Your External Staff Profile
Pure Research Portal
Pure Reviewing Your Staff Profile

All academics on teaching and research or research only contracts have access to Pure. Pure is the University of Huddersfield’s Research Information Management System and will be feeding the new Pure Research Portal that will also be the new externally facing academic staff profile.

It is the responsibility of each academic to take ownership of their data and ensure that all information populated in Pure is correct.

The landing page for the Pure Research Portal looks like this:

Welcome to University of Huddersfield Research Portal

Profiles  Research Output  Activities

Collaborations and top keyword concepts used within the past 5 years.

Click dots and squares to bring up details.
Your Externally Facing Staff Profile

The new Pure Research Portal can be accessed here [https://pure.hud.ac.uk](https://pure.hud.ac.uk) and the following is a screen shot of how the staff profile landing page looks like:

The Pure Research Portal is populated with information from your personal account within Pure. At the moment we are only showcasing:

- Profiles (Academics)
- Validated Research Outputs
- Validated Activities (Esteem Factors)

To amend information, add additional information and keep your profile current you will need to log into your internally facing Pure account.

To access Pure you need to use the following URL:

[https://pure.hud.ac.uk/admin](https://pure.hud.ac.uk/admin)

You use your university Username and Password to login.
Internal Facing Pure Personal Overview

This is an overview of all the information held about you in relation to research and enterprise activity at the University.

There are four tabs under personal overview:

**My Research** - This is a snapshot of all the activity related to you and you can click into any item to take a look and check that the information is correct.

**My Profile** - This showcases your Research Expertise and Interest, Biography, information about your organisation affiliations

**Supervision** - This tab outlines all your current postgraduate researchers that you are supervising and is a live feed from the student record system ASIS, if you think someone is missing or information is incorrect on this tab please contact us directly pure@hud.ac.uk

**Propose Outputs for REF**. Please note that you do not need to do anything with this tab until instructed to do so by Research and Enterprise the latest Mock REF Output audit is completed.

For the purposes of going live with the new staff profile we will be looking at:

- Research outputs – you can upload outputs by following the Research Output instruction available on the R&E intranet site and you must ensure that you are compliant with Open Access
- Activities – you can add your esteem factors under Activities
- My Profile – you edit this within your internally facing Pure account and the following is the information that we need you to make sure is correct

**Editing Your Profile**

If you wish to add, amend information about yourself you click on the Edit profile button: This holds the majority of the front page information that is reflected on your online profile.
The following pop up screen will appear:

Please note that wherever you see this sign this means that the content is synchronised with another system and you will not be able to edit it directly within Pure. If you spot any errors and cannot amend in Pure please contact us so we can amend the source system pure@hud.ac.uk

Name Variants

If you have published or are/have been known by another name you can enter it here (first and last name must be included)

Note: this can affect how pure recognises you when importing outputs into the system it is advised that you contact pure@hud.ac.uk before changing any name variants

Title

We are working on the synchronisation of this from the HR system. Please do not add anything to this section otherwise this will be lost when the synchronisation is complete.
ID
A number of ID are recorded in this section and are synchronised from other systems. Where possible we have added in your Scopus ID on your behalf but you can add this if it does not appear.

ORCID
All Academics should have an ORCID. Pure contains an API that allows the user to Create or Connect an ORCID inside Pure. If you already have an ORCID please do not set up a new one as you will receive an error.

Wherever possible we have sourced your ORCID and added this to the system for you.

Profile Picture
You can amend your profile picture at any time. Just click on Edit a pop up screen will appear and you can either drag and drop an image in or browse your computer for the image. Please note that this needs to be a professional picture of yourself and not for example a holiday picture.

Important: for continuity purposes, please maintain the picture aspect as portrait (sizing 150px wide x 200px height) if you have any issues or would like help please email your picture to pure@hud.ac.uk

Links
This is where you can add links to your social media accounts: a link to these accounts will be visible on the user’s online profile page (see below)

Add Profile Information
This is a text field that holds

- Biography - Biography (Max 500 words 3000-character limit)
- Research Expertise and Interest - (Max 200 words 1200-character limit)
- Research Degree supervision – This is an automated feed from an external system linked to course finder, set up on the academic’s behalf
Organisational Affiliations

Your affiliations are managed via the HR system sync and also by the Pure team affiliating you to any relevant Institutes and Centres. If you need to be added to a Centre or Institute please get in touch pure@hud.ac.uk

Positions outside the institution

You can add any relevant positions you hold outside of your positions at the University in your profile as long as these are relevant to research activity. For example a visiting academic at another institute. Please do not fill this information in for esteem factors as these are recorded within Activities, e.g. External Examiner for a PhD.

Education/Qualification

Please do not populate this section, if you do this information will be deleted. We are currently working with HR on a potential sync of information already held within another database.

Keywords

This is a very important part of your profile. Please add in as many keywords as possible here this will be used when individuals make searches on the new Pure Research Portal
Portal Details - Willingness to take PhD students

Select either Yes or No this will be marked on your staff profile as such.

PhD research Projects – This information is an automated feed from an external system linked to course finder, set up on the academic’s behalf. Please do not populate the second text box or this information will be deleted.

Person Expertise

Please do not populate this section, we are speaking with the PR team within marketing regarding this section.

Visibility

This Should be left as ‘Public No restriction’ if you wish for your profile to be private, or restricted please contact pure@hud.ac.uk

Saving

After any amendments please remember to click

Checking your profile on the internet

Once you have made the relevant amendments you can view your externally facing profile by clicking on My Portal Profile or via the web address https://pure.hud.ac.uk