Research Portal: Is your Pure profile ready?

Check your research portal page at: https://research.birmingham.ac.uk/portal/en/

The portal will draw information directly from Pure removing the need to enter the same information into more than one place. As well as showing research outputs, the portal also gives you a new research profile page, linking together all your outputs, projects and activities along with other researchers in your area.

Follow our 5 quick steps to get your profile ready

1. **Add a picture to your profile**

   - Click 'Edit Profile' on your Personal overview tab.

   - Scroll down and select 'Add file…'

   - 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 when you're finished.

2. **Add profile information and external links**

   - Click 'Edit Profile' on your Personal overview tab.

   - Scroll down and select 'Add profile information…'

   - 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. Click 'Create' to save the current heading. To change your information, click 'Edit'.

   - To add a link to other site such as ResearchGate or Twitter , select 'Add link'

   - Ensure you click save at the bottom of the page when you're finished.

3. **Is your publication list up to date?**

   - Are there any outputs in your list that are not yours? If so, all you need to do is disclaim it. In the research outputs screen hover over the output that you want to disclaim, Click on the cog and select disclaim content.

   - Do you have any duplicate records? If you do, they can be reported to the Library at ubira@lists.bham.ac.uk and they will merge the records.

   - Is your information 'healthy'? Are the records up to date? Are the authors correctly matched to staff? Have you uploaded a full text of the output and is it the correct version? Is there a DOI? Try to add this information where possible.

4. Does anything need to be made confidential?

We understand there are certain pieces of research that should not be openly available and you are able to restrict access to both output records and projects.

If you are undertaking research where you have committed to a privacy clause or is sensitive it is still important that they are on PURE, however, these can be restricted to ensure that they are not searchable.

- Open the record.

- Click on the visibility drop down at the bottom of the page.

- Select the appropriate level of visibility.

- Ensure you click save at the bottom of the page when you're finished.
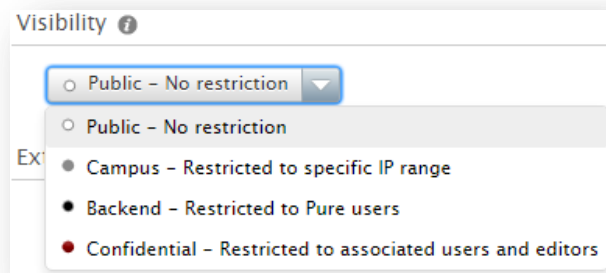
5. A few other things you could do

- Have you created and linked your ORCID yet? Do this now using the link in your profile page in Pure: https://intranet.birmingham.ac.uk/collaboration/pure/using-pure/ORCiD.aspx

- The portal is a great way to show how your work fits together. Create some links between your outputs, activities and projects.

- Add a description to your project to explain what the work is about

Any other questions? Check out our FAQ section on the intranet:

https://intranet.birmingham.ac.uk/collaboration/pure/using-pure/research-portal/FAQs.aspx

Have another question or want some advice?

We are running drop-in sessions throughout June so come along any time to get advice and support from Pure experts:

Contact us: Pure@contacts.bham.ac.uk

Learn more about Pure: https://intranet.birmingham.ac.uk/collaborate/pure