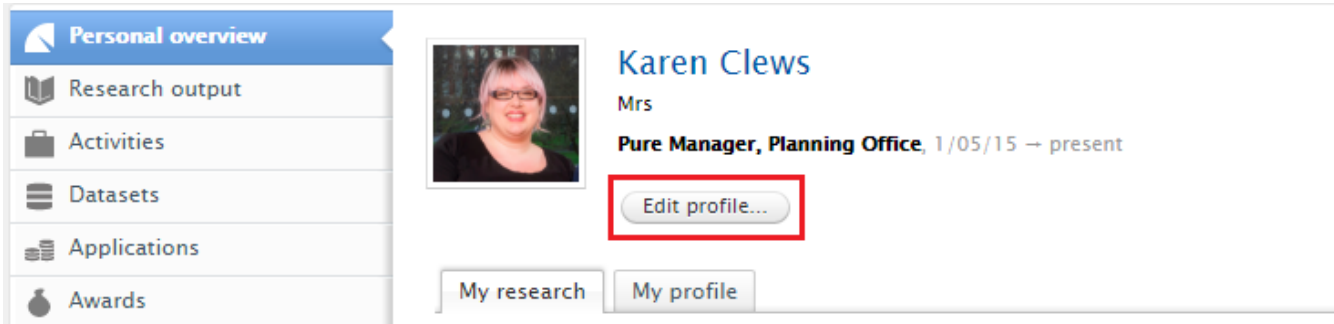


# Pure profile: Adding to your Profile

## Adding a photo to your profile

Step 1: Click 'Edit Profile' on your Personal overview tab.

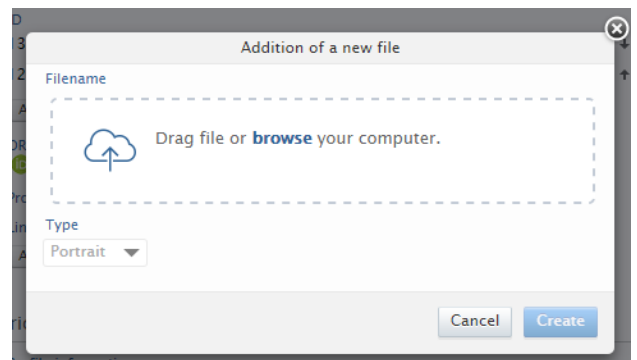


Step 2: Scroll down and select 'Add file...'

A screenshot of the 'Personal identification' form. The form contains fields for: First name(s) (Karen), Last name\* (Clews), Gender\* (Female), Date of birth (Example: 21/10/2002), Nationality (Select nationality...), Name variant (Add name variant...), Title (Mrs Designation), ID (995988 Employee ID, 0811100443697 HESA staff ID), and ORCID (Create or Connect your ORCID ID). To the right of the Title, ID, and ORCID fields are 'Edit' buttons with up/down arrows. At the bottom of the form is a red-bordered button labeled 'Add file...'. Below the form is a 'Profile photos' section.

Step 3: Select your file and click 'Create'

You can change the selected file by selecting 'Replace' and selecting an alternative.

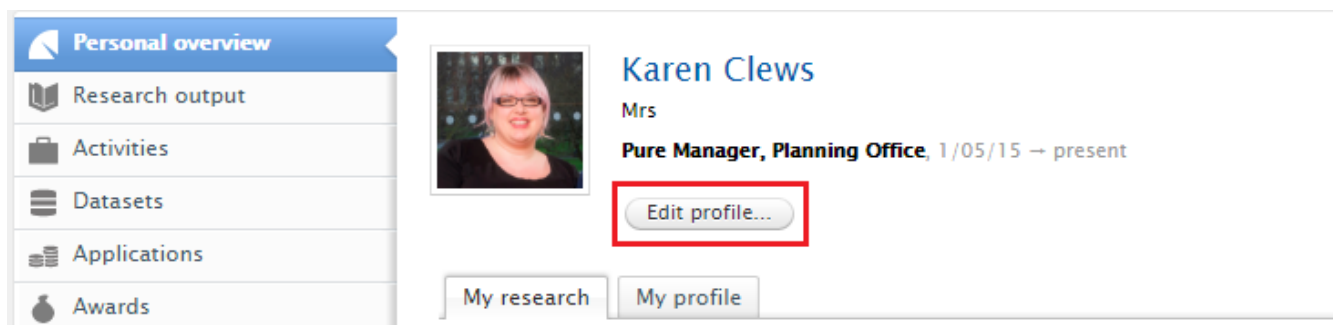


Ensure you **click Save** at the bottom of the page.



## Adding text-based profile information

Step 1: Click 'Edit Profile' on your Personal overview tab.



# Pure profile: Adding to your Profile

Add name variant...

Title  
Mrs Designation

Add title...

ID  
995988 Employee ID  
0811100443697 HESA staff ID

Add ID...

ORCID  
 Create or Connect your ORCID ID

Profile photos  
 Portrait  
Karen\_Clews\_headshot.jpg, 297 KB, image/jpeg

Add file...

Links  
Add link...

Start date as an independent researcher Retirement date:  
   
Example: 21/10/2002 Example: 21/10/2002

Assessment

REF2014 Unit of Assessment  
No Value

Submitted to REF 2014  
 Off

REF2020 Unit of Assessment  
No Value

Curriculum and research description ?

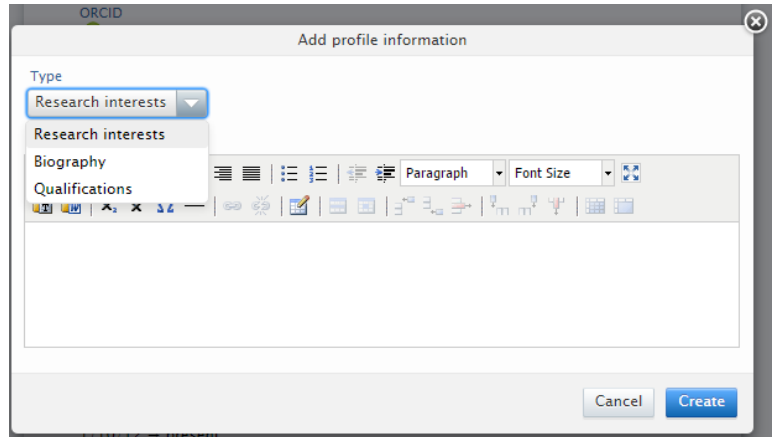
Profile information

Step 2: Scroll down and select 'Add profile information...'

Step 3: A text box will appear. Use the drop down menu to select the section heading and enter or paste your text into the box.

A wide range of tools are available to assist you in formatting the text. Images and links can also be added to this box.

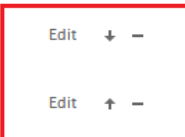
Click 'Create' to save the current heading.



Curriculum and research description ?

Profile information

- Biography  
Example text
- Research interests  
Example text



If you wish to change your information, click 'Edit'

The text box will reappear and you can make changes.

Click update to save your changes.

Ensure you **click Save** to add these changes to your profile.

