

# Adding person expertise data to Pure

Steps to access and update your researcher profile in Pure:

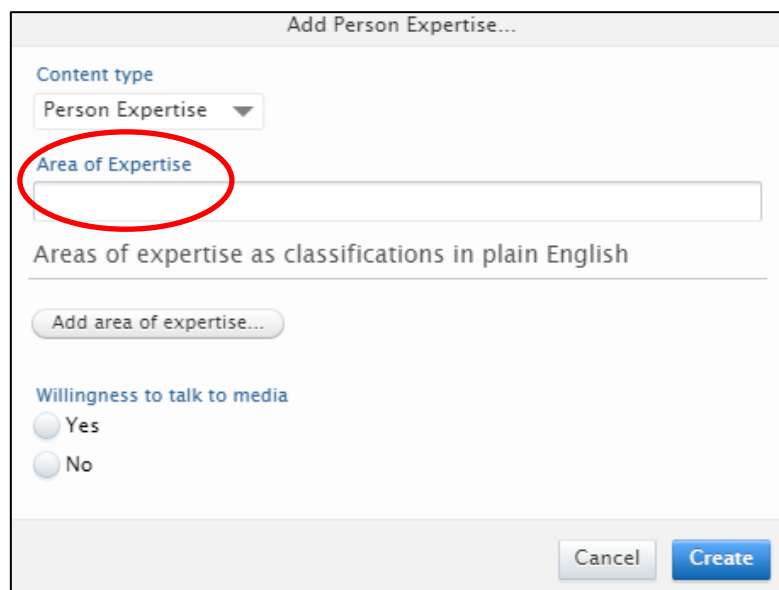
1. Log on to PURE using your domain user name and password.
2. Click the **Personal** overview tab and then click **Edit profile**



3. Once the **Edit profile** area has been accessed, scroll to the Person Expertise section
4. Click **Add Person Expertise**



5. Add free text keywords to Area of Expertise text box. If adding multiple keywords, these should be entered in individual text boxes (see Area of Expertise field in image at 6).

A screenshot of the 'Add Person Expertise...' form. The 'Area of Expertise' text box is circled in red. The form includes a 'Content type' dropdown menu set to 'Person Expertise', a section for 'Areas of expertise as classifications in plain English' with an 'Add area of expertise...' button, and a 'Willingness to talk to media' section with radio buttons for 'Yes' and 'No'. 'Cancel' and 'Create' buttons are at the bottom right.

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6. Select Willingness to talk to media (**Yes** or **No**)

The screenshot shows an 'Edit' form with the following sections:

- Content type:** A dropdown menu set to 'Person Expertise'.
- Area of Expertise:** A list of text input fields containing 'Academic libraries', 'Information literacy', 'Information retrieval', 'Library and information science', and 'Open Educational Resources'. The 'Open Educational Resources' field is highlighted with a blue border.
- Areas of expertise as classifications in plain English:** A section with an 'Add area of expertise...' button.
- Willingness to talk to media:** A section with two radio buttons: 'Yes' (selected) and 'No'. This section is circled in red.
- Update:** A blue button at the bottom right.

7. Click **Update**
8. Click **Save** in person profile area
9. Area of Expertise is now added in Pure and your data will be submitted for approval by an administrator. Once approved it will be added to the expertise database which can be used to identify subject matter experts at GCU.