

# Ulster University PURE Guide Series

## PURE for PhD Researchers

You can log in to your PURE profile at:

<https://pure.ulster.ac.uk/admin>

To login, use your university email address and password.

PURE is the University's research portal for academic staff and PhD researchers. PURE provides live feeds to researchers' personal and public 'profile page' of accurate, up-to-date, validated information on contact details, research outputs, research grants and awards, PhD projects, and, in time, impact.

PURE makes your research more visible and searchable - thereby increasing the impact of your research and creating potential opportunities for collaboration both locally and internationally.

Up to now, significant numbers of PhD Researchers did not have an online profile page available to them (in the same way staff do), unless of course they were added manually by their School or research area administrative staff. PURE enables you to have a profile page that you can update regularly (both private and public functions exist on PURE). It also allows you to add details about conferences attended, prizes, membership of Boards and so on - and these all feed into the overall CV function in PURE.

## What should PhD Researchers do?

It is recommended, as a minimum, PhD Researchers enhance their PURE profiles by adding a photo, information on their Thesis and update their contact details. To do this follow the steps below:

- Log into PURE
- From the Personal overview screen, click on the 'Edit Profile' button (the Person editor window opens).

### Add a Photo

Upload a profile picture (160 x 185 pixels). Please note this should be a head and shoulders shot only (please remember potential employers may look at your profile and so you should make sure your picture is appropriate).

- Scroll down to 'Profile photos' section, click on 'Add file'
- Drag the photo in the 'Filename' box or click on 'Browse'
- Select the photo and click 'Open'
- Click 'Create'.

### Add Thesis information

- Scroll down to 'Curriculum and research description' and click 'Add profile information'
- Select 'PhD Researcher Profile' from the 'Type' drop down field
- Use the layout detailed below ensuring that your Thesis Title is correct
- Click 'Update'.

The screenshot shows a window titled "Edit profile information". Inside, there is a "Type" dropdown menu set to "PhD Researcher Profile". Below this is a "Text" editor with a rich text toolbar. The toolbar includes buttons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, paragraph, indent, outdent, and font size. The font size is currently set to 3 (12pt). The text area contains two lines of placeholder text: "Thesis Title: This is an example of where the thesis title will appear" and "Thesis Abstract: This is an example of where a Thesis Abstract goes". At the bottom right of the window are "Cancel" and "Update" buttons.

You can also add a biography and information on your research and teaching interests, from this field.

### Contact details

- Scroll down to 'Organisational affiliations'
- Click on 'Edit'
- Scroll down to 'Physical addresses' and 'Electronic addresses'
- Click 'Update'.

When all changes have been made don't forget to 'Save' at the bottom of the screen.

After saving check how your profile looks in the PURE portal by clicking 'My Portal Profile' above the 'Edit profile' button.

You can also:

- Search for any publications you have co-authored with Ulster staff and check you can see them
- Add other research publications you have authored
- Upload the full text of your research outputs to make them available (where copyright agreements allow)
- Update your 'activities' to show your media experience, impact and public engagement work including conference and/or poster presentations.
- Create a CV.

### Help and Support

Information Guides: for more information, user guides and 'how to' videos visit [\*\*PURE Support website\*\*](#).

Training: as part of the Researcher Development Programme, there are a number of training sessions on PURE - see

<https://www.ulster.ac.uk/researcherdevelopment> for dates, venues and booking options.

This guide has been produced by the Research Performance team (Research & Impact).

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