




Edit a Person's Profile

This feature is only available to certain Pure Editors.


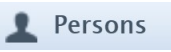
- While it is expected that personal users will generally update their own person profiles, each department has at least one editor who can edit profiles on behalf of anyone affiliated to that unit.
- This includes people with current *or former* affiliations to your organisational unit, whether they have left the University or simply moved to a different unit.
- Editorial tasks for this role include:
 - Making urgent profile amendments in a personal user's absence, or
 - Adding the person to a research group, centre or institute (you will also need rights to edit the unit itself).

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

Data protection

- Your person editor rights will let you see the personal user's date of birth (staff only) and gender, imported from the staff/student record.
- This is highly sensitive information, so it is important that you do not share or use this information unless necessary. The data protection note on the e-mail you received confirming your editor rights, and [on the Research wiki](#), covers your responsibilities when accessing such information.
- Where the person is no longer affiliated to your unit, it is unlikely that you will ever need to open their profile edit screen.

Finding the person

- Go to  along the top of the screen.
- Go to  down the left-hand side.
- The summary screen will contain all staff whose profiles you can edit.

Editing the profile

- You will not be able to edit any field that is synchronised (e.g. to the staff record).
- Click on the relevant person and [update their profile](#) as necessary.
- **Do not edit the Assessment section as this will affect REF data.**

Guide updated 24/07/2019