

SISSA MATH WEBPAGE USER GUIDE

This is a manual for the webpage of SISSA's Math Area: <https://www.math.sissa.it>. This page is managed by some webmasters that are listed [here](#). If you have any questions not covered by this manual or you would like to ask for assistance, please do not hesitate to contact webmasters at webmaster.math@sissa.it.

1. LOGIN

All members of the Mathematics Area have a personal account. By signing in the webpage, you get access to reserved information, *e.g.*, links to online seminars, and you are allowed to edit your own profile and upload publications.

To sign in or request a new password, you can either press the orange “Sign in” button on the left bottom on any page of the website, see Figure 2, or go to <https://math.sissa.it/user>.

In any case you will be asked to insert username and password to sign in, or your username/email address to request a new password. Please notice that the username is NOT your usual SISSA username, you should write your full name and surname. If you have more than one name and/or surname, you should enter your full name as it

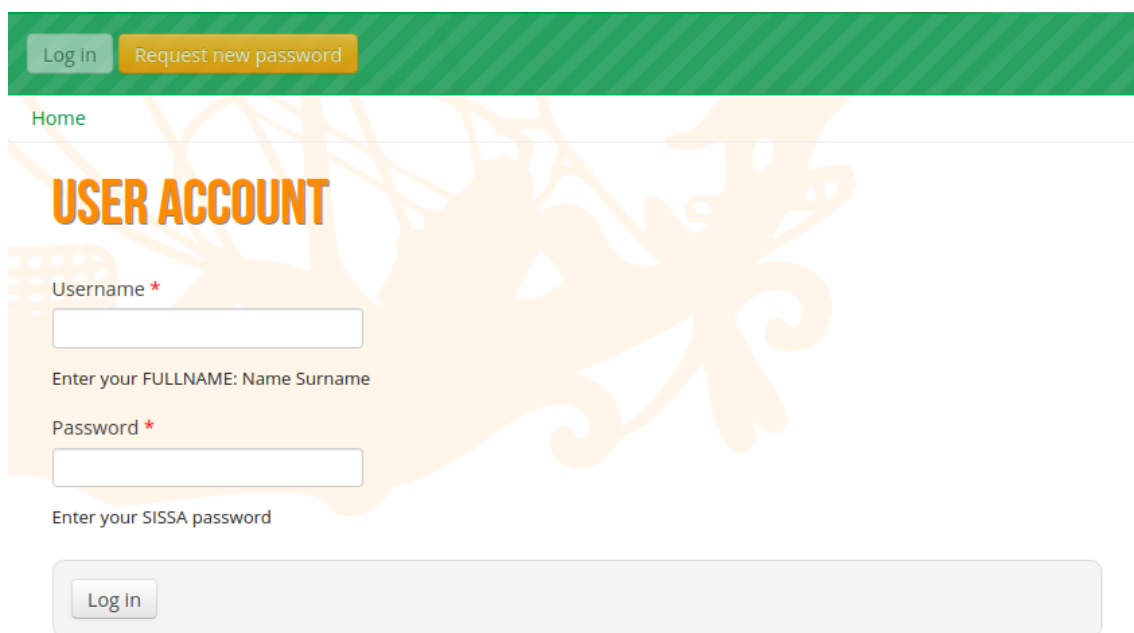
The image shows a web page for user account management. At the top, there is a green header bar with two buttons: "Log In" (grey) and "Request new password" (orange). Below the header, the word "Home" is visible. The main content area has a large orange "USER ACCOUNT" title. Underneath, there are two input fields. The first is labeled "Username *" and has a placeholder text "Enter your FULLNAME: Name Surname". The second is labeled "Password *" and has a placeholder text "Enter your SISSA password". At the bottom of the form, there is a grey button labeled "Log In".

FIGURE 1. Sign in form via <https://math.sissa.it/user>.



FIGURE 2. “Sign in” button on the bottom of the page.

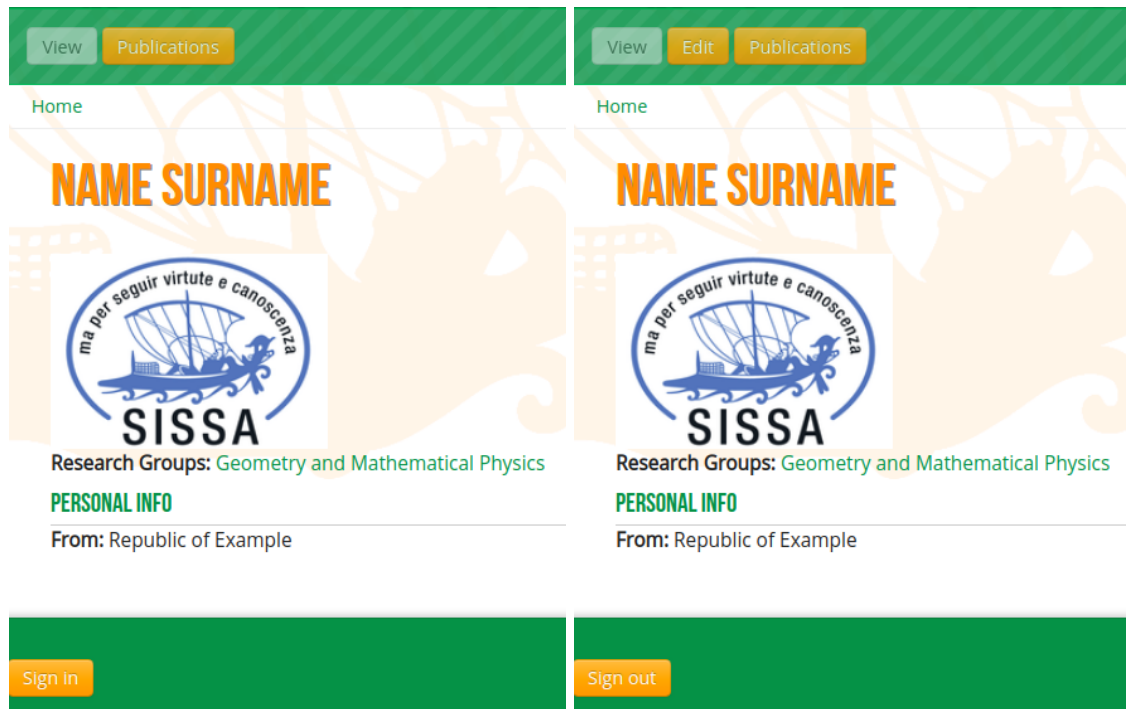


FIGURE 3. Appearance of the default personal webpage: before (left) and after (right) the login. Notice the “Edit” button after the login.

is written on your page. The password is the same as the one you use for other SISSA services, for example email or missions. If something does not work, please write at webmaster.math@sisa.it asking for a check of your user profile.

2. PERSONAL WEBPAGE

Every employee of Mathematics Area has a personal webpage on the website. It can be accessed at https://www.math.sissa.it/users/*your name*-*your surname*.

The link to your page can be found on the [list of people](#) or on the Sector’s page ([Geometry and Mathematical Physics](#) or [Mathematical Analysis, Modelling and Applications](#) respectively).

When you leave SISSA, your page still exists but there is no link to it from the website, except one of the following is true:

- you got your PhD from SISSA (then it can be found on the [list of alumni](#));
- you were a professor (then it can be found on the [list of former faculty members](#)).

2.1. Adding information on your webpage. By default your personal webpage looks like the one on Figure 3. Once you have logged in, you can edit your page, by updating your information, such as replacing the photo or inserting an essential bio of yourself. To do that, press the orange button “Edit” on top of your page, as shown in Figure 3.

You should see now an editable page with different sections. In particular,

- in the “Personal Details” section, you can add a photo, a secondary email address, a personal webpage, and a short biography, see Figure 4;
- in the “Current Position” section, previous SISSA scholars have the possibility to update their current position and status, see Figure 5. This information will be partially reported in the [Alumni page](#).

▼ **Personal Details**

☐ I consent to showing my information publicly
This gives the consent to show: primary email address, links to external profiles and webpages, current position...

☒ Don't show my primary email (only show my secondary email addresses, if any)
Check this flag not to show the main email address or to show the secondary email addresses (if any)

Current password

Enter your current password to change the E-mail address or Password. [Request new password.](#)


E-mail address *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password

Confirm password

To change the current user password, enter the new password in both fields.

Photo

[sisa_on_white_small.png \(78.62 KB\)](#) [Remove](#)

Gender *
☐ Female
☐ Male
☒ Other

From *

Personal Web Page

Email address

[Show row weights](#)

Secondary email addresses

Alternative Author Name

[Show row weights](#)

Use this field if your full name does not match the name in the digital library. The format for this field is "Surname, Name"

Essential Bio ([Edit summary](#))

Text format Filtered HTML [More information about text formats ?](#)

FIGURE 4. Editing your personal information: “Personal Details” section for current SISSA’s staff.

Please, note that unless you check the box “I consent to showing my information publicly”, most of the info will be hidden.

▼ Current Position

Status

- ☐ N/A
☐ Active
☐ Deceased
☐ Retired

Last known position details

Last known institute/employer

Last known institute/employer web page

Country of present position

City of present position

FIGURE 5. Editing your personal information: “Current Position” section for SISSA’s alumni.

2.2. Importing a publication. You can import publications so that they appear on the “Publications” tab of your personal webpage. To do that, you need to go to <https://www.math.sissa.it/publications/import>. Alternatively, that page can be reached from the main page of Math Area website. Go first to the “Research” tab, click on “Publications” there and proceed to the “Import” tab, see Figure 6. Note that, in order to access the import tab, you need to be signed in.

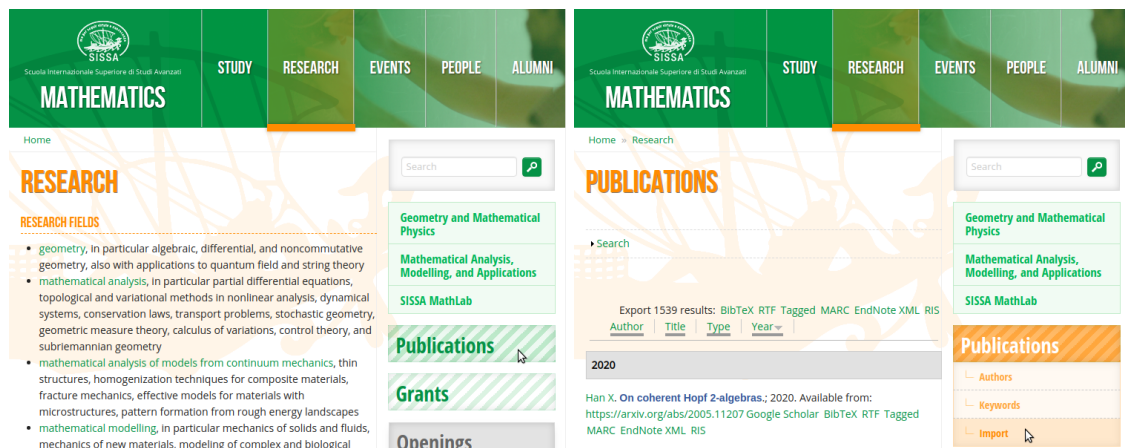


FIGURE 6. On the left, research tab and the link to publications page. On the right, publications page and the link to import page.

Once you got to the “Import” page, shown in Figure 7, you can import your publication in one of the possible formats: BibTex, EndNote Tagged, EndNote XML, MARC, PubMed ID List, PubMed XML, or RIS.

IMPORT

Import file

No file chosen

File Type

Select type ▼

☒ Batch Process

You should use batch processing if your import file contains more than about 20 records, or if you are experiencing script timeouts during import

Set user ID of entries in this file to

Name Surname (namesur@siss) ▼

► Taxonomy Settings

FIGURE 7. Form for importing publications: <https://www.math.sissa.it/publications/import>.

Just upload the file in one of those formats, specify the format of the chosen file, press “Import”, and wait for the confirmation page. Then the publication will appear on your page and in the list of publications.

If you wish to import publications as a BibTex file, you should prepare a .bib file containing only the new publications you want to upload, in order to avoid duplicates. In particular, you should use the following format.

```
@article{example,
  title = {Publication title},
  journal = {Name of the Journal},
  volume = {vol},
  number = {number},
  year = {yyyy},
  month = {mm},
  pages = {pages},
  type = {article, preprint},
  abstract = {<p>Put here the abstract. Math inline equations can be inserted between dollars, \
    textit{e.g.},  $\mathbb{R}$  denotes the set of real numbers. Please, after the upload,
    check whether all equations looks good, and edit the publication if necessary.</p>},
  keywords = {keyword1, keyword2, keyword3},
  issn = {xxxx-xxxx},
  DOI = {Publication locator},
  url = {Put the url of the publication here},
  author = {Name1 Surname1 and Name2 Surname2 and Name3 Surname3},
}
```

Finally, if you need to modify or update one of the uploaded publications, you can do so by selecting the publication in the list at <https://www.math.sissa.it/publications> and pressing the “Edit” button, see Figure 8.

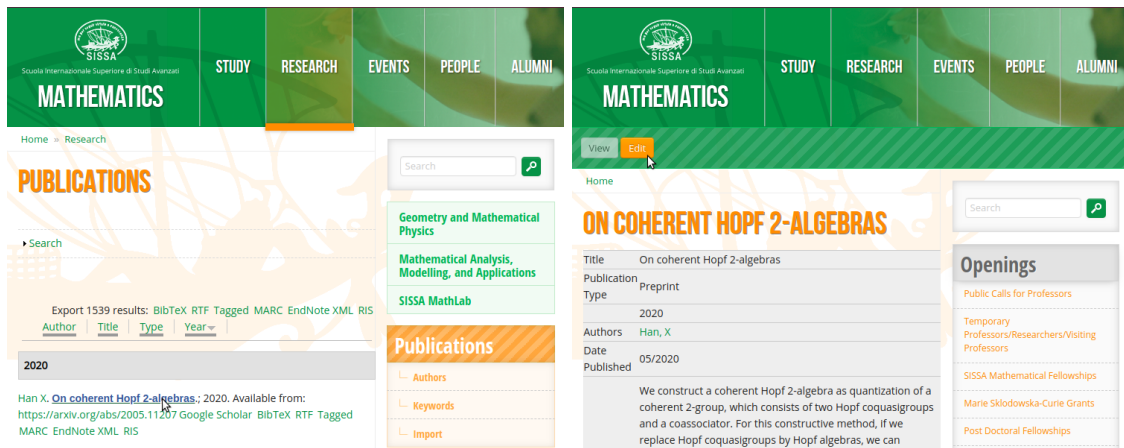


FIGURE 8. Select the publication that you want to modify (left) and click on the “Edit” button (right).

Then you will be able to modify all the details of the publication at hand, through a specific form that is shown in Figure 9. When you are satisfied with the changes, click on “Save”.

The figure shows the 'EDIT BIBLIOON COHERENT HOPF 2-ALGEBRAS' form. It includes fields for Title, Publication Type, Authors, Abstract, Full text, Publication, Publisher, Identifiers, Locators, Keywords, Alternate Titles, and Other. It also features a 'Text format' dropdown and a 'More information about text formats' link.

FIGURE 9. Edit an uploaded publication.