

Edit Your Person Profile


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

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.

During 2019, we will work with IT Services to populate University website profiles using Pure profiles, so you only need to update Pure to update your web profile.

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From your personal user overview screen, click on  [Edit profile](#) to open the person editor window.

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 and Pure will import the corrected information on its next nightly refresh.

For a basic profile

- For , use abbreviations (e.g. Dr). The type you choose determines where the title appears on your public profile:
 - Academic degree, Honorary title, Legal title and Designation* all appear below your name.

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

- o *Post-nominal* appears after your name e.g. *[your name], PhD*. This title is also displayed in the Pure backend.

Staff Test, PhD

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

- o *Pre-nominal* appears before your name e.g. *Dr [your name]*. This title is also displayed in the Pure backend.

Dr Staff Test

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

- Your profile photo should be the sort of photo you would use for professional networking purposes, or LinkedIn.
 - o It should ideally be professionally taken, although photos of you engaging in fieldwork are fine.
 - o Corporate Communications organise several profile photography sessions during the year, contact the team on press@edgehill.ac.uk or call extension 6372 to find out about the next available photography session.
- Click Add profile information... to add information in the following order:
 - o **Biography**. A short summary of your background.
 - o **Research interests**. A description of your main research interests. This text is used for fingerprinting.
 - o **Teaching**. A description of your main themes and levels. This should not be a list of specific modules.
 - o **Public/media engagement**. A short summary of recent activity such as media interviews or other non-academic engagement activity.
 - Provide the Press Team in Corporate Communications with the full details.
 - o **Enterprise**. A short summary of recent activity such as knowledge exchange.

Try to keep this text concise to avoid forcing the reader to scroll too much (no more than 200 words per type). One way to do this is to avoid including information that could be added elsewhere in Pure (outputs, projects, qualifications, etc.).

- o You should write each statement as a narrative rather than a list, ideally in the first person.
- o If you have nothing to enter against a particular profile information type, you do **not** need to add that blank type to your profile.

Current organisational affiliations

- Your current posts come from your staff record, but clicking edit against your most recent/primary one allows you to:
 - o for your Edge Hill contact number. The area code should be written as 01695 (no country code necessary).
 - o You cannot delete the e-mail address that comes from your staff record, but you can input additional ones using .
 - o You should **not** (see *Add link*, below).
 - o You should **not** .

Please note: only current affiliations are publicly visible. If you change posts, your manually entered contact details will **not** automatically transfer to your new post and will no longer be publicly visible.

- If an affiliation has been added to your profile by an editor, you will be able to edit its details (e.g. research groups, research centres or research institutes).
 - o The only field you are likely to need to edit is *Start date*.
 - o It is important that you **do not edit Staff type or Employed as**.
- If you have more than one current organisational affiliation, you will see links to all of them on your public profile:
 - o Your current main affiliation still appears on its own line.
 - o Additional affiliations appear on a new line beneath, separated from their parent units with a comma e.g. research group displays as *Department, Research Group*.

Dr Staff Test

Lecturer of Test, **zz Test Department**
zz Test Department, zz Test Research Group

If your current job title in Pure is incorrect, you can notify HR by completing a *Job Title Change Form* on MyView.

Former organisational affiliations

- Former posts are not synchronised from your staff record, which means you can edit them although you should only do so if the details are incorrect.
- Former organisational affiliations are only used in your CVs so they are not publicly visible unless you make a public CV available on your profile.

Staff type should be for all former EHU employment. This must **not** be changed.

To enrich your profile

- By default, your *standard name* in Pure is the name from your staff record.
 - **Add name variant...** lets you add other names, which can change your display name or help Pure find research outputs for you to import.
 - o Default publishing name – the default to use when creating new outputs in Pure. You can still override this when creating an output.
 - o Former name – you can add more than one.
 - o Known as name – the name you want Pure to display to everybody instead of your standard name.
 - o Portal sort name – how you want to appear alphabetically on the repository/portal, for example J for Jong instead of D for De Jong.
 - o Translated name – if you use a name in another language that is different to your standard name. You can add more than one.
- **Add ID...** and **Add existing ORCID** can help Pure to import content from certain external sources if Edge Hill subscribes to them.
 - o Adding Scopus ID or ORCID posts a link to those profiles on your public profile regardless of EHU's subscription status.
- **Add link...** allows you to add links on your public profile to relevant web pages.
 - o Add a description at the same time so people can see what the link is for when they hover over its icon on your profile.
- **Add External Position...** lets you add external employment, [including the external organisation](#).
 - o Things such as honorary positions, memberships and editorial/peer review work are better suited to the *Activities* content type instead.
 - o Entries will appear on your public profile, and you can include them in CVs.
- **Add education/academic qualification...** lets you list your qualifications, [including the institution](#).
 - o At present, *Project Title* and *Award Date* are only visible to you but information you enter in the other fields will appear on your profile.
- **Add professional qualification...** for fellowships, chartered status, accreditations and other professional qualifications.
 - o These appear on your CV but not on your profile.
- Setting *Willingness to take PhD students* to *Yes* will add *Accepting PhD Students* to your public profile.
 - o If you are unsure whether you have reached your maximum number of PhD supervisions, please check with the Graduate School.

- o Ignore *PhD research projects available* – it is not publicly visible.
- Profile visibility is *public* by default – your profile will automatically be hidden should you leave the University.

Additional options are available in the menu on the left-hand side. We recommend you review the settings:

- **Portal profile** lets you to toggle your profile's collaborations map and metrics on/off.
- **Highlighted content** allows you to specify content items of each type (e.g. outputs, projects, theses) to appear first on your profile page instead of the most recent five. Readers can still click through to a chronological listing of your full collection of each content type.
 - o We recommend you set your own EHU PhD thesis (if in Pure) as thesis highlighted content so it appears before your students' theses.
- **Automated search** lets you set up a weekly automated search of certain external databases for research output import candidates against name variants that you specify.
 - o [Learning Services offer support and guidance on research outputs.](#)
- **Fingerprints** allows you to customise your research fingerprint to omit certain concepts.

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