



## External Staff Profile Checklist

- |                                     |   |  |
|-------------------------------------|---|--|
| <input type="checkbox"/>            | Login into your internal Pure account               | <a href="https://pure.hud.ac.uk/admin">https://pure.hud.ac.uk/admin</a>  |
| <input type="checkbox"/>            | Add in additional research outputs                  | <a href="#">Research Output instructions</a> , <a href="#">Open Access instructions</a>  |
| <input type="checkbox"/>            | Add in additional activities                        | <a href="#">Activities instructions</a>  |
| <b>Edit and update your profile</b> |   | Select Edit Profile underneath your name   |
| <input type="checkbox"/>            | Name Variants                                       | Check that these are correct and add in additional ones if required. Please note this is important for when Pure is searching other system to suggest potential research outputs to you. |
|                                     | Title   | <b>Nothing to Action</b>   |
| <input type="checkbox"/>            | ID  | Add in your Scopus ID if not already set up  |
| <input type="checkbox"/>            | ORCID   | Add in your ORCID if it is not already set up  |
| <input type="checkbox"/>            | Profile Picture                                     | Add a professional picture of yourself   |
| <input type="checkbox"/>            | Links   | Add in any links to social media accounts  |
| <input type="checkbox"/>            | Profile Information Biography                       | Add in Biography Max 500 words   |
| <input type="checkbox"/>            | Profile Information Research Expertise and Interest | Add information of your interests in research Max 200 words  |
|                                     | Profile Information Research Degree Supervision     | <b>Nothing to Action</b>   |
|                                     | Organisational Affiliations                         | <b>Nothing to Action</b>   |
| <input type="checkbox"/>            | Positions Outside the institution                   | Add these in Activities  |
|                                     | Education/Qualifications                            | <b>Nothing to Action</b>   |
| <input type="checkbox"/>            | Keywords  | Populate with as many keywords in regards to your research as possible this is how people will be able to find you in the search facility  |
| <input type="checkbox"/>            | Portal Details                                      | Select Yes or No for willingness to take PhD Students<br><b>Do not enter any information in the second box or this will be deleted</b>   |
| <input type="checkbox"/>            | Visibility  | Ensure this is 'Public No Restriction'   |
| <input type="checkbox"/>            | Save  | Remember to click save   |
| <input type="checkbox"/>            | External Facing Staff Profile                       | Check what you profile looks like on the internet  |