

Setting up a trusted user

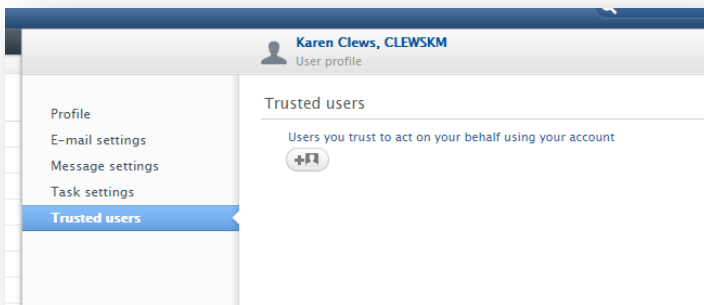
A trusted user is able to act on your behalf in Pure, adding and amending records.

Log in to Pure at <https://Pure.bham.ac.uk>

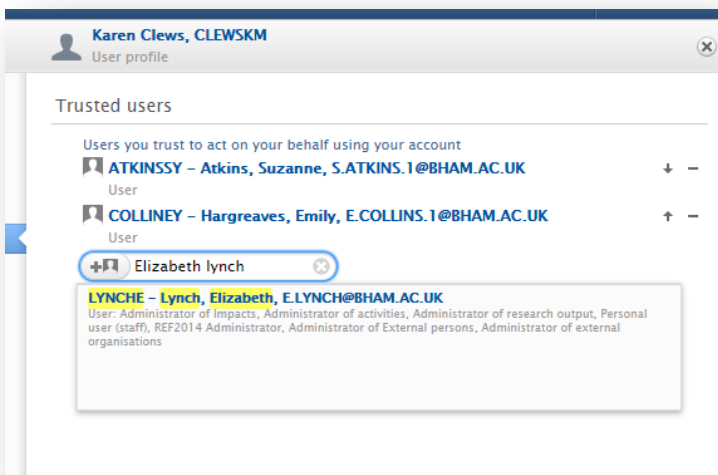
You may want to set up a trusted user for your account so that they can act on your behalf in the system. They will be able to see your whole profile, add records and amend existing records.



To set up a trusted user **click on your user name** at the top right of the screen.



A window will open with several options on the left menu, **select Trusted users**.



Click on button on the right of the page and type the name of the person you want to add as a trusted user.

You can add as many trusted users as required.

If you want to delete a trusted user click on the – to the right of their name.



Remember to press SAVE before you close the record.