Pure User Guide: Editing and writing a student 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. For postgraduate students your use of Pure is recommended and it can help you keep track of your research output and produce CV’s etc., however it is optional for your profile to be public (visible) for those external to the university to see it. You can switch between public and private at any time but Google may take a while to update its searches.

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

![Image of edit profile button]

2. The first type information you can edit is basic profile information. Some fields are locked for editing because the information comes from LUSI database. To change locked fields you will need to contact the Student Registry. You can add an ORCHID ID and alter your post-nominal in this section.

![Image of personal identification section]
3. Employment information will automatically be brought through from LUSI and cannot be edited in Pure. Please note your person ID is not your student ID; this is available under the organisations and affiliations section.

4. You can add more information to the profile if you’d wish. This could include a short description of your research interests, and PG teaching you may do or other information. 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 can be reordered or re-edited as needed using the buttons next to the sections.

Please ignore the section for supervising PhD students as this is only applicable to academics.
5. 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.

6. Similarly keywords can also be added to your profile. These are not limited to single 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.

7. The next section is for any Organisational Affiliations, which contains information about you in relation to any organisations you are associated with.

Positions can be edited using the button to the right of them. If a record has a circular arrow next to it will be synchronised with HR and some fields may be locked from editing.
You can add personal websites to your Pure page, along with your office location.

Please do not disclose your personal mobile number unless you are happy for it to be displayed on the research portal.

Your supervisors will appear on the “supervision” tab. This data is held in LUSI so if incorrect you need to contact the Student Registry or your course secretary. Please ignore the program year and interim status fields as these are not relevant and do not appear on your webpage.
Click update for changes to take effect (and save on your profile).

8. The last option to alter is your profile visibility if you so wish. As a student your use of Pure is optional, although encouraged. You can set the level of visibility at the bottom of your profile page, and alter it at any time. If your profile is visible it will display your information on your research portal page, and on your departmental page if applicable.

Please note; you can use Pure to create highlighted CV's of your research output etc. regardless of whether your profile is public.

9. 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.

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