1. Log in to Pure with your University Login (formerly EASE) at [https://www.pure.ed.ac.uk](https://www.pure.ed.ac.uk)

2. Click on the **Personal** tab and then on **Research outputs**. This will take you to the Research output list view.

3. Remove the ‘My content’ filter in the Research output list view by clicking on the ‘x’ to the left of the filter.
4. Enter the title of your research output in the search bar and then click on **Search**.

If there is already a record for the research output in Pure, it will be listed in the search results. Click on the record to open it in a pop-up window.

5. If you are a co-author of the research output, click on **Claim this content** at the bottom of the record.

You will see a text box where you can add a note for the administrator.

Click **Claim this content** again. The research output record will automatically close.
6. Once you have claimed your content, please email Pure support at pure@ed.ac.uk with the name of your output.

An administrator will action your claim and the record will then be included in your Research output list.