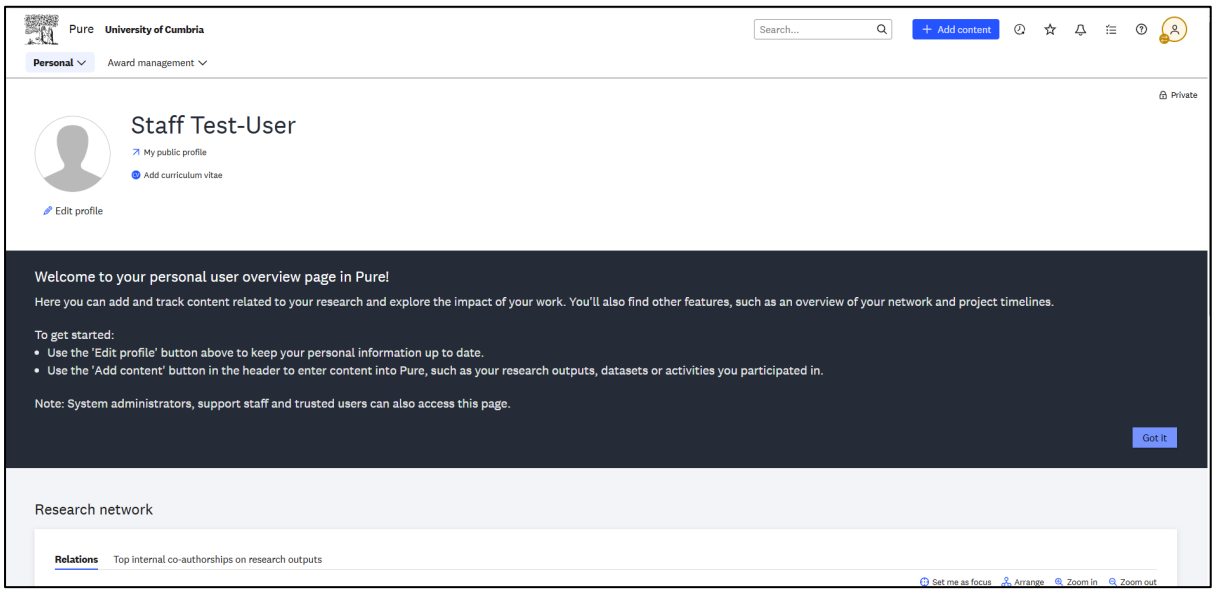
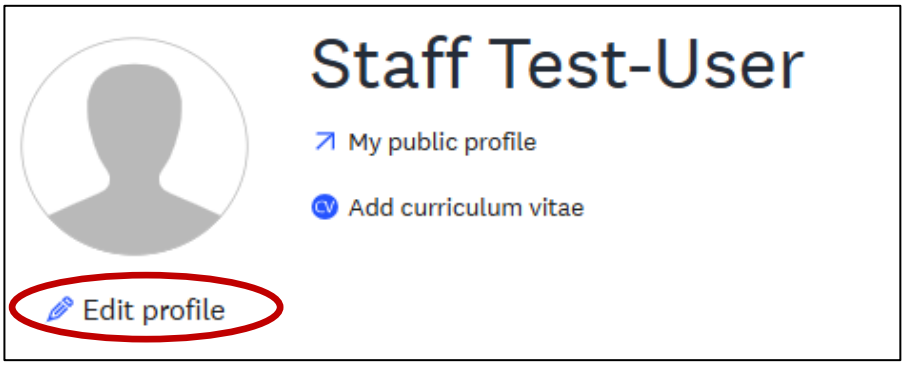
HOW TO WRITE AND EDIT A STAFF PROFILE IN PURE



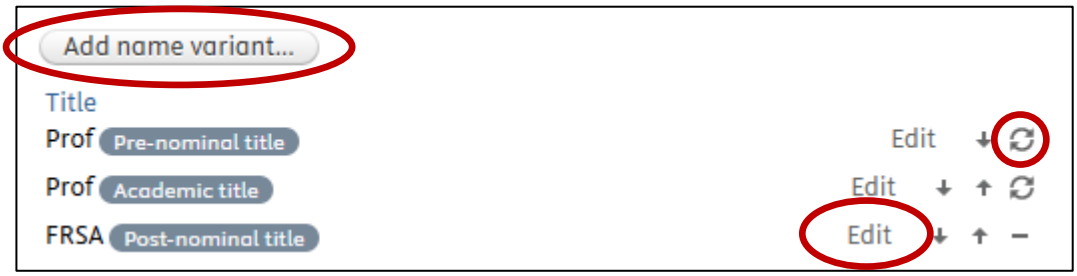
The first time that you log into Pure, you will see a page that looks like this. This is your personal overview, allowing you to view, add and update information associated with you, as well as control what is visible on your public profile page on the portal.

Pure is synchronised with the University's HR system, so your profile will already be populated with some of your **personal** and **employment information**. This ensures that the data remains consistent across University systems and you won't need to add or edit it separately in Pure.

1. To add to or update your personal information, click on the "Edit profile" button.



2. In the pop-up window that appears, you can add information by clicking on the light grey pill-shaped buttons, or edit information by clicking on the word Edit next to the field that you wish to change. Fields synchronised with the HR system have a circular arrow next to them and are locked to prevent editing. If any of the synchronised information is wrong, please contact People & Culture to get it corrected in the HR system. It will then be updated automatically in Pure.



3. Your employee ID will have already been added to Pure by the HR system, but there are a range of other external IDs, e.g. Web of Science Researcher ID, that you can add to Pure to help to identify your published research. You are strongly encouraged to add an **ORCID** number. This number uniquely identifies you as a researcher. If you do not already have an ORCID number, please see the guide to "Creating an ORCiD ID and linking it to Pure".

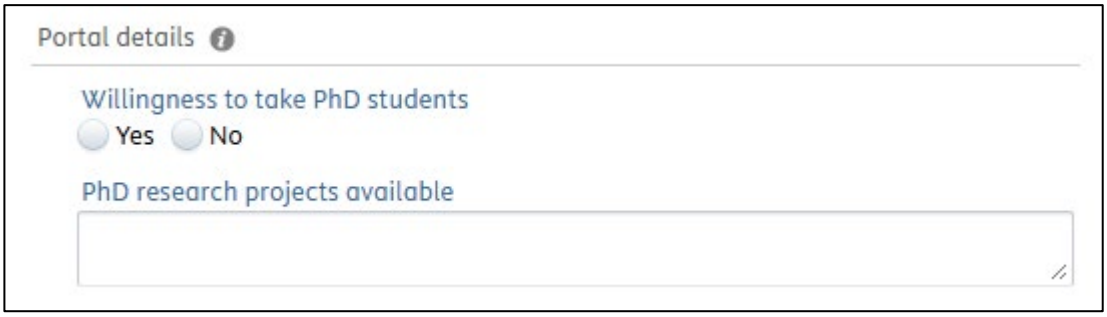
4. If you add a profile **photo** to Pure, this will be publicly visible on the research portal (unless you turn off public visibility for your whole profile). Please consider carefully how you wish to be perceived as a researcher and that you are also representing the University of Cumbria. A simple head and shoulders image is preferred; however, full body images that show you undertaking your research are also acceptable. Please do not include any other person in the image.

5. Under the Profile information heading, you can add a **biography** and information about your **research interests** and **teaching**. Select each section from the drop down list to create the headings. You do not need to add all of these sections to your profile; however, adding this summary creates a more rounded picture of you as a researcher and can help to make your profile page more discoverable by internet search engines. This information will also be used to populate the staff information on the University web pages, so you will no longer need to update these.

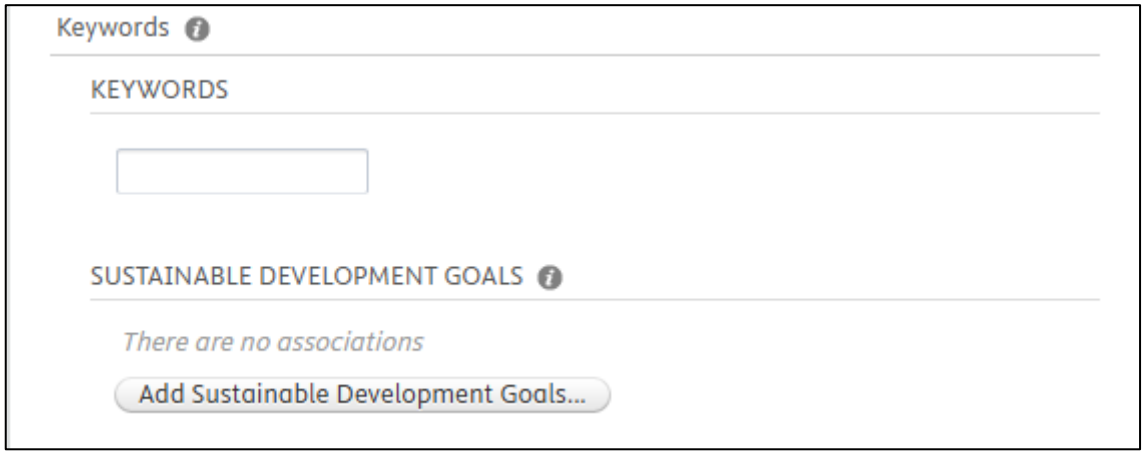
   Do not add your publications, activities, etc. in this section. See the guides on adding content for information on how to add these.

6. Any **students you supervise** will have their own person record added to Pure and you will see them listed in your own profile. If you notice that any are missing, please contact graduateschool@cumbria.ac.uk to get them added.

7. You may also wish to declare that you are **willing to take PhD students**, and if so, what projects are available. This will be displayed on your research portal page and be helpful for any prospective students searching for a supervisor.

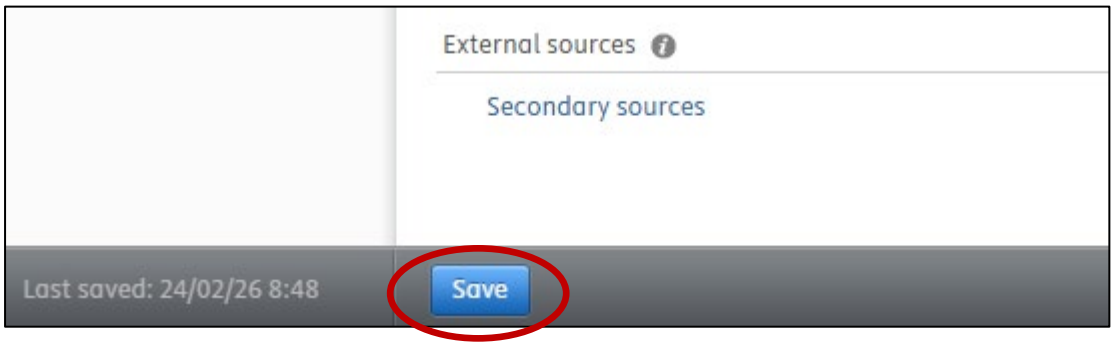


8. **Keywords** can be added to your profile to enhance its visibility on internet search engines. Free text keywords are not limited to single word entries, and autocomplete can be used to select from keywords already in the system. Auto complete helps to limit spelling variations and choosing common keywords can help with discoverability. When choosing the keywords to add, it is better to add a smaller selection of carefully chosen keywords than a large number of very nuanced descriptions. In addition to free text keywords, you can select from the list of 17 United Nations Sustainable Development Goals to associate your work with one or more of these goals.



9. Towards the bottom of the screen is an option to alter your profile visibility. This must be set to "Visible" so that a page about your research is displayed on the research portal. If you have a good reason why you do not want your research profile to be visible on the portal, please contact pure@cumbria.ac.uk .

10. When you have finished making changes, please remember to click "Save" at the bottom of the screen, otherwise all your changes will be lost.



If you have any questions about updating and managing your staff profile on Pure that are not answered here, or you find any errors in this user guide, please contact: pure@cumbria.ac.uk