

Many Schools and Departments use Pure as one of the main sources of information to populate their web pages, along with details from the main HR database for staff.

For PGR students, you will be shown on your school's PGR page on a list pulled from the main Registry database.

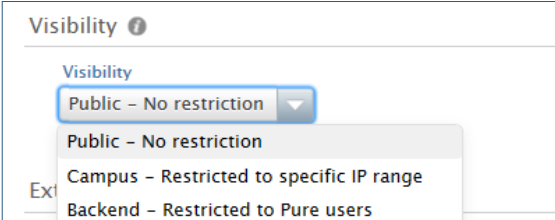
This doesn't allow for students to have a profile on the school page itself, but **if you have a public Pure profile your name will become an active link to your personal profile on the University's Research Portal.**

Setting up your profile in Pure

To create your portal profile in Pure, the first thing to check is that your **Pure profile is set to show publicly**. For students, the default setting in Pure is for the profiles to be **backend**, i.e. don't show publicly, with the decision on whether to make your profile publicly available being left to you.

Login to Pure using your usual university login details, the first part of your email address, along with the associated password at <https://risweb.st-andrews.ac.uk/admin/login.xhtml>

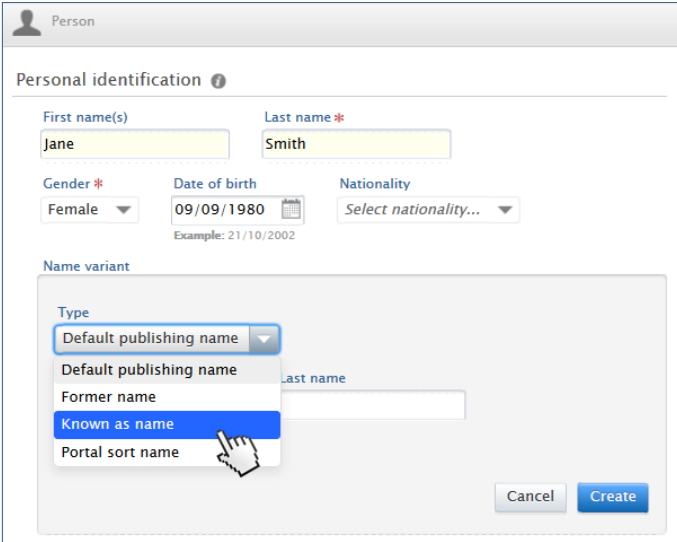
- From the **Personal overview** screen, click on the **Edit profile** button under the space for your photo
- The **Person** editor window opens
- Scroll to the bottom of your Person record and check the visibility is set to **Public - no restriction**
- Remember to **Save** any changes
- **Your portal profile will be publicly available immediately, but your School PGR list requires an overnight refresh before your name becomes an active link**



Your Personal Information

Your full name and contact information are pulled into Pure from the main Registry database, so if these are incorrect in any way you should contact Registry directly researchpg-reg@st-andrews.ac.uk

However, you can control how your name is displayed on the Portal. If you don't want your portal profile to show your full name, you can set up a **Known as name** in Pure, which will pull through to your portal profile to display the preferred format of your name.



Adding a Known as name

- From the **Personal overview** screen, click on the **Edit profile** button near your photo which opens the **Person** editor window
- In the **Name variant** section, click the button **Add name variant...**
- From the drop down list choose **Known as name**
- Enter your name in the format you require and click **Create**

Once you have made all your updates, click Save at the bottom of the Person editor window to keep your changes.



Your Profile Photo

Students who wish to have a profile photograph should upload it within Pure.

- Open the **Person** editor as described previously
- Below where you entered your **Known as name** you will see a section called **Profile photos**
- Click the **Add file...** button and either drag and drop your preferred photo, or browse to the folder on your computer
- Once the photo has been added, click the **Create** button
- **Remember to Save your changes**

We recommend following Image standards guidance on best practice, found in the **Photography** section on the University web page:

<https://www.st-andrews.ac.uk/brand/design-guidelines/photography/>

The screenshot shows a 'Profile information' dialog box with the following sections and buttons:

- Name variant:** Add name variant...
- Title:** Add title...
- ID:** Add ID...
- ORCID:** Add existing ORCID...
- Profile photos:** Add file...

Your Profile Page

There is an optional free text field that you can populate for your portal profile page called **Research Overview**.

This displays just below your photo and details on your portal page.

Use of 3rd person is recommended (Jane started her PhD in 2018...) and additional formatting such as bold, italics and hyperlinks can be included if desired.

- Scroll down to **Curriculum and research description** and the sub-heading **Profile information** within your **Person** profile
- Click the **Add profile information...** button
- In this mini pop-up you should make sure **Research overview** is selected
- Either type or copy/paste in the content
- To set the text click **Create**
- **Remember to click Save in the bottom left of the Person editor window**

The screenshot shows the 'Add profile information' dialog box with a 'Type' dropdown menu open. The options in the dropdown are: Research overview (selected), Research interests, Academic/Professional Qualifications, Future research, Industrial relevance, Other expertise, Projects from former institutions, Teaching activity, Biography, and Profile Keywords. The dialog also includes a rich text editor toolbar and 'Cancel' and 'Create' buttons.

Your thesis title, as given to Registry when you start your course, does display within your Pure **Person** profile. However, this is for Registry use only as a record of your original thesis title, doesn't show publicly, and is only shown for information.

If you want to **display your current thesis title publicly** on your research portal profile, we recommend adding it in your **Research Overview**, which also means you can edit it easily if your thesis title changes.

Adding Publications, Activities and Other Content

When you start your course you may not have any publications or other content to add, but when you do, you can find guidance on adding publications and other content types on the University Pure pages:

<https://www.st-andrews.ac.uk/research/support/pure/using/>

The best guidance for adding new publications can be found in the **Open access deposit guide**

For all other content types the process and interface are similar, fields highlighted with a red asterisk * are mandatory, some of the fields will be different but the general process is the same.

- **Remember to click Save after adding/editing content**