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

Personal ▼

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

3. Click on **Edit Profile**.
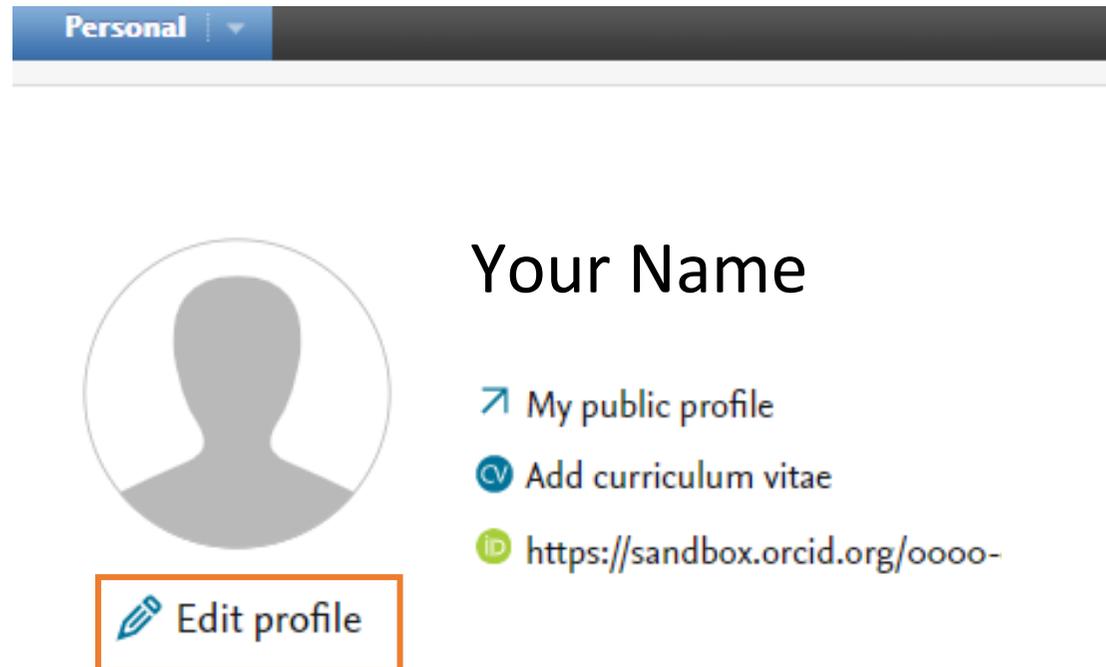
Your Name

↗ My public profile

ⓒ Add curriculum vitae

ⓘ https://sandbox.orcid.org/oooo-

✎ Edit profile

4. Scroll down to the Positions outside of the institution section.

Click on **Add External Position** to add the posts that you held before you joined the University of Edinburgh.

Enter as much information as you can about the post, including the dates.

Clicking on the **Add external organisation** button will display a window where you can search for and add the organisation that you held the post.

Positions outside of the institution ⓘ

External positions

Add External Position...

Add External Position

Appointment

External Organisation

Add external organisation...

Start Date
Year	Month	Day

End Date
Year	Month	Day

Cancel   Create

If the external organisation is not listed in the search results, click on **Create new** to add the external organisation to Pure.

Add external organisation

Search   Create new

🔍 University of Johor

No results found

You can add more than one external positions to your Pure profile.

To make changes to the external positions that have been added, click on Edit. Make the changes and remember to click on Update.

To remove the external positions that have been added, click on the '-' symbol.

Positions outside of the institution ⓘ

External positions

Senior Lecturer, Heriot-Watt University   Edit   —
2005 → 2010

Lecturer, University of Glasgow   Edit   —
2001 → 2004

[Add External Position...]

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

[Save]