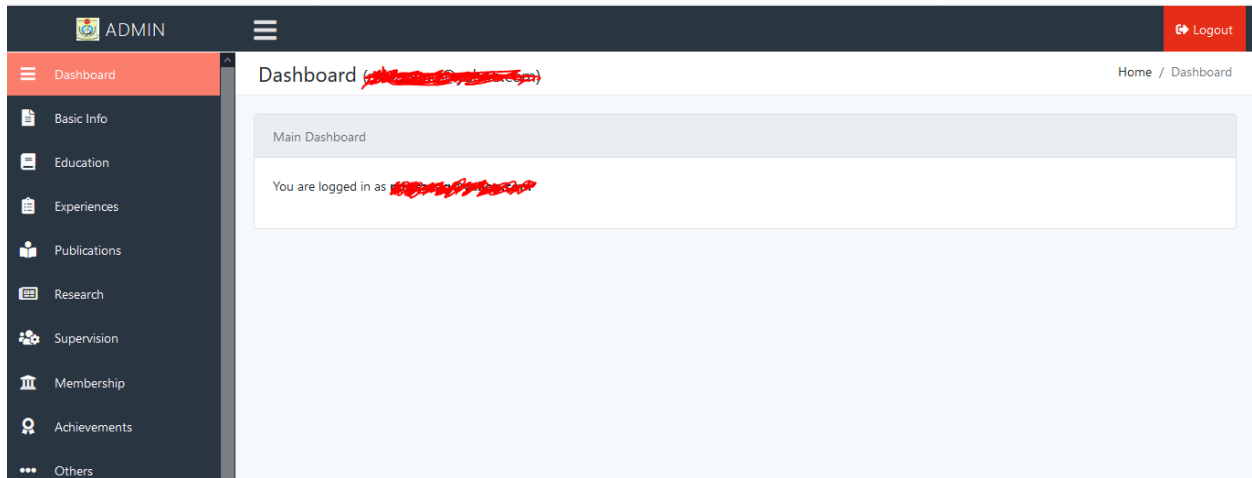
⦿

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Login

Don't have a user account ? please contact to [Information and Communication Center](#)

You will get your dashboard here



Change Password

Click Change Password in the left bottom of the dashboard page.

Give new password and again confirm the new password.

The screenshot shows the 'Change Password' form within an ADMIN dashboard. The dashboard header includes the 'ADMIN' logo and a hamburger menu icon. The left sidebar contains a list of menu items: Education, Experiences, Publications, Research/Project, Supervision, Membership, Achievements, and Others. The 'Change Password' option is highlighted with a red box and a red arrow pointing to the main form area. The main form is titled 'Change Password' and includes an 'Edit User' header with a 'Back' link. The form contains three input fields: 'Email' (with a redacted value), 'Password', and 'Confirm Password'. Red arrows point to the 'Password' and 'Confirm Password' fields. A green 'Update' button is located below the input fields. The footer of the page contains the text 'Copyright Information and Communication Center, SAU' and 'Maintained By Information and Communication Center, SAU'.

Basic Info

Click on the Basic info located left side bar and update your information. At the end click on save button located the bottom of the page.

Details ->

Write a brief description about yourself, your research interest and others.

The screenshot displays a user profile management interface. On the left, a dark sidebar contains a menu with items: Dashboard, Basic Info (highlighted with a red circle and arrow), Education, Experiences, Publications, Research, Supervision, Membership, Achievements, Others, and Change Password. The main content area is titled 'Details' and features a rich text editor at the top with a menu (File, Edit, View, Insert, Format, Tools, Table) and a toolbar. Below the editor are several form fields: Phone, Other Email (Except User ID), Blood Group, URL, a profile picture field (labeled 'img (342x346)') with a 'Browse...' button and 'No file selected.' text, a CV field with a 'Browse...' button and 'No file selected.' text, ResearchGate Link, Google Scholar Link, Scopus Link, and ORCID iD.

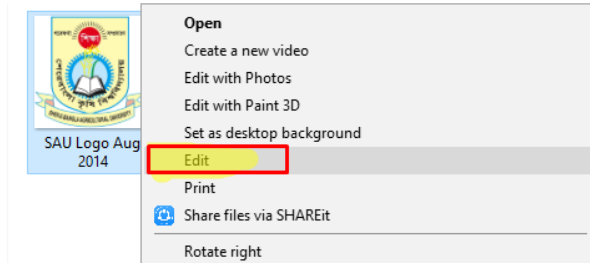
Image

Img (342 x 346) Browse ->

Every teacher are requested to upload his/her profile photo in **width 342 pixel x height 346 pixel**.

Anyone can use edit the image using paint software or online tools. A manual of paint software edit is attached below.

Step 1



Step 2

Click Resize Button

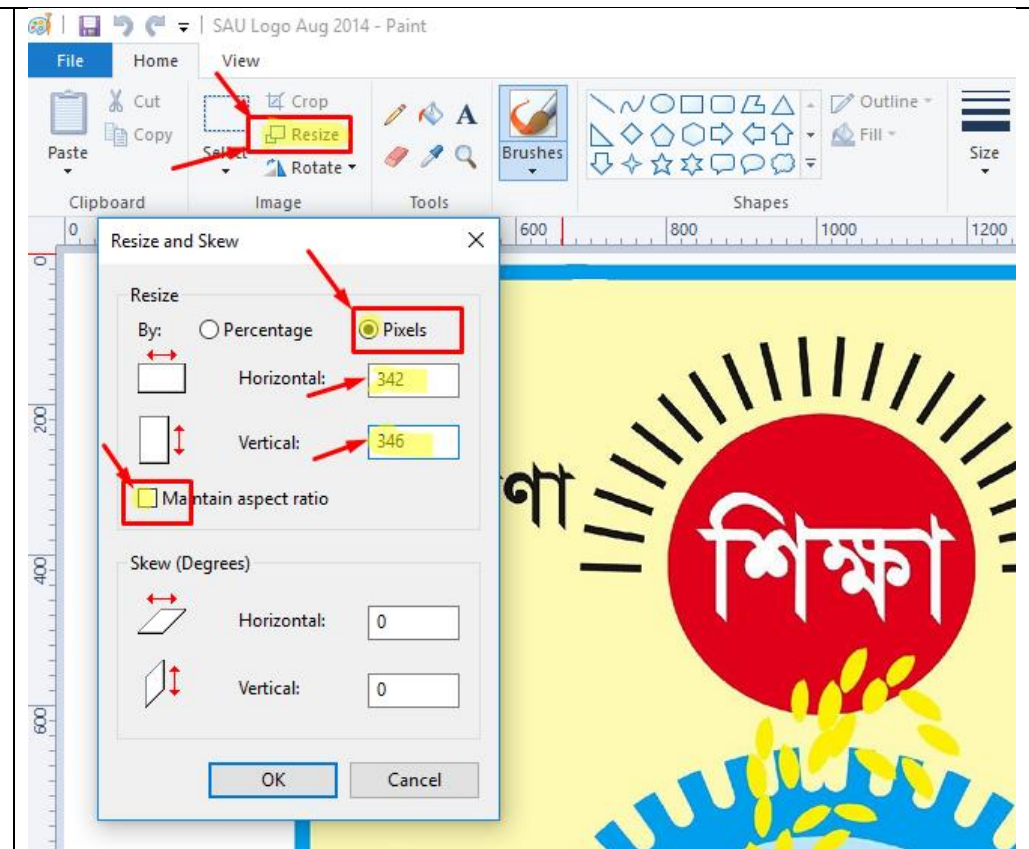
Click on Pixels Radio button

Uncheck the box of Maintain aspect ratio

Write pixels on box
Horizontal: 342

Vertical: 346

Click OK button

A screenshot of the Microsoft Paint application window titled "SAU Logo Aug 2014 - Paint". The "Image" tab is active, and the "Resize" button is highlighted with a red box. The "Resize and Skew" dialog box is open, showing the "Resize" section with the "Pixels" radio button selected and highlighted with a red box. The "Horizontal" dimension is set to 342 and the "Vertical" dimension is set to 346, both highlighted with red boxes. The "Maintain aspect ratio" checkbox is unchecked and highlighted with a red box. The "Skew (Degrees)" section shows both horizontal and vertical values set to 0. The background image is a logo featuring a red sun with rays and the Hindi word "शिक्षा" (Shiksha) in white, with a blue gear at the bottom.

Update Basic Info

Update your basic information and click save button.

Phone	<input type="text"/>
Other Email (Except User ID)	<input type="text"/> <small>another email ID if available</small>
Blood Group	<input type="text"/> <small>Your Blood Group e.g. O+, AB+, B-, O-, etc.</small>
URL	<input type="text"/> <small>Personal webpage (if available or keep it blank)</small>
Img (342x346) <small>.jpg image</small>	<input type="button" value="Browse..."/> No file selected.
CV <small>PDF file of CV</small>	<input type="button" value="Browse..."/> No file selected.
ResearchGate Link	<input type="text"/> <small>Your ResearchGate profile link (if available)</small> <input type="button" value="No file selected."/>
Google Scholar Link	<input type="text"/> <small>Your Google Scholar profile link (if available)</small>
Scopus Link	<input type="text"/> <small>Your Scopus profile link (if available)</small>
ORCID iD	<input type="text"/> <small>Your ORCID ID (if available)</small>

Education

Click education on the left side bar and write your educational information. Click (+) sign for adding new information.

Degree is the name of your degree e.g. BSc, BBA, PhD, etc.

Group is the subject name e.g. Agriculture, Agribusiness, Fisheries, etc. or group in HSC/SSC.

Institute is the name of you degree offered university or board.

Year is the numeric year value which is the degree awarded year

Education

Experiences

Publications

Research

Supervision

Membership

Achievements

Provide People Education Info [Back](#)

No	Degree	Group	Institute	Year	Country	Action
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>

Experience

Click experience on the left side bar and write your full time experience only. Click (+) sign for adding new information.

- **Title** is the post name
- **Organization** is the office or university name
- **Location** is the Country name with providence (if exists).
- **Start Date and End** must be written as prescribed format (Year/month/day) e.g. 2017/01/27 .
You can write **Till Date** if you currently hold this position.

No	Title	Organization	Location	Start Date (Year/month/day)	End	Action
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Year/month/day"/>	<input type="text"/>	<input type="button" value="+"/>

[Save](#)

Publication

Click publication on the left side bar and write your publication information. Click (+) sign for adding new publications.

- **Publication info** is the citation information of your paper. You can collect it from Google scholar or Orchid page. Use Harvard style for publication info. An example is given below

Bhuyan, M.B., Hasanuzzaman, M., Parvin, K., Mohsin, S.M., Al Mahmud, J., Nahar, K. and Fujita, M., 2020. Nitric oxide and hydrogen sulfide: two intimate collaborators regulating plant defense against abiotic stress. *Plant Growth Regulation*, pp.1-16.

- **Year** is the numeric data of publication year only.
- **Type** is the publication type e.g. Journal Article, Book, etc.
- **Link** is the online URL of the respective paper (if available).

The screenshot shows a web application interface for adding a publication. On the left, a dark sidebar contains a menu with items: Experiences, Publications (highlighted with a red box), Research, Supervision, Membership, Achievements, and Others. The main content area is titled 'Provide Publication Info' and features a table with the following structure:

No	Publication Info	Year	Type	Link	Action
1	<input type="text"/>	<input type="text"/>	<input type="text" value="Select Type"/>	<input type="text"/>	<input type="button" value="+"/>

The 'Type' dropdown menu is open, displaying the following options: Select Type, Book, Book Chapter, Journal Article, Conference, and Others.

Research/Project

Click Research on the left side bar and write your research information. Click (+) sign for adding new project or research.

- **Title** is the Research or Project title.
- **Funding** source is the name of the source of fund of that research e,g, GoB, MoST, SAURES,
- **Year** is the research completion year. For ongoing research, it should be starting year.
- **URL** is the link of the research or project online link
- **Status** is On going or Completed.

No	Title	Fund Source	Year	URL	Status	Action
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Status On-going Completed	<input type="button" value="+"/>

[Save](#)

Supervision

Click Supervision on the left side bar and write your supervision information. Click (+) sign for adding new supervised student information.

- Give student name
- Give degree name and offered year
- Give title of the supervised thesis or projects
- You must select your role.

Provide supervision Info Back

No	Student Name	Degree	Year	Title	Role	Action
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<div style="border: 1px solid #ccc; padding: 2px;"><p>Select Role</p><p>Supervisor</p><p>Co-Supervisor</p><p>Member of advisory committee</p></div>	<input style="background-color: #28a745; color: white; border: none; padding: 5px 10px;" type="button" value="+"/>

Membership

Click membership on the left side bar and write your membership information. Click (+) sign for adding new membership information.

Write membership information, select type of the membership, write from and to year.

The screenshot shows a web application interface for managing membership information. On the left, a dark sidebar contains a list of menu items: Education, Experiences, Publications, Research, Supervision, **Membership** (highlighted with a red box), Achievements, and Others. A red arrow points from the 'Membership' menu item to the main content area.

The main content area is titled 'Provide Membership Info' and includes a 'Back' link in the top right corner. Below the title is a table with the following structure:

No	Membership Info	Type	From	To	Action
1	<input type="text"/>	<input type="text" value="Type"/> Type Editorial Board Professional Others	<input type="text" value="Year"/>	<input type="text" value="Year"/>	<input type="button" value="+"/>

Red arrows in the image point to the following elements:

- The 'Membership Info' text input field.
- The 'Type' dropdown menu, which is currently open and shows options: 'Type', 'Editorial Board', 'Professional', and 'Others'.
- The 'From' and 'To' year input fields, both containing the placeholder text 'Year'.
- The 'Save' button, which is a blue button with a white document icon and the text 'Save'.

Achievements

Click achievements on the left side bar and write your achievement information. Click (+) sign for adding new information.

Provide Achievement info [Back](#)

No	Achievement Info	Type	Year	Action
1	<input type="text"/>	Type Award Fellowship Scholarship Others	<input type="text"/>	<input data-bbox="1312 625 1349 674" type="button" value="+"/>

Others

Click Others on the left side bar and write your other information which are not covered by the previous tab. Click (+) sign for adding new information.

The screenshot shows a web interface for providing other information. On the left is a dark sidebar with a list of categories: Education, Experiences, Publications, Research/Project, Supervision, Membership, Achievements, and Others. The 'Others' category is highlighted with a red box, and a red arrow points from it to the main form area. The main form is titled 'Provide Other Info' and has a 'Back' link in the top right. It contains a table with three columns: 'No', 'Other Info', and 'Action'. The first row has the number '1' in the 'No' column, a large empty text input field in the 'Other Info' column, and a green square button with a white plus sign in the 'Action' column. A red arrow points to the input field, and another red arrow points to the plus sign button. Below the table is a blue 'Save' button with a white floppy disk icon, with a red arrow pointing to it.

No	Other Info	Action
1	<input type="text"/>	<input type="button" value="+"/>