Getting started: creating and editing your personal profile in PURE

Logging in: To login to PURE go to https://pure.york.ac.uk. You will be able to login using your standard University username and password.

Email settings: When you first login, you will be asked to set up your email alert preferences (daily, weekly or monthly). PURE will notify you about any changes made by another person to your research outputs, projects, activities etc. Please choose how often you want to receive emails. You can change your email settings later on by clicking your username at the top of the screen.

You will then be directed to your personal PURE homepage:

The left-hand panel contains links to the various types of content you have added (or can add). Additional user guides on how to add these are available on the main PURE support pages (https://www.york.ac.uk/staff/research/pure/) and a quick guide to each follows below:

- Research outputs (publications): can be imported from an online source (e.g. Scopus, PubMed, Arxiv) or added manually.
- Activities and Impact: can be created manually in several different categories. Activities should reflect events you've attended/run or interactions you have had (e.g. hosting a visitor). The ‘Impacts’ area should be used to describe the non-academic effects and outcomes of your activities e.g. what changes and who/what benefited from the activity.
- Projects: Information on funded projects is sourced from the University’s finance system, Agresso. You can add additional information e.g. Summary of project findings about these projects in PURE. Non-funded projects can be added manually.
• Applications/Funding: Information on research grant applications is also sourced from Agresso. This content type is not publicly visible on the YRD.

• CVs: Once you have added research outcomes you can download these in CV format. The ‘Highlighted Content CV’ format is where you can highlight your most important records so that they display appropriately on your YRD profile.

• Datasets: these can be added in order to comply with funder Research Data Management (RDM) policies.

Adding a profile photo: Adding a photo helps publicise your research as it will feed through to the York Research Database (YRD). To do this, click ‘Edit Profile’ on your personal overview page (see above) and scroll down to ‘Change profile photo’ (under ‘Profile in:

Add text-based profile information: PURE has the facility to include biographical information and research interests. To do this, click ‘Edit Profile’ on your personal overview page (see above) and scroll down to ‘Profile information’. Click the Edit button at the RHS on the page and use the ‘Type’ dropdown as appropriate. This information will feed through to the York Research Database (YRD) and is a good way of promoting your expertise to the wider community as well as publicising your research to potential collaborators, postdocs and PhD students.

Create your ORCID: ORCID is a unique identifier number that helps distinguish your output from others. It has been mandated by some funding councils, will be collected in the annual Higher Education Statistics Agency (HESA) return and is likely to be a requirement for the next REF exercise. Further guidance on this can be found on the relevant University Library webpages.

Set up a scan for publications: To do this, click ‘Edit Profile’ on your personal overview page, choose ‘Automated search’ at the LHS of the page. Select the database(s) you are interested in, the name variants you wish to use in the search and choose whether you want to receive email notifications on your scan results. Doing this helps make it easier to keep your outputs up to date in PURE and, if you add a link to related projects, makes it easier to track information needed for funder returns e.g. Researchfish.