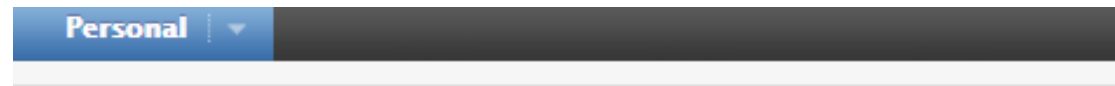



1. Log in to Pure with EASE at <https://www.pure.ed.ac.uk>

2. Click on the blue **Personal** tab to return to the personal overview page.





3. Click on **Edit Profile**.



 Edit profile

Your Name

 My public profile

 Add curriculum vitae

 <https://sandbox.orcid.org/0000->

Personal identification 

First name(s)

Last name *

Nationality

Select nationality... 

Name variant

Known as name

Edit 

Add name variant...

Title

DR **Designation**Edit 

Add title...

Your **First name(s)** and **Last name**, as well as fields with the synchronised icon, contain data synchronised from external systems, i.e. the HR system, and the Visitor Registration System. This data cannot be edited in Pure.

If these are not correct, please contact the HR department of your College/School/Deanery to correct them.

4. Add name variant – you can add your **Default publishing name** and **Former name**.

5. Add Title – you can add other titles to your Pure profile, but please note that the synchronised **Designation Title** is the one that is displayed on Edinburgh Research Explorer.

ID

Employee ID

HESA staff ID

55555712200


Scopus Author ID

Researcher ID

Add ID...

Add ID...

ORCID

 orcid.org/0000-0002-8092-6588

[Authorise export of content to ORCID](#)

ORCID

 [Create or Connect your ORCID ID](#)

Edit ↓ ↻

Edit ↓ ↑ ↻

Edit ↓ ↑ -

Edit ↑ -

✖ -

6. Employee IDs and HESA staff IDs are synchronised fields.

If there is a **Scopus Author ID** on your profile, you can click on it to check that it is correct. The Scopus Author ID is a link that will take you to your Scopus Author page.

If there are more than one Scopus Author IDs, please check that they are all correct and remove the incorrect ones.

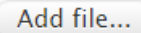
If there isn't a **Scopus Author ID** on your profile, click on **Add ID** to add one.

7. If there is an ORCID on your profile, check that it is correct. You may wish to authorise export of content to ORCID.

If there isn't an ORCID on your profile, click on **Create or Connect your ORCID ID**. This link will direct you to the ORCID site where you can create an ORCID (if you don't already have one) or sign in to your ORCID record if you already have an ORCID.

You can also export the contents of your Pure profile to your ORCID record. More information about the export of content to ORCID is available in [the guides for ORCID](#).

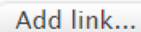
Profile photos



8. Click on Add file to add a photo to your Pure profile. This photo will be displayed on the Edinburgh Research Explorer.

Please note that the photo file size must be less than 1MB.

Links



9. Add Links to other websites or portals that contain information about your research.



10. Remember to click on Save at the bottom of the Edit Profile window.