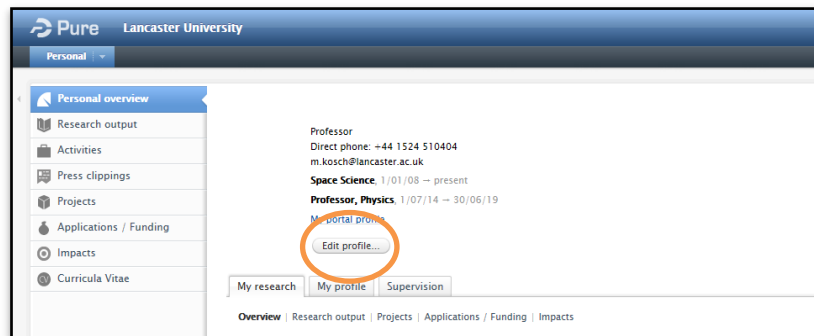# Pure user guide: Writing and editing a staff profile

When you log into Pure the default page view is your personal overview. This page gives you an instant overview of different types of data associated with you.

1. Basic information is available under the edit profile button, below your name


2. The first type information you can edit is basic profile information. Some fields are locked for editing because the information comes from HR's database. If a field is locked please contact HR for updates in the first instance. Some information can be changed using the HR self-servicing system (such as the appearance of your first name), http://www.lancaster.ac.uk/hr/core.

   If you have a **preferred publishing name** you need to add it here:


   Select "Add name variant" and the publishing name from the drop down list that appears. Any publications added in Pure after you've created this will show your publishing name.

   You can add create or connect to an existing **ORCID** in this section:
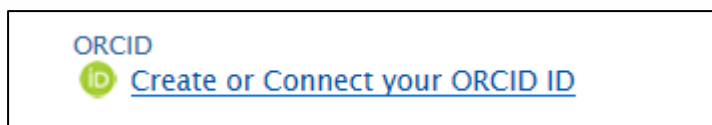
3. **Employment information** will automatically be brought through from HR and cannot be edited in Pure. If a record has a circular arrow next to it will be synchronised with HR and some fields may be locked from editing. Please contact HR in the first instance for problems with your contract.
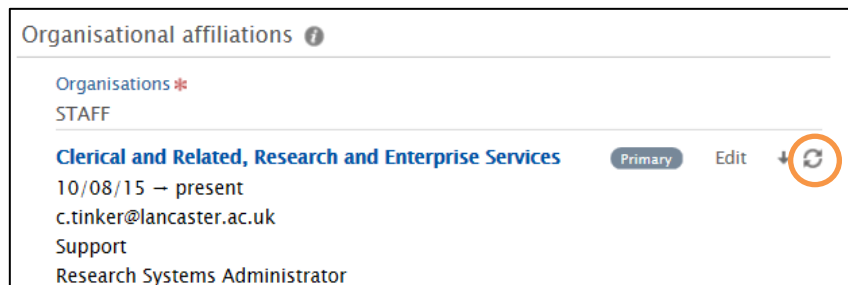
Affiliations to other departments, research groups, institutes or centres can be manually added by your department, or by Pure Support. In these cases they can be identified by the symbol circled below:


You can reorder the position of these affiliations, and which is shown as your primary one on the Research Directory by using the arrows next to the edit button.

You can add personal websites to the staff page using the web links section.

If you make any changes remember to click update and SAVE your profile.

4. Any **students being supervised** by you will automatically be synchronized with LUSI and displayed under the Supervision section of your profile – if you notice anyone missing please check with your department's postgraduate administrator.

5. As an academic you may wish to add details of your research interest, professional or external roles, previously supervised students etc. to your profile. These (and more categories) are all listed in the Profile Information section. At the bottom of this section is an "add" button. Clicking it will produce a drop down box where sections of different types can be added.
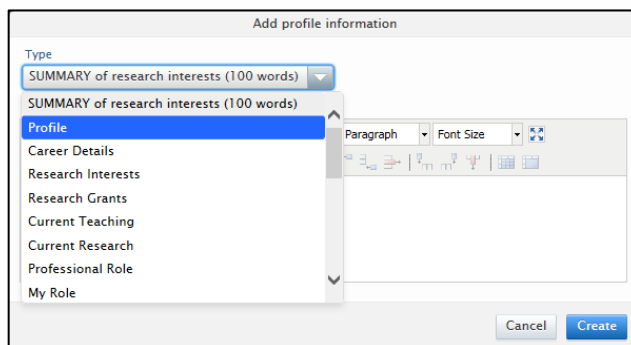
These sections can be reordered or re-edited as needed using the buttons next to the sections.

Please make sure you add a Summary of your research interests. This is used prominently on your personal webpage, and to generate a list of researchers for your department. Do not exceed 100 words as the excess text will be hidden.

6. Below your Profile Information is a section where you can add an up to date profile picture to Pure.
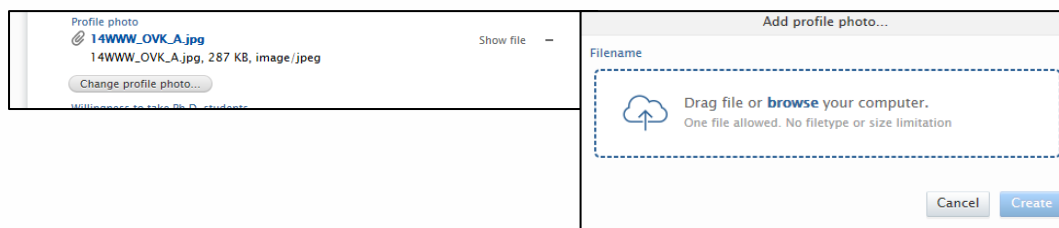
To add/change your profile picture click on the box and follow the instructions. Pictures added into Pure only display on the Research Directory and not on your department page. Please email your faculty web developer with your photo for them to upload:

FASS – Alison Sharman
FST – Gordon Chapman-Fox
LUMS – Sophia Herbet (photographs directed to Vicky Knill)
FHM – Neil Thomason

7. As an academic, 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.
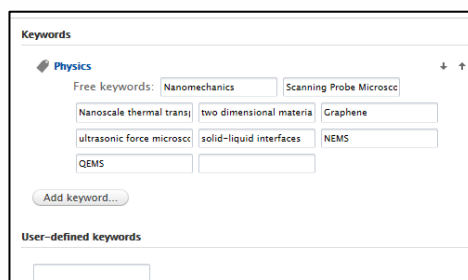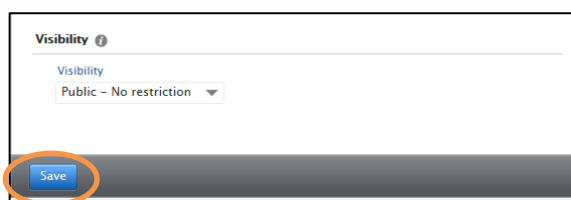
8. Keywords can be added to your profile to enhance its visibility on internet search engines. These are not limited to singe word entries, and auto complete can be used to select a word which is already in use as a keyword. This also helps limit spelling variations.

9. The last option to alter is your profile visibility. As a staff member this must be set to Visible so a page on the research portal with the relevant information pertaining to you is displayed. Your Pure page will also be used for your departmental webpage.

10. Please make sure you click "Save" at the bottom on the screen so your changes can take effect.

This user guide is in addition to the videos and detailed help sections on Pure Support webpage.

If you find any wrong or incomplete information in this guide do alert us so that we can update it. Please contact rso-systems@lancs.ac.uk.