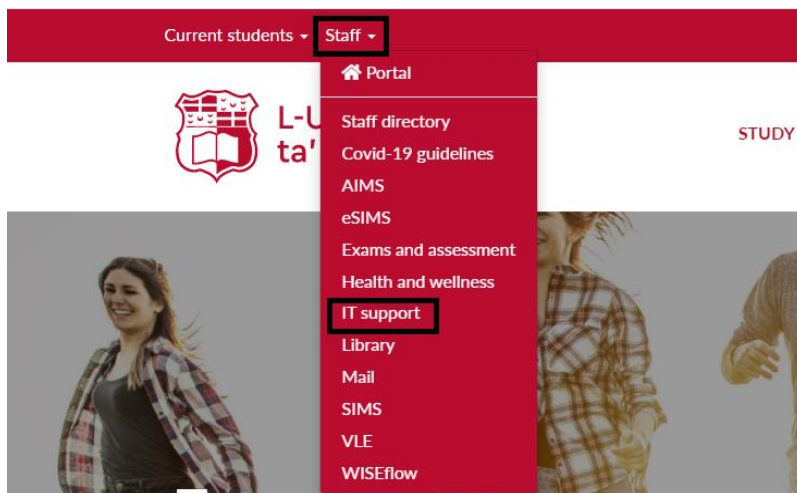
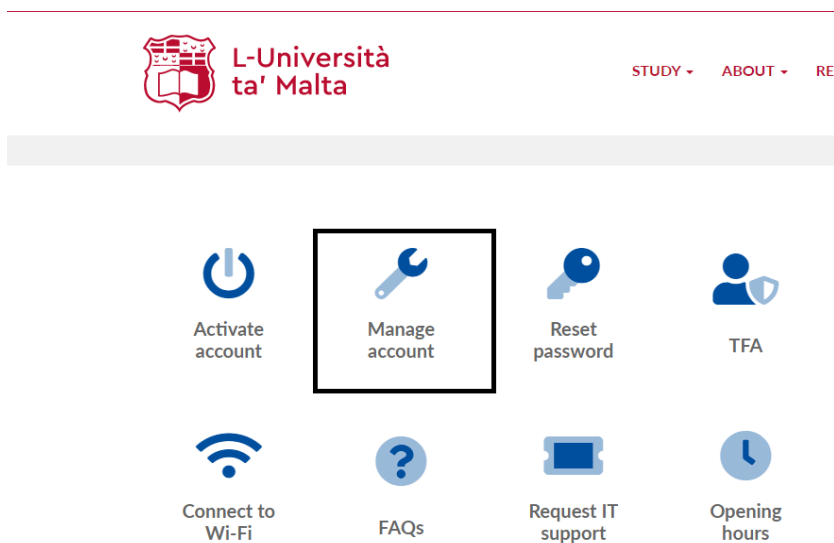


How to Generate Your Publications List via OAR@UM: a User Guide

1. Go to the University of Malta website at: <https://www.um.edu.mt/>
2. From the Staff drop down menu available on the red bar, select **IT Support**:



3. Click on **Manage account**:



4. From the menu available on the right side of the screen select **Update Details & Profile**:

L-Università ta' Malta

Menu

- Update Details & Profile**
- Change Password
- Two-Factor Authentication
- Primary Contact Number
- Email Forwarding
- Email Auto-Reply
- Email Spam Filter
- Printing Credits
- VPN Access
- VLE Copy Tool
- Assign Lecture Venue
- MS Office
- Workstation Data Files

Change Password

Warning!

Please note that after changing your UM IT Account password, you must also reconfigure eduroam CAT to connect. How to guides and more information can be found [here](#).

Please choose a password for your UM IT Account.

Current password:

New password:

Confirm password:

I am aware that after changing my UM IT Account password, I will be automatically signed out.

Note that:

5. Go to the **Research Interests & Publications Tab**

- If you have **never generated** your publications list via RefWorks Legacy, you will see the window as shown on the image below. In order to place a request to generate your publications list, press [here](#):

Update Details & Profile

You can use these tabs to update your profile page displayed [here](#). Note that:

- 'Contact Details' are automatically populated with data available from the Administrative Information Management System (AIMS). Updates made to this data will be processed by the Human Resources Management & Development Office (HRM&D). Requests for the qualifications are dealt with by the Marketing, Communications & Alumni Office.
- 'Lecturing Portfolio' is automatically populated with data available from the Student Information Management System (SIMS). Contact your departmental secretary for any corrections/changes to the list of study-units.

General queries about the staff profile pages should be sent to staffprofiles@um.edu.mt

Contact Details **Profile Image** **Research Interests & Publications** **Biography**

Research Interests

Enter/update your research areas. You may enter up to 7 research areas.
Type your research area (example: 'astronomy') and click **Add Research Area** button.

To change the display order of research areas click the ↓ or ↑.
To delete a research area click ✕

Publications

Publication lists are now being generated via the UM Institutional Repository, OAR@UM. To initiate the process you are kindly asked to place a request with the Library [here](#).

- b. If you have **previously generated** your publications list via RefWorks Legacy, you will see the window as shown on the image below. To place a request for the migration/update of your publications list via OAR@UM, press [here](#):

Update Details & Profile

You can use these tabs to update your profile page displayed [here](#). Note that:

- 'Contact Details' are automatically populated with data available from the Administrative Information Management System (AIMS). Updates made to this data will be processed by the Human Resources Management & Development Office (HRM&D). Requests for the qualifications are dealt with by the Marketing, Communications & Alumni Office.
- 'Lecturing Portfolio' is automatically populated with data available from the Student Information Management System (SIMS). Contact your departmental secretary for any corrections/changes to the list of study-units.

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[Contact Details](#) [Profile Image](#) [Research Interests & Publications](#) [Biography](#)

Research Interests

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To change the display order of research areas click the ↓ or ↑.
To delete a research area click ✕

Publications

Legacy Refworks is being phased out and as from January 2022 it is no longer synchronising with the publications selection list. Publication lists are now being generated via the UM Institutional Repository, OAR@UM. If you want to migrate/update your publication list you are kindly requested to place a request with the Library [here](#).

Below is your complete publication list as submitted via RefWorks.

- BORG, J., 2021. Secrets of the bacterial flagellar motor.
- BORG, J., 2020. Distributed denial-of-service attack

6. Your request will be reviewed by the OAR@UM Team and once approved, the new publications list will automatically appear on your UM Academic Profile webpage.

Any new uploads on OAR@UM will automatically feature on your Publications List made available on your UM Academic Profile webpage.

The new Publications List will feature all your peer-reviewed publications, while a link will be available to expand your list so as to include non-peer reviewed publications and grey literature.

For any queries contact the Library's Open Science Department on: oar.lib@um.edu.mt.