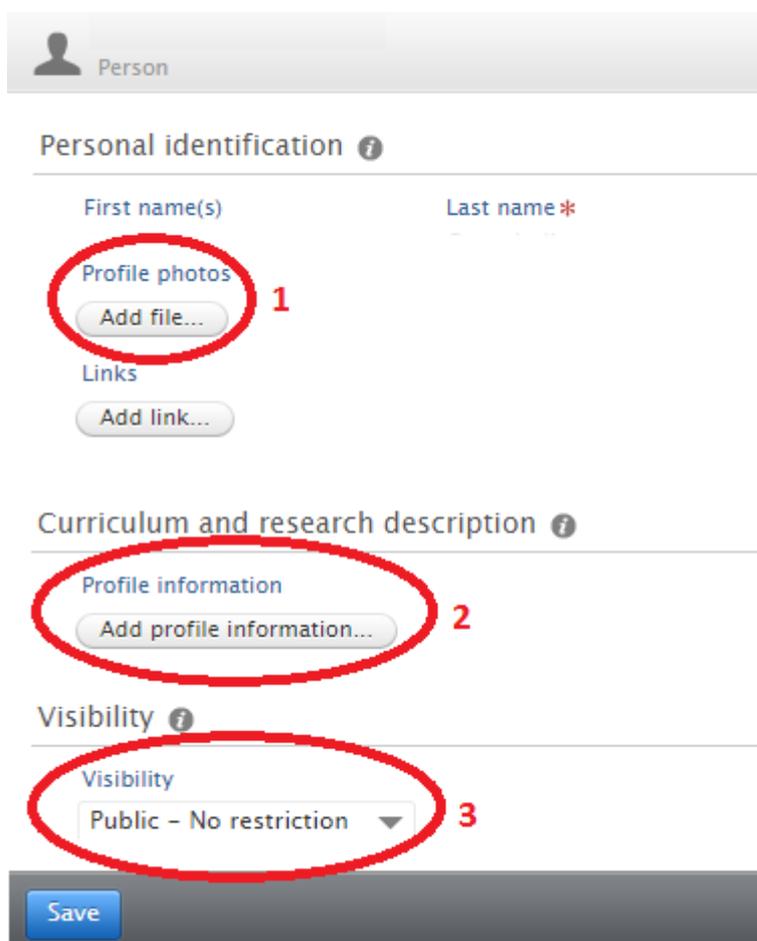


Guide to updating your researcher profile in PURE

1. Log on to PURE using your domain user name and password.
2. Click the **Personal** overview tab and then click **Edit profile**

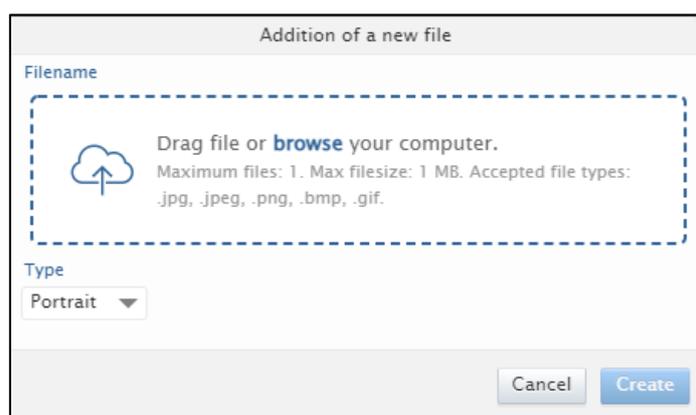


3. Three areas in your Research Profile can be updated at this time, (1) Profile photo, (2) Research interests, and (3) Visibility of profile.

A screenshot of the 'Personal identification' section of the researcher profile. Three areas are circled in red and numbered: 'Profile photos' (1), 'Profile information' (2), and 'Visibility' (3). The 'Profile photos' section includes an 'Add file...' button. The 'Profile information' section includes an 'Add profile information...' button. The 'Visibility' section includes a dropdown menu set to 'Public - No restriction'. A 'Save' button is visible at the bottom.

Guide to updating your researcher profile in PURE

- To upload a photograph click on the **Add file** button under the Profile photos section.
 - Upload your photograph using the “drag file or browse your computer” option.
 - The *Type* option should be left as Portrait.
 - Click **Create** once your file has been uploaded.
 - It is recommended to crop any photograph to a 1:1 or square aspect ratio before uploading.

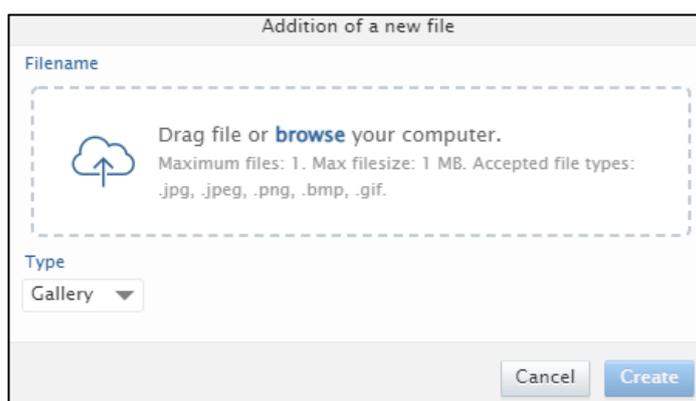


The screenshot shows a dialog box titled "Addition of a new file". It has a "Filename" label above a dashed blue box containing a cloud icon with an upward arrow and the text "Drag file or browse your computer." Below this, it says "Maximum files: 1. Max filesize: 1 MB. Accepted file types: .jpg, .jpeg, .png, .bmp, .gif." Below the dashed box is a "Type" dropdown menu currently set to "Portrait". At the bottom right are "Cancel" and "Create" buttons.

You can also add images to an image gallery within Pure. Images added using this feature are visible on the Research Profile on ResearchOnline.

To add an image to the image gallery within Pure:

- Follow the above outlined process, however set the *Type* option to Gallery
- Click **Create**



The screenshot shows a dialog box titled "Addition of a new file". It has a "Filename" label above a dashed blue box containing a cloud icon with an upward arrow and the text "Drag file or browse your computer." Below this, it says "Maximum files: 1. Max filesize: 1 MB. Accepted file types: .jpg, .jpeg, .png, .bmp, .gif." Below the dashed box is a "Type" dropdown menu currently set to "Gallery". At the bottom right are "Cancel" and "Create" buttons.

- To update your research interest and personal description click on the **Add profile information** button under the Curriculum and research description section.
 - Click **Create** once you have added the text for your research interest and personal description.

