

# Edit Your Person Profile

*This feature is available to all personal users and certain Pure Editors.*

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Your profile tells the world who you are, what you have done and how you can be contacted. The richer the detail you enter in your profile, the better your showcase.

As part of the ongoing redevelopment of the University's website, the Digital Marketing team and IT Services plan to populate University website profiles using Pure profiles where they exist. When this is ready, you will only need to update Pure to update your web profile.

This will be rolled out area by area, so the Research Office will contact each department when it is time for them. It is important that you maintain your Pure profile in advance of that so the migration can be quick.

- [Log in to Pure](#) and, from your [personal user overview screen](#), click on  [Edit profile](#) to open the person editor window.

## Before you start

Always click  or  or  where you see them before you close a window or section, or your changes will not be saved.

- Some fields are pre-populated from your staff (or student) record and cannot be edited in Pure.
  - If you find the information in locked fields is incorrect, please contact HR (or Academic Registry) to update your record.
  - You can complete a form in MyView to update your current job title if incorrect.
  - Pure will import the information the night it is corrected in the source database.
- Profile visibility is *public* by default, meaning certain details from your profile can be found on the [Pure portal](#). Your profile will automatically be hidden should you leave the University.
- We recommend that you include a link to your portal profile in your e-mail signature, so recipients can click through to your work. You could also link to individual portal records (e.g. projects) to which you want to draw attention.

You are responsible for ensuring the information you add to your profile is accurate and that you comply with any additional procedures or checks put in place by your department/faculty.

## For a basic profile

### Title

- For , use abbreviations (e.g. Dr, Prof).
- The type you choose determines where the title appears on your public profile:

- **Pre-nominal** appears before your name  
e.g. *Dr [your name]*.

**Dr Staff Test**

Lecturer of Test, [zz Test Department](#)

- **Post-nominal** appears after your name e.g. FRHistS (Fellow of the Royal Historical Society).
- You can combine titles (e.g. a pre-nominal plus a professional post-nominal).
  - But this is not always appropriate e.g. using both 'Dr' and 'PhD'.
- While you *can add* multiple separate pre-nominals and multiple separate post-nominals, do not do this: only the first one in each category will show on your profile.
- Do not type your name, only the title (e.g. 'Dr'). Pure will append it to your name automatically.
- This is **not** a field for your *job* title.

**Staff Test, FRHistS**

Lecturer of Test, zz Test Department

**Dr Staff Test, FRHistS**

Lecturer of Test, zz Test Department

### Photo

- Because this is a staff profile, this should be the sort of photo you would use for professional networking purposes, or LinkedIn.
  - It should ideally be professionally taken, although photos of you engaging in fieldwork are okay.
  - Corporate Communications can [advise departments on arranging staff head & shoulder shots](#).

### Profile information

- This is where you tell the reader about yourself and your work.
- There are several profile information types (below) for you to mix and match in order to build up your narrative.

**Consider how profile information displays on [your public page](#): try to keep it concise and relevant.**

People will be put off by if they have to scroll through lots of text. **200 words per information type** (see below) seems to display well.

**Try to avoid** including information that should be added elsewhere in Pure (outputs, projects, qualifications, activities, etc.), although you can link to certain records.

- You should write each profile information type as a narrative not a list.
- You can include them [on CVs you generate in Pure](#) if you choose.
- If you have nothing to enter against a profile information type, simply do not add that type. If you add a type with no text it will appear as a heading to a blank section.

### Profile information types

- Click [Add profile information...](#) and add each information type one at a time, formatting the text as you would if you wrote it in Word or an e-mail:
  - **Biography**. A short summary of your background.

- **Research interests.** A description of your main research interests.
  - This text influences your fingerprint and other automated functions within Pure.
- **Teaching.** A description of your main themes and levels.
  - **Not** a list of specific modules.
  - You could include evidence of teaching excellence & innovation.
  - Details of [research degree supervision should be added separately in more detail as Activities content](#), although you can refer to it here, and even link to specific *activity* records.
- **External engagement.** A short summary of recent engagement with wider academic and professional communities.
  - e.g. providing expert evidence to stakeholders, or knowledge exchange work.
  - It should be relevant to your teaching, research or practice activities.
  - Again, more detail can be [added as activity content](#) where relevant.
- **Public/media engagement.** A short summary of recent activity such as media interviews or other non-academic engagement activity.
  - Remember to provide Corporate Communications with the full details as well.

## Organisational unit affiliations

### Current affiliations

- Only your **current** departmental affiliation from your HR staff record/faculty affiliation from your student record will appear on your public profile.
- If you have [connected your Pure profile to your ORCID account](#), your current affiliation is one of the fields that exports to ORCID.

**Dr Staff Test**

Lecturer of Test, zz Test Department

### You could add...

- Your current posts are imported from your staff record but clicking *edit* against your most recent/primary one allows you to , so you can display your Edge Hill contact number on your portal profile (optional).

Because only current affiliations are publicly visible, if you change posts your manually entered contact details will **not** automatically transfer to your new post. You will need to manually add them to the new affiliation.

### Do not edit...

- **Do not** ; your EHU e-mail address is imported from your staff/student record and is not publicly visible to deter spam.

- People can use the *Contact Expert* button to e-mail you through the system, only seeing your address when you reply. They complete a form; you receive an e-mail.

When people use the *Contact Expert* button the e-mail you receive is system-generated from purehosted@atira.dk. **When replying, check the recipient so you reply to the enquirer not to the system!**

- **Do not** . Use *Add link* (see below) instead.
- **Do not** .

#### Former affiliations

- Former posts are not synchronised from your staff/student record, so you can edit certain details if present and incorrect. [Contact us](#) if the necessary fields are locked, or if the entire former affiliation should be deleted.

Former organisational affiliations are only publicly visible on the portal if you include them in a [public CV](#) that you choose to create and publish on your profile.

#### Research institutes, research centres & research groups

- The nature of these research units is very different to that of departments and faculties, so they do not exist in Pure as organisational units.
- You can 'label' your profile and content records with research units as appropriate.
- See the [Keywords user guide](#) for instructions.

#### Staff and student?

- [Let us know](#) if you have separate staff and student profiles in Pure, even if one is not publicly visible – we can merge them into a single profile for you, so all the content appears against your current active profile.
- You cannot log in to a former profile if that EHU log-in no longer works but you will be able to see if we have already merged your Pure profiles by:
  - Logging in to your current profile and checking if your organisational unit affiliations include both staff and student, or
  - Looking at the portal to see if content you originally added to Pure against the other profile is now against your current one e.g. your EHU PhD thesis or projects/outputs you set up as a student.

## To enrich your profile

#### Name variants

- Your default *standard name* in Pure is the name from your staff/student record.

- You cannot edit this in Pure. You can either ask HR/Academic Registry to change it in your staff/student record, or you can add one or more name variant to Pure.
- Click  and choose from the options available, each of which serves a different purpose:

#### Recommended name variants

- **Default publishing name** – the default you want Pure to use when creating new output records, instead of your standard name. You can override this when creating an output if you published that output using a different name.
- **Known as name** – your ‘display name’ that you want people to see instead of your standard name. Both names are searchable.

If you also publish under your *known as name*, you should add it as a *default publishing name as well*.

#### Other name variants

- **Former name** – former name(s) you want to be searchable under on the portal.
- **Sort name** – how you want to appear alphabetically on the portal, for example De Jong appearing under J for Jong instead of D.
- **Translated name** – your name in other languages e.g. translated name from English (standard name) to Chinese.

#### IDs

- and  can help Pure import content from certain external sources if Edge Hill subscribes to them.
- Adding Scopus ID or ORCID iD posts a link to those profiles on your public profile regardless of EHU’s subscription status.

Only enter your ID from the relevant source. Do **not** enter your **name** or other information in an ID field.

#### ORCID

- You can [create or connect your ORCID ID from within your Pure profile editor](#).

#### Scopus Author ID

- You can manually input your Scopus Author ID.
- Once a week, Pure will search for a combination of things in Scopus:
  - If you have a Scopus Author ID in Pure, does it also exist in Scopus?
  - If so, is it current in Scopus or has it been taken over by another ID?

- Does your name (or any name variants, above) from Pure match someone in Scopus?
- Do research outputs related to a Scopus author overlap with those related to your Pure account?
- Is the ORCID iD you have added to Pure in Scopus?
- Pure will do one of three things based on those search results:
  - Mark the existing Scopus ID in Pure as a **Candidate for removal**, for your action if it:
    - It has been taken over by another Scopus Author ID in Scopus.
    - It cannot be found in Scopus at all.
    - The details in Pure do not match those against the ID in Scopus.



- Add a new ID from Scopus and mark it as a **Candidate for verification** for your action if it is a possible match.



- Mark a new or existing ID as **verified** if it finds a perfect match, denoted by a tick next to it.
- For both *candidate* types, you can click *Mark as verified* to confirm the *candidate* belongs to you.
- For *verified* and *candidate* IDs, you can click:
  - The minus button to delete the ID from Pure.
  - *Edit* to move the ID between the three statuses or edit the ID.

#### HESA staff ID (staff only)

- This is imported from your staff record.

- If the HESA ID in Pure is incorrect or displays as TBC, **and you know the correct ID**, let HR know so they can update your staff record, which will update Pure.

## Links

- **Add link...** allows you to display links on your public profile to lead readers to your relevant websites and social media channels.
  - Add a brief description people will see when hovering over the link e.g. 'EHU website' instead of <http://www.edgehill.ac.uk>.

## Positions & qualifications

- Things such as honorary positions, memberships, fellowships and editorial/peer review work are [better suited to the Activities content type instead](#).
- Others can be added in this section of your profile.
- **Add External Position...** lets you add external employment, [including the external organisation](#).
  - External positions will appear on your public profile, and you can include them in CVs.
- **Add education/academic qualification...** to list your qualifications, [including the awarding institution](#).
  - *Project Title* and *Award Date* are not publicly visible.
- **Add professional qualification...** for chartered status, accreditations and other professional qualifications.
  - At present, these appear on your CV but not on your profile.

## Keywords

- There is a standalone [Keywords user guide](#) that explains this section.

## Other

- Setting *Willingness to take PhD students* to *Yes* will add *Accepting PhD Students* to your public profile.
  - If you are unsure whether you have reached your maximum number of PhD supervisions, please check with the Graduate School.
  - Use *PhD research projects available* if you are seeking PhD students for specific projects. Remember to remove/update this information as applicable.
- Additional options are available in the menu on the left-hand side. We recommend you review the settings periodically:
  - **Portal profile** to toggle your profile's [collaborations map](#).

- If you have more than one current organisational affiliation, you can hide ones you do not wish to display publicly (you should always leave your main one visible).
- **Do not** disable the 'contact expert' button.
- **Highlighted content** see the [standalone user guide](#).
- **Automated search** lets you set up weekly [automated searches](#) of outputs you can import from certain external databases against your name variants.
  - [Library & Learning Services can offer support and guidance](#).
- **Fingerprints** allows you to customise your researcher fingerprint to omit certain concepts.
  - Your fingerprint evolves as your Pure information changes (e.g. the text in your *research interests* under *profile information* and your output abstracts).