

## Setting up your school staff profile in Pure

Much of the content displayed on your school profile page is pulled from your Pure profile, so to make the most of your school profile page, we've compiled some guidance.

Note: Your school page updates from Pure once per day after an overnight refresh of data, so changes made today will appear on your school person profile tomorrow.

To populate your school profile from Pure, the first thing to check is that your Pure profile is set to show publicly.

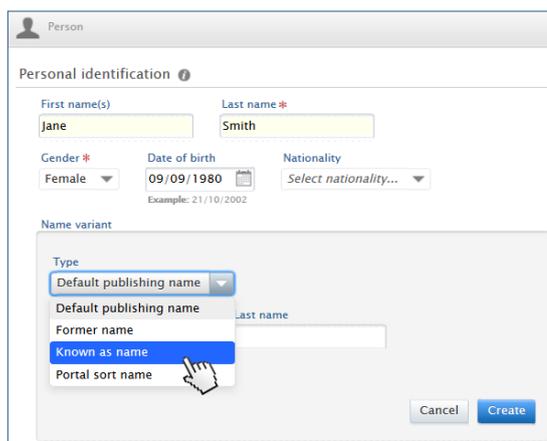
- From the **Personal overview** screen, click on the **Edit profile** button near your photo
- The **Person** editor window opens
- Scroll to the bottom of your Person record and check the visibility is set to **Public - no restriction**
- **Remember to Save any changes**

### Your Personal Information

Your name and contact information are pulled into your school profile from the main HR database and the Telephone Office, so if these are incorrect in any way you should contact them directly.

However, if you have a **Known as name** in Pure, this will pull through to your school profile to display your preferred 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 changes, click **Save** at the bottom of the **Person** editor window.

#### Your Profile Photo

Staff who wish to have a profile photograph should upload it here (or use the link from within Pure):

<https://portal.st-andrews.ac.uk/staff-photos/>

We recommend following **Image standards** guidance on best practice, found in the **Guidance for Staff Photography** section on the University webpage:

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

#### Your Profile Page

There are three optional free text fields that you can populate on your school profile page. These are:

- **Research Overview**
- **Teaching activity**
- **Biography**

Please note, these will also show on the **Research Portal** if populated.



**Prof Jane Smith**  
Professor

[Researcher profile](#)

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Phone  
**+44 (0)1334 46 2321**

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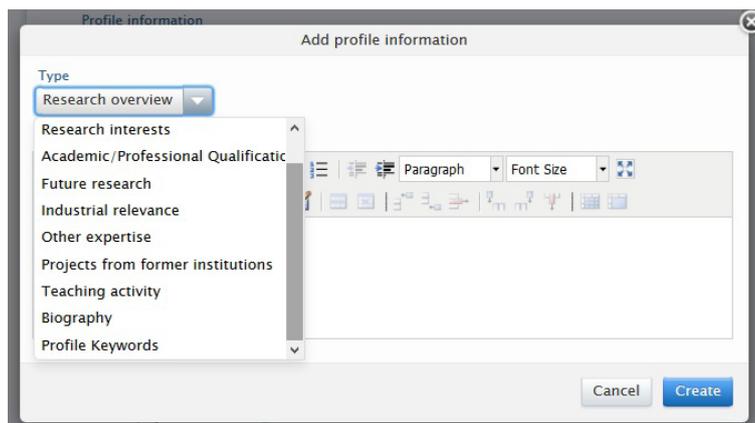
Email  
**[js133@st-andrews.ac.uk](mailto:js133@st-andrews.ac.uk)**

## Your Profile Page (continued)

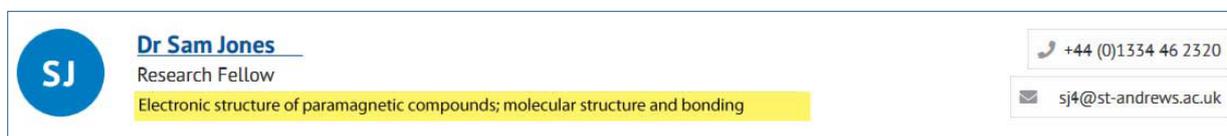
Use of 3rd person is recommended (Professor Smith joined the School in 2005...) and additional formatting such as bold, italics and hyperlinks can be included if desired.



- 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 click the downward arrow beside where it says **Research overview**
- Choose the appropriate content type and either type or copy/paste in the content
- To set the text click **Create**
- **Click Save at bottom left of the Person editor window to keep your changes**



In addition, the **Profile Keywords** field can be used to display keywords or short phrases against your name on the main staff listing page for your School. This can be used for either your general research interests or areas of expertise. You should enter no more than 5 keywords/phrases, delimited by a semicolon.



## Publications

By default your 10 most recent publications will be pulled through from PURE. If you have selected your Highlights in PURE by using the **Highlighted content** function (to showcase selected publications only) then up to 10 of these will pull through instead, in the order you have selected in Pure. If you select more than 10, a **See more publications** button will appear on your profile which will direct the viewer to your Portal profile and full list of publications.

To set-up **Highlighted content**, from the options in the left hand menu within your **Person Profile**, select **Highlighted Content**, and then click the  icon, to select your publications. Once you have added your selection of publications in your preferred order, click **Save**. **You will have to regularly maintain your Highlighted Content if you want any new publications to show on your School profile page.**

**Publication Open Access compliance** - when reviewing your existing publications for your profile, use caution if editing - particularly for any that are potentially Open Access. Editing existing electronic versions, publication visibility, or publication status and dates, may impact the research output's OA compliance. We recommend you check with the Open Access team prior to making any changes: [openaccess@st-andrews.ac.uk](mailto:openaccess@st-andrews.ac.uk)

## PhD Supervision

If your School has a PhD Supervision Topics page on their website, you can also populate this with data from Pure.

From the **Personal overview** screen, click on the **Edit profile** button near your photo which opens the **Person** editor window.

Scroll down to the section called **Portal details**, set **Willingness to take PhD students** to **Yes** and then enter your supervision topics in the **PhD research projects available** field.

**Once you have made all your changes, click Save in the bottom left of the Person editor window.**