



Audience: This guide is intended for academic users of the Pure System. Pure is the University's new Current Research Information System (CRIS) which holds a wide range of information about research-related activity and outcomes.

Overview: This document shows users how to edit their personal information.

Related documents: Adding sections to your profile

Pure provides the platform to create researcher profiles. The information which you can choose to show on your profile is controlled directly from within your Pure account. Information on your profile falls into two main areas; your research output records (publications, activities, projects etc) and your biographical information. This guide explains how to add and edit your biographical information.

FSE & Humanities staff

Until the corporate profiles are decommissioned, you may wish to make any edits to your profile both via My Manchester and via Pure.

Personal Profile

Your profile contains your personal information populated from the University's HR system as well as a number of sections which you can add and edit.

Some of the information (Your IDs, date of birth, nationality etc) within your profile is not shown externally outside of Pure or to any other users (except anyone you have granted Trusted User access to).

Your name, current role, photo, organisational affiliations and biographical information can be configured to show externally and this document explains how this can be done.

1. Click the **Edit profile** button from your *Personal Homepage*.

(a) Personal Identification

Some data on your profile has been pre-populated for you, such as your name and organisational affiliations. Staff who held posts at October 2004 should note that the post will show as starting on 01/10/04. This is due to organisational affiliations in Pure reflecting the date of the merger between UoM and UMIST.



Some details are sent directly to Pure from the HR system and are not editable directly in Pure. These fields have a symbol. Please contact pure@manchester.ac.uk if you would like to change one of these fields.

- ORCID

ORCID is a unique identifier number that helps distinguish you from other researchers. It has been mandated by some funding councils and is likely to be a requirement for the next REF exercise. If you do not already have an ORCID, you can register for one by clicking on the **Create or Connect your ORCID ID link**. If you have already created an ORCID and it is not shown in Pure you can add it by clicking on the **Create or Connect your ORCID ID link** and logging into ORCID with your existing ORCID credentials.

- Profile photos

This section allows you to add a profile picture.

- Links

This section allows you to add multiple weblinks for example to your personal website or Twitter account.

(b) Curriculum and research description

This section contains any information held on your existing University profile (as at 27th July) which has been migrated to Pure.

Each section is editable using the edit button.

You can also add new sections and text using the **Add profile information** button.

You may also wish to read the guide '[Adding sections to your profile](#)' which explains how each section of your profile is populated and how information is displayed externally.

(c) Organisational affiliations and contact details

This section details your roles at the University as held in the HR system. If you identify any inaccuracies in this data please contact pure@manchester.ac.uk who will liaise with HR to make any changes as required.

You can also add contact details in this section. To do so click Edit next to your primary affiliation. Under the sections entitled Physical addresses and Electronic addresses you can add a telephone number, email address and physical campus address. Please note that these details will show externally on your profile.

(d) Positions outside of the institution

This section allows you to add any position not related to your current employment.

(e) Education / Qualification

This section allows you to add a list of your academic and professional qualifications. You may wish to record details of your qualifications here or via a section in your biographical information (the Curriculum and research description section).

(f) Keywords

- Keywords

You can add free text keywords to your profile, for example, keywords reflecting your specific areas of expertise. Adding keywords can help external users to find your profile when searching on the portal.

- Research Institutes/Networks/Beacons

You can use these keywords to tag yourself as affiliated with a University research institute, network or research beacon. Multiple keywords can be added. To add a keyword click the grey triangle to see the available options.

- Biology, Medicine and Health (BMH) Domains

Academic staff within FBMH can also edit their profile to affiliate to a primary Domain and other additional Domains. To add a domain click the grey triangle to see the available options.

(g) Visibility

By default, your profile will have a visibility setting of *Backend – Restricted to Pure users*. If you wish for your profile information to be shown on the externally facing portal, then you can choose to change your visibility setting to **Public**. Your profile information will then be visible on the Pure portal - <https://www.research.manchester.ac.uk/portal/>.

Once you have entered in all the information remember to click the blue **Save** button at the bottom of the page.