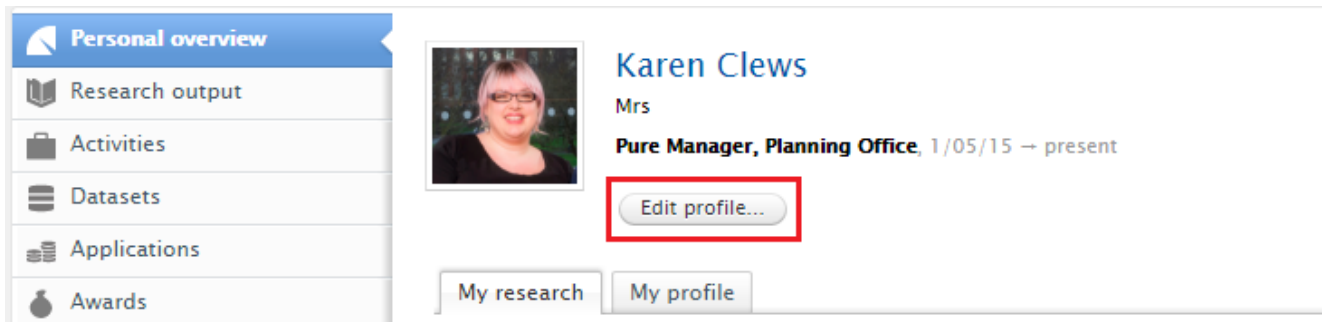


Pure Profile: Changing your Displayed Name

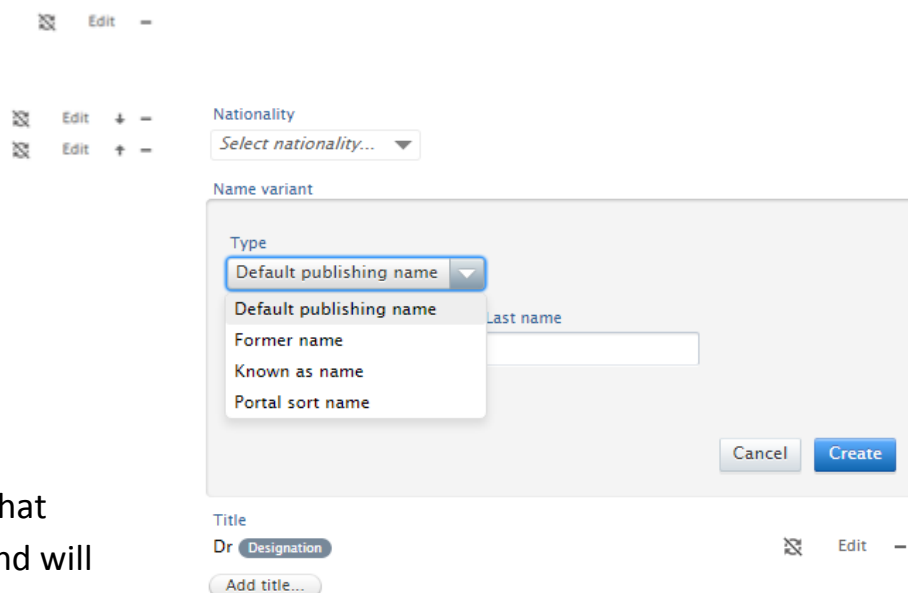
Step 1: Click 'Edit Profile' on your Personal overview tab.



Step 2: Click 'Name Variant'



Step 3: Select type of name and add your name as you would like it displayed. Now click Create.



Your 'Default publishing name' is what shows on your published outputs and will allow automatic searches to find you.

Your 'Known as name' is what will show on your Pure records.

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



Your title should only be changed in the HR system, Call 0121 414 6478 or email my.details@contacts.bham.ac.uk.