

# Ulster University Pure Guide Series

## Editing your Personal Profile

You can log in to your PURE profile at:  
<https://pure.ulster.ac.uk/admin>  
To login, use your university email address and password

- From the **Personal overview** screen, click on the **Edit Profile** button near your photo
- The **Person** editor window opens

Your personal profile is divided into six key sections:

- Personal Identification
- Curriculum and Research Description
- Organisational Affiliations
- Positions outside of the Institution
- Education/Qualification
- Keywords

### Personal Identification

Some information will be pre-populated for you, please check this information and where there are 'Edit' options click to amend as necessary. You will find that there are some sections that cannot be edited such as your name. This is because this information is synchronized with the CoreHR database (the University HR database). Please contact [pure-support@ulster.ac.uk](mailto:pure-support@ulster.ac.uk) if there are any errors or changes required.

You can add additional titles, IDs and links such as personal research-related websites and social media (twitter, linkedin, facebook etc). Digital Communications have provided the default photograph and this can be edited or removed. Please note that photographs should be of good quality and retain a professional image.

### Curriculum and Research Description

This section is displayed as part of your public profile on the PURE Portal and will be available for everyone to view. The information is currently captured by Digital Communications from your faculty website.

#### Tips:

- Write concisely and in plain English
- Use short sentences and break up your text into paragraphs
- Use keywords and phrases that users may search on
- Do not exceed 250 words
- Do not include information about your personal life
- Do not include grant/award information

### Organisational Affiliations

This information is synchronized both from the CoreHR database and the Banner Student system. Click the arrows upwards or downwards to move the display order of the department or research group on your profile. Should any of the staff information be incorrect, please contact [pure-support@ulster.ac.uk](mailto:pure-support@ulster.ac.uk). Students who have withdrawn are included within the synchronization but will be flagged as restricted (meaning they do not appear within the researcher profile).

### Positions outside of the Institution

Click on **'Add external position'** and a new window will open. Complete the empty fields and click **'create'**. The **'Appointment'** value is free text. External organisations can be selected from the network of external organisations available through the publications data, grants/awards data etc. **Please do not add a new external organization without searching first as this impairs the quality of the networking data.**

### Education/Qualification

This section enables you to add your education/academic and professional qualifications. Click on the relevant button and a new window will open. Complete the empty fields and click **'create'**. Repeat this step for each qualification that you wish to add to your profile.

### Keywords

Click on **'add keywords'** and select keywords from the database of ASJC Scopus subject areas.

Once you have entered all the information you wish to add to your personal user profile, click on the blue **'Save'** button at the bottom of your profile page.

This guide has been produced by the Research Performance team (Research & Impact). It is a living document which will be reviewed and finalized as we receive feedback.

If you have any comments please contact us at [pure-support@ulster.ac.uk](mailto:pure-support@ulster.ac.uk)