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

July 15, 2020

This document is maintained by Information and Communication Center, Sher-e-Bangla Agricultural University, Dhaka
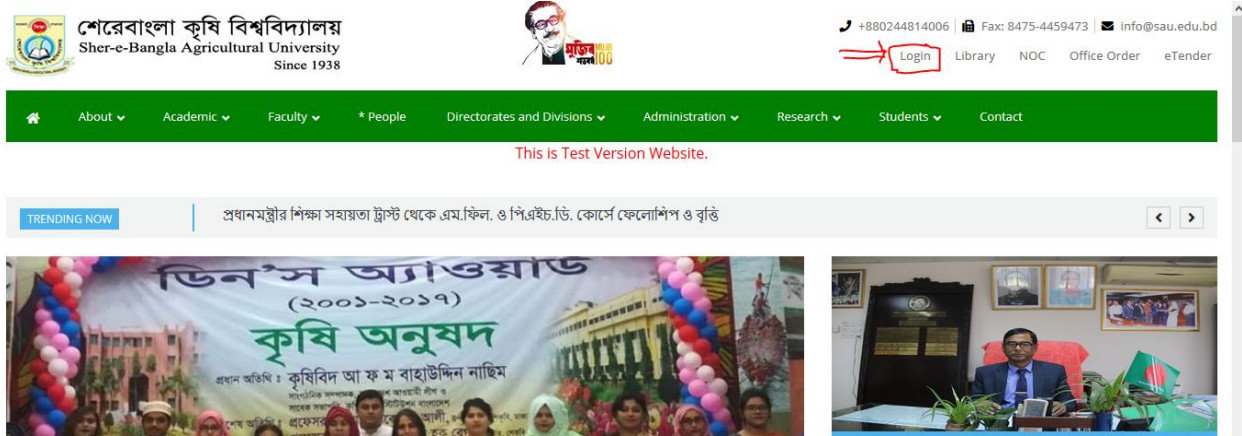
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If you have any quiries, feel free to contact with Information and Communication Center, Sher-e-Bangla Agricultural University

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

Login with Credential

Give your <mark>username</mark> (registered email ID) and <mark>password</mark>

SAU LOGIN

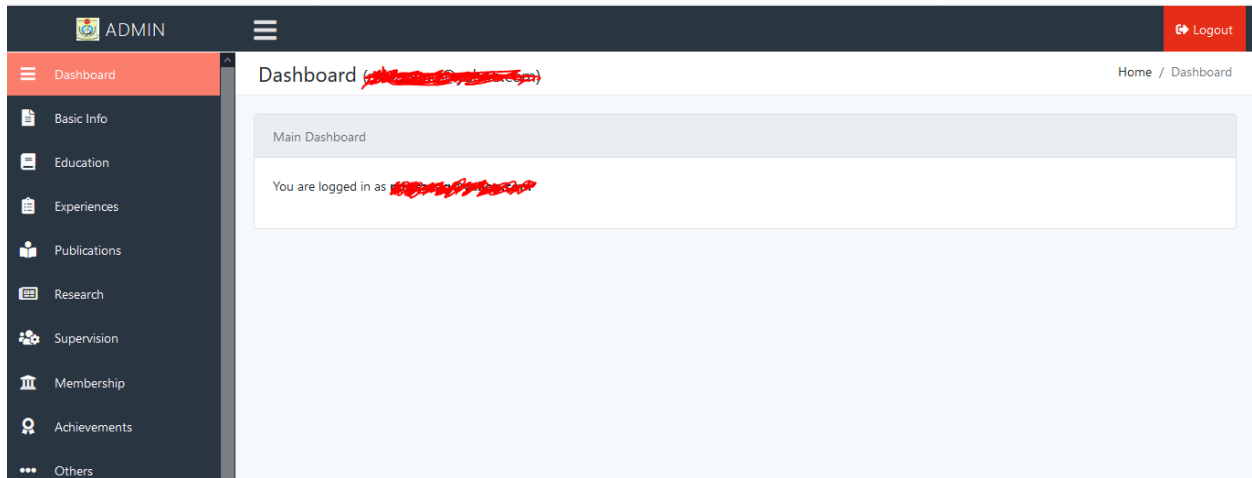|	Username
	Password

Login

Don't have a user account ? please contact to
Information and Communication Center

You will get your dashboard here

ADMIN ☰   Logout

☰ Dashboard   Dashboard (~~~~~~~~~~~~~~)   Home / Dashboard

📄 Basic Info
▤ Education   Main Dashboard
📋 Experiences   You are logged in as ~~~~~~~~~~~~~~
👥 Publications
📖 Research
👥 Supervision
🏛 Membership
♀ Achievements
••• Others

Change Password

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

Give new password and again confirm the new password.

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.
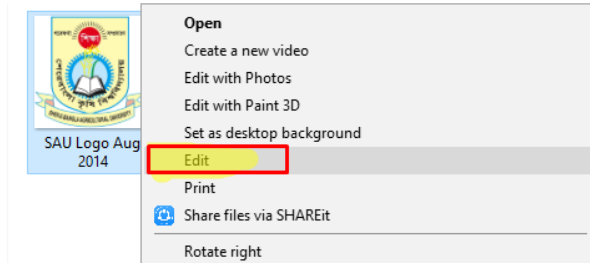
Image

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

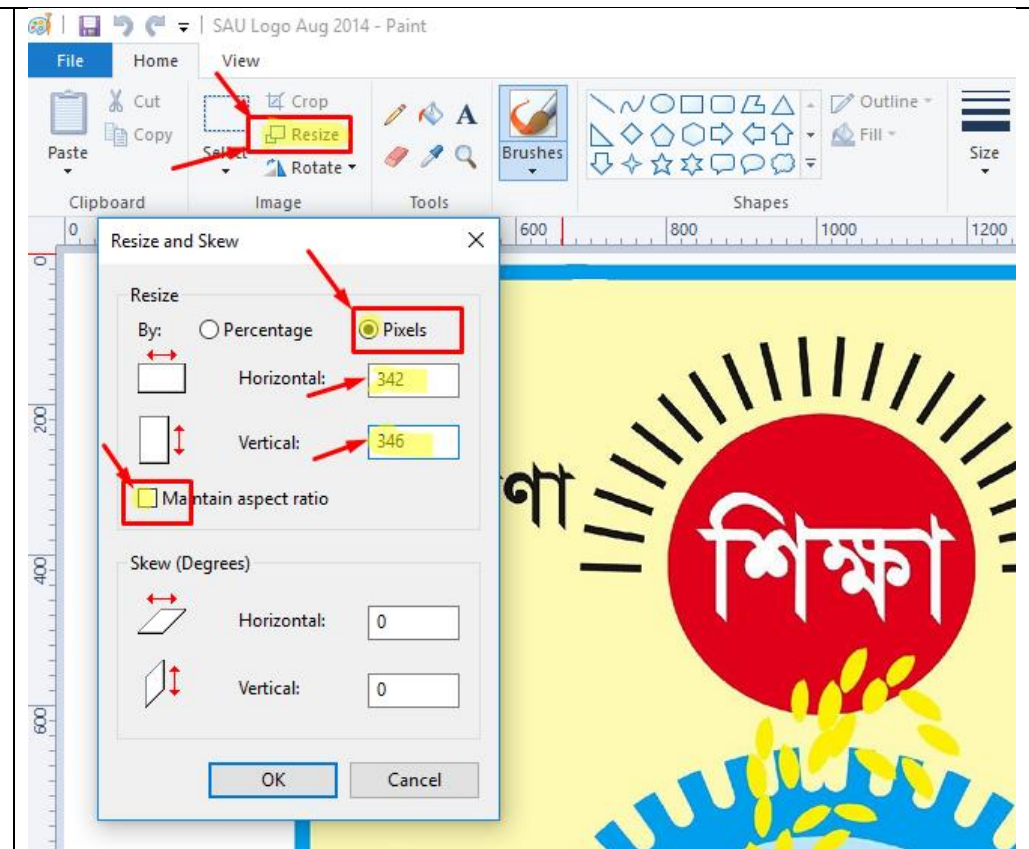|	
Click Resize Button Click on Pixels Radio button Uncheck the box of Maintain aspect ration Write pixels on box Horizontal: 342 Vertical: 346 Click OK button	

Update Basic Info

Update your basic information and click save button.

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

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

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.

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).

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.

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.

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.

Achievements

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

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.