**Adding, editing or removing profile information in PURE**

This guide explains how to add, edit or remove profile information from your Pure account. This will allow you to manage the content and structure of most sections of your UEA webpage. If you want to modify the appearance of your 'publications' tab, please refer to the guide on creating a highlighted content CV. Note that this may not take effect immediately, but will update by the following morning.

Note for all users: some types of information cannot be edited through Pure. If your employment or personal details are incorrect, please contact PURE@uea.ac.uk

1. Log in to your Pure account.

2. In the 'Personal overview' section, click on the button marked 'Edit profile'.

3. In the new window which opens, scroll down to the section with the heading 'Information for UEA People Page'. This is where the information which feeds to your UEA webpage is held.
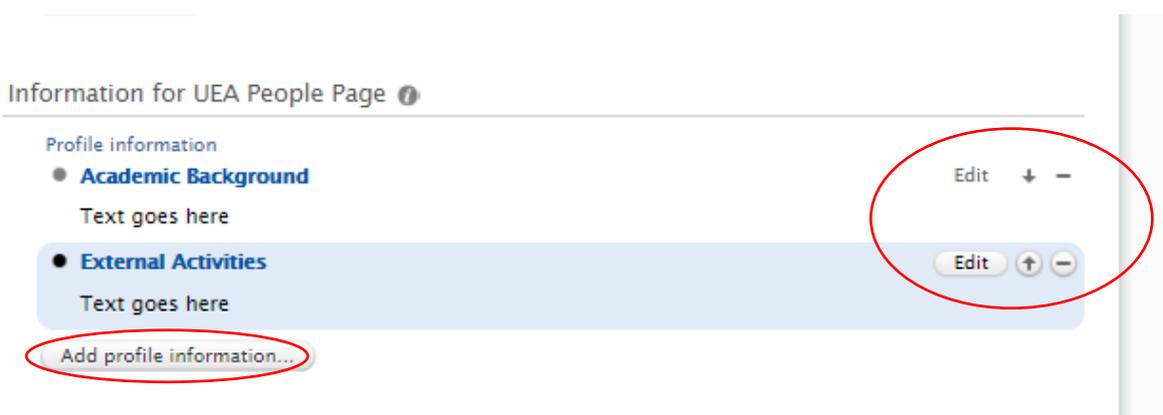
There are a couple of things to note here. The button at the bottom of the section (circled) allows you to add new blocks of text (see step 4). The buttons on the right hand side of each block of text (also circled) allow you to edit the text in existing blocks, change the order of the text-blocks, and remove a whole block (if you do this by accident, just exit without saving).

4. Click on 'Edit' or 'Add profile information (see above). This will open a new window.
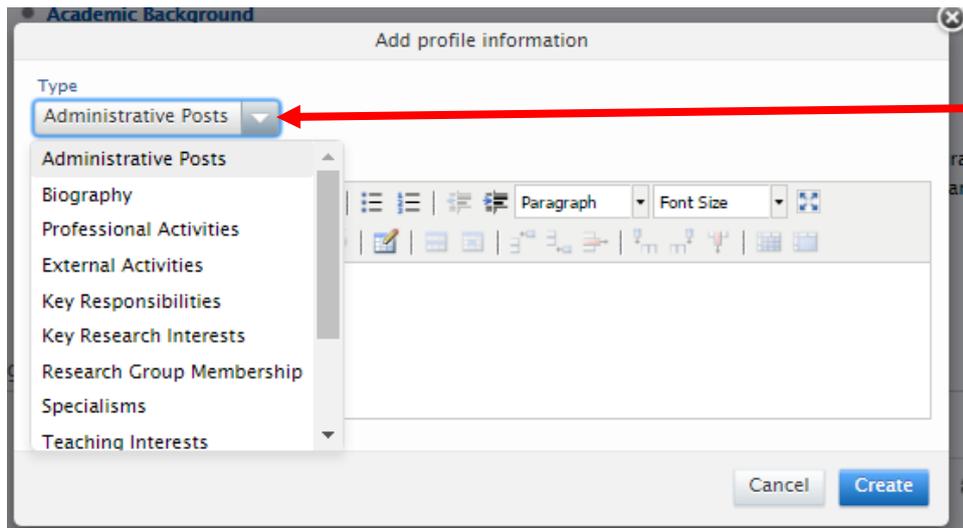
In the top left corner of this new window is a drop-down menu labelled 'Type'. This is very important, as this determines where on your webpage the text will appear (see the table below for a summary). After you have selected the correct type, add/edit the text in the text-box. Note that you can change the 'Type' of an existing block of text. When you have finished, click 'Create'. This will close this window.

Note: the webpage structure is tab-based, and different 'Types' feed automatically to different tabs. If there is nothing entered in some of these, the tab will not appear on the webpage (for example, if you don't have anything entered under 'Administrative Posts' or 'Key Responsibilities', there will be no Admin tab on your webpage). This is not a cause for alarm. Some of the 'Types' are redundant and should not be used (see below).

'Type' in PURE	People Page Tab
External Activities	Activities
Professional Activities	Activities
Administrative Posts	Admin
Key Responsibilities	Admin
Academic Background	Overview
Career	Overview
Biography	Overview
Key Research Interests	Research
Research Group Membership	Research
Teaching Interests	Teaching
Areas of Expertise	N/A – Do not use
PGR Opportunities	N/A – Do not use
Specialisms	N/A – Do not use

5. When you are happy with your changes, **DO NOT FORGET TO HIT SAVE!** This is located at the bottom of the window. There is no way to recover the lost information if you fail to save changes before exiting.

6. Under normal circumstances, the People Pages update overnight, so don't be alarmed if the effects of your changes are not immediately visible.