Your External Staff Profile
Pure Portal
Pure Reviewing Your Staff Pure 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:
Your Externally Facing Staff Profile

The new Pure Portal can be accessed here [https://pure.hud.ac.uk](https://pure.hud.ac.uk). The following is a screenshot of a current profile visible on the Pure Portal:

The Pure Portal is populated with information from your personal account within Pure. You can create records in your Pure profile for:

- Research outputs
- Datasets
- Activities
- Press/media
- Projects
- ...and more

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

Use the following URL to login to Pure:

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

You use your University username and password to login.
**Internal Facing Profile Landing Page**

Your Pure profile should be populated with all relevant information regarding research, innovation and knowledge exchange activities. Here is an example of an anonymised internal facing profile page:

From this page, you can edit your profile, click to view your public Pure profile via the Pure Portal, see a summary of your research outputs, activities, datasets, etc.

You can also view your ORCID, your profile photo and click on the number of articles, conference contributions, chapters, poster presentations etc to see a filtered list of each type.

The green '+Add Content' button allows you to create a new record. On the bottom right of the screen there is a section for help and support with a contact email address: pure@hud.ac.uk.

- **Research outputs**: follow the guidance document on adding research outputs located on the Research, Innovation and Knowledge Exchange intranet site. You must also ensure you are compliant with the [University's Open Access Policy](#).
- **Activities**: Add these using the guidance document located on the Research, Innovation and Knowledge Exchange intranet site.
- **Datasets**: If you have deposited a dataset in an external data repository, please create a record for it in Pure and link to the dataset.
- **Edit Profile**: You can edit this within your internally facing Pure account and the following is the information you should ensure 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.
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

Your title is synchronised by a feed from the HR system. Please do not add anything to this section. If the information is incorrect, please notify us via pure@hud.ac.uk so we can address this from the source system.

ID

A number of IDs 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 also add this yourself.

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. You can also use the guidance document on the Research, Innovation and Knowledge Exchange intranet site to sync Pure to ORCiD, meaning that whenever you update certain sections of your Pure profile, your ORCiD profile will be automatically updated within 24 hours.

### Profile Picture

You can amend your profile picture at any time. Just click on Edit and 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 photo.

**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 scholarly social media accounts such as LinkedIn, other research profiles or project websites. These will be visible on the user's public profile page (see below). You should also create a Google Scholar profile if you have not already done so. Please follow the guidance document on the Research, Innovation and Knowledge Exchange intranet site to create a Google Scholar profile and add the details to Pure.

### Add Profile Information

This is a text field for adding your research expertise and interests, your biography, your research degree supervision details (see note below), and and your research interests.

- **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. If information is incorrect, please email pure@hud.ac.uk.
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 via pure@hud.ac.uk.

Positions outside the institution

Please do not populate this section. Instead, please record external interactions such as being a visiting academic at another institution, examining a thesis at another institution or being a journal reviewer/editor, in the Activities section of Pure.

Education/Qualifications

Please do not populate this section. You can instead add this information to your Biography.

Keywords

This is a very important part of your profile. Please add as many keywords as possible here this will be used when individuals make searches on Pure.

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

You can populate this with extra information about your person expertise, but this particular section will not show on the public Pure profile.

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 public Pure profile

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