

1. Log in to Pure with your University Login (formerly EASE) at https://www.pure.ed.ac.uk

**2.** Click on the blue **Personal** tab to return to the personal overview page.

3. Click on Edit Profile.



4. Scroll down to the Education/Qualification section.

Click on the Add buttons to add either Education/Academic or Professional Qualifications.

## Education/Qualification 👩

Education/Academic qualification

Add education/academic qualification...

Professional Qualifications

Add professional qualification...



The fields that will be displayed on your profile page on the Edinburgh Research Explorer are:

- Field of Study
- Qualification
  - If your qualification is not listed in the dropdown menu, contact <u>pure@ed.ac.uk</u> to get the qualification added to Pure.
- Award Date
- Organisation

Click on Create to add the academic qualification to your profile.

	Add educat	ion/academic qualification
4 <u>1</u> 2 412	Field of Study Field of Study	
	Qualification	
	Doctorate > Doctor of Science	Ŧ
	Project Title	
1		
	Award Date	
	01/01/2000	
	Example: 21/10/2002	
	Organisation	
	Muniversity of Edinburgh	-
	Organisational unit: University	
	Start Date	End Date
	Year Month Day	Year Month Day
		Cancel Create

Add advertion / academaic qualificatio



Professional qualification Abbreviation of the qualification						
2006	Month	Day	2009	Month		

Enter the title of your professional qualification as well as the dates for the qualification.

Click on Create to add the professional qualification to your Pure profile.

## Education/Qualification 🔞

Note that you can add more than academic and professional qualifications to your Pure profile.

To edit the qualification, click on Edit. To remove the qualification, click on the '-' symbol.

## Education/Academic qualificationField of Study, Doctor of Science, University of Glasgow<br/>Award Date: 1 Jan 1970EditAdd education/academic qualification...Professional Qualifications2010 $\rightarrow$ 2012 Professional qualification 2Edit2006 $\rightarrow$ 2009 Professional qualificationEditAdd professional qualification...Edit





**5**. Remember to click on Save at the bottom of the Edit Profile window.

