University of BRISTOL

Editing your personal profile in Pure:

To edit your personal profile record you will need to select the **Edit profile** button on your **Personal overview** screen.

IMPORTANT: When updating fields, the **Create** button will apply your changes, but you will still need to press the blue **Save** button to retain your changes (this is always located at the bottom of the record window).

Enhance your personal profile record

1. Name variants:
You can add a **known as name** where this differs from your official name in the system and this will display on your Explore Bristol Research (EBR) profile. You may also want to add a **default publishing name** which can optimise the matching to your author name on imported publication records.

2. Post-nominal title (qualifications):
If an individual has an active staff record, post-nominal titles are directly sourced from the Staff Information System (PIMS). You can edit these details if you login to your **Staff Info** page and go to the **Qualifications** section: www.bris.ac.uk/staffinfo/

If you are a PGR student and do not have a staff record then you can add a post-nominal title to the **Title** field of your Pure profile record (select the **Post-nominal title** type).

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3. ORCID:
ORCID provides a unique id that can be used throughout research and publishing lifecycles. ORCID ids can be particularly helpful to distinguish a researcher from others with a similar name and ensure the correct attribution of published work. Funders and publishers are increasingly asking researchers for their ORCID.

You can add an existing ORCID to Pure or create an ORCID directly from Pure. Further details about the process can be found from our ORCID webpage: www.bristol.ac.uk/orcid/pure-and-orcid/

4. Profile photo:
Adding a profile picture can significantly enhance your profile page:
- Select the **Add file** button that is located underneath the **Profile photos** field.
- Drag the file or browse your computer for the relevant image file (e.g. PNG or JPG file).
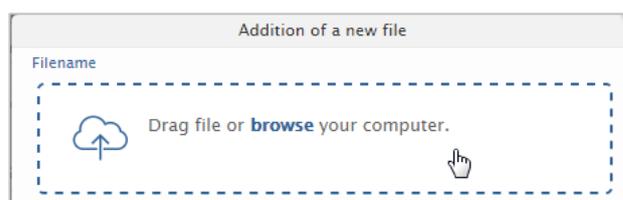

5. Links:
You can add links to other webpages on your EBR profile. It is highly recommended that you **add a link description or type** to prevent the full display of the URL on your EBR page.

Further ways to enhance your profile (scroll down your profile record to access these fields)

6. Research description / summary:

To further enhance your profile you can add some information about you and your research. If applicable, you may also wish to add some information about your teaching and courses in this section, as there are currently no fields in Pure to record this information.

- Select the **Add profile information** button.

- Once you have added the desired text, click on the blue **Create** button and ensure you save the record.

Research description ⓘ

Profile Information (note: first Research ...

Add profile information...
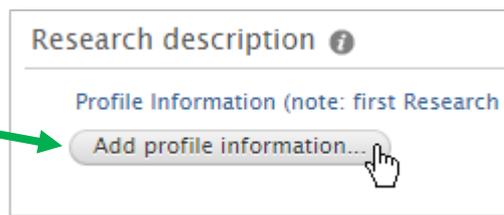
7. Positions outside of the institution:

You can use this field to highlight any current appointments that you have outside of the University.

Positions outside of the institution ⓘ

External positions
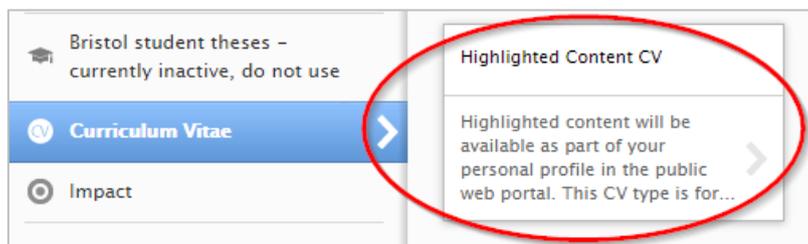
Add External Position...

8. Keywords

You can associate yourself with particular keywords and in turn, your profile will be returned in the search results for these terms in Explore Bristol Research.

Keywords ⓘ

KEYWORDS

parenting   gender
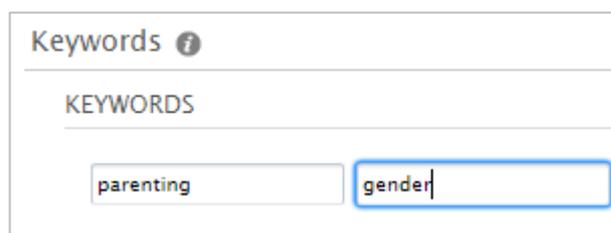
9. Highlight your most important records on your EBR profile:

This change in not made within your profile record. Instead, you will need to click on the green **Add new** button.

- Click on the **Curriculum Vitae** content type.
- Select **Highlighted Content CV**.
- Add the records that you wish to highlight. EBR will display the first two records that you highlight within each content type (e.g. research outputs, activities, projects).
- Click the **Publish** tick box once you are happy for the selected records to be highlighted on your EBR page.
- Save the changes.

Bristol student theses – currently inactive, do not use

CV Curriculum Vitae

Impact

Highlighted Content CV

Highlighted content will be available as part of your personal profile in the public web portal. This CV type is for...

Updating personal details

Certain details (e.g. names, date of birth, title) that display within your profile record are sourced from other University systems and can't be updated in Pure. These fields are locked or are denoted with a synchronisation symbol of circular arrows:

If you have a staff record, personal details can be updated in Staff Info: www.bris.ac.uk/staffinfo/
PGR students can update their details through their Student Info page: www.bris.ac.uk/studentinfo/

About profiles at University of Bristol

Academic staff and PGR students with a Pure account will have a profile on the Pure-driven website, **Explore Bristol Research** (EBR). Any updates you make to your profile in Pure will be instantly reflected in EBR.

Many staff and students also have a **People Profiler** page on their Faculty / School webpages. This profile has some integration with Pure and sources the picture, research summary and publications from Pure, however please note that changes will be reflected the following day. For People Profiler support please contact web-editor@bristol.ac.uk

Need help? Contact pure-support@bristol.ac.uk