Updating your Pure Profile

How-to Guide

Last updated: 17th March 2021

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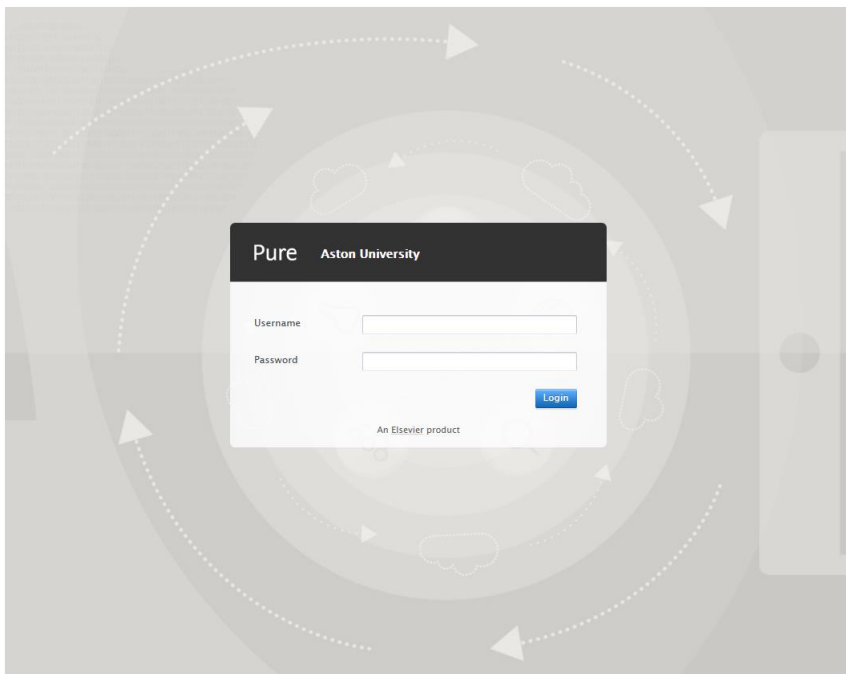
Step One: Log in!
Firstly, ensure you're using the browser Google Chrome or Firefox, (problems can occur with any other browser).

Go to http://pure.aston.ac.uk and use your normal network username and password to access the system.

You do not need to be connected to the VPN to access PURE.

Step Two: Make your Profile Shine

Your profile is your own, and there is no 'wrong' way to update, put there some best practice tips we ask you to follow:

1. Ensure your personal information is correct: Title / Preferred Name (name variant).
2. Ensure your organisational affiliations are up to date including: Job Title / E-Mail (this should be in username@aston format, it is not publicly visible and is used for integration purposes with Aston Publications Explorer).

    If it is incorrect please contact: pure@aston.ac.uk It is important you **do not** update organisational affiliations fields yourself.

3. Create or Connect your ORCID: follow the prompt to create your ORCID if you do not have one. If you have one, add it and then authorise the export of content to ORCID. Remember to press **SAVE.**
4. Upload a picture so people can see you're a real person!
5. Add a general as well as your teaching responsibilities.
6. Add a Contact Details section.
7. Add other interesting bits: any social media links (Research Gate/Twitter) as well as any video's you've created.

Learn How

Choose the 'Personal' tab and hit 'edit'.

Choose the 'Personal' tab

Click 'Edit profile'

REMEMBER
Your profile info transfers to **Aston Research**

Once you've clicked 'Edit profile' a pop-up box will guide you through the update process. You can add a general overview, research interests, teaching activity, qualifications, profile photo, etc.

Once completed information will be displayed on your profile on **Pure profile** and on **Aston Research Explorer**

Your General Overview / Biography

Think of your 'general overview' or 'Bio' in the same way you think about your personal statement which you include on your CV. It's designed to give an overview of yourself, along with your strengths.

'It is essential that you include your teaching responsibilities in this section (particularly if you work in the Business School as it is relevant for accreditation purposes).

Dr Jonathan Crawshaw effectively achieves this in his profile below:

Where to update your information

Please only update fields in green. **<u>Do not</u>** update fields in red!

Update your nationality here

These details are based on what HR has on record. It is important that you **<u>do not</u>** change these fields

Use this box to set your preferred name

Use this box to set your preferred title

<u>Do not</u> change this field

Add your staff picture here

Use this box to link to any videos (on YouTube or Vimeo) external websites or social media accounts (Twitter / Research Gate)

<u>Do not</u> change this field. It plays an important part in REF.

Add your contact details/overview / bio in here

The **MOST** important part – save your hard work!

*It is important that you **<u>do not</u>** update any of the areas in red. If they are incorrect, or you would like to change these fields, please contact: pure@aston.ac.uk who will assist.

Id: 28084387

I. Test
Person

EDIT
Metadata
Associated user
Automated search

OVERVIEW
Relations
Display

HISTORY AND COMMENTS
History and comments

Organisational affiliations ⓘ

Organisations ✳
STAFF

Professor, Library & Information Services   Set primary   Edit
1/01/19 — present
Test profile

Start date at institution   End date at institution   FTE (as of today)
01/01/2019 🗓   🗓   0.00
Example: 21/10/2002   Example: 21/10/2002

Positions outside of the institution ⓘ

External positions
Add External Position...

Education/Qualification ⓘ

Education/Academic qualification
Add education/academic qualification...

Keywords ⓘ

KEYWORDS

There are no associations

Add keywords...

TIP: utilizing these fields, allows your general overview to be short and punchy.

Allows you to list any external positions or commitments you have outside of Aston University.

Add in all your relevant education and academic qualifications

This field can be effectively used to describe you area of work

Best Practice Examples

Dr Caroline Gray

Why it's good
Caroline has a high-quality photograph.
Caroline has her ORCID ID set-up and clearly displayed.

Caroline's general overview is short, yet comprehensive, and her teaching activity is in easy to digest bullet points below.
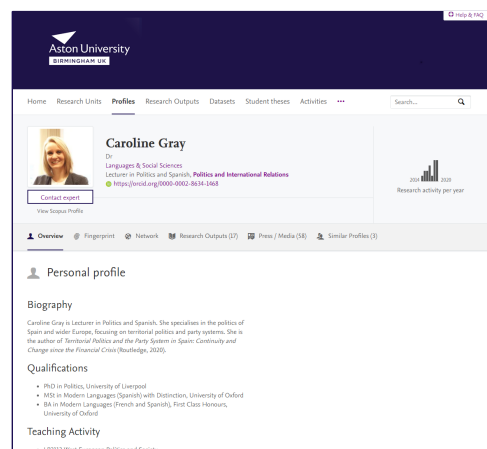
Professor Paul Topham
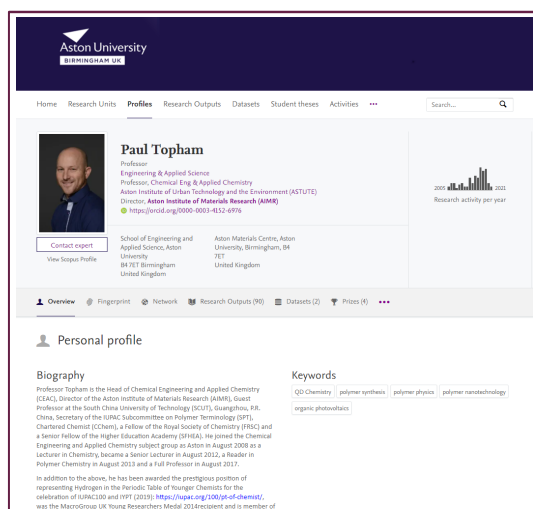
Why it's good
Paul has his current title, a high-quality photograph, and all his information is up to date – including his ORCID ID.

His general overview is easy to understand, and he has listed his previous employment and research interests.

Pure FAQs
1. Will it look like an Aston page?

Yes. The library has completed some work to update the colours and text to make sure the profiles look like an Aston page.

2. Can I link to an external website, YouTube or Social Media accounts?

Yes. It's really simple to link to external pages, the 'How-to Guide' has instructions.

3. Will people be able to find me on Google?

Yes. People will be able to locate your profile page on Google. All that will happen is that when people click your name, they'll be directed to your Pure profile, rather than your staff directory page.

4. Will the links on the Aston website show my new Pure profile page

Yes. Your Pure profile page will link to the staff directory pages on the Aston website.

5. What picture shall I upload?

Please use your most up to date Aston Staff picture. Don't worry about the file size, all sizes should work. Contact your Marketing Manager if you need a copy of your most recent photograph.

6. Can someone edit my profile for me?

Academics are responsible for maintaining their own profiles. Contact your College research administrators if you are unable to do this.

7. The Projects and Applications/Funding content types are out of date or aren't populated for me. Can these content types be updated?

We used to sync this data into PURE from other databases but that is no longer possible. First a record migration project must be performed (tentative date is term 2021/22) then updated records from the new research costing and pricing tool must be synced into Pure. In the interim, the PURE team will not be maintaining this data.

8. There are PGR students missing from my list of supervised students. Who can change this?

Details of PGR students were synced into PURE however that it is not currently possible. This feed might be restored in the future. The PURE team will not be maintaining this data manually. You should use MAP as your source of supervision data.