

## How to manage your RESEARCH Profile Page AND your PERSONAL Profile Page!

About your Personal Profile page (via MyUniversity) & your Research Profile Page (via Pure)

There is a common misunderstanding that once you have updated your Pure account, your "profile page" is updated also automatically.

Anything you do in Pure, only reflects to your Research Profile Page (a section of your complete Personal Profile on rug.nl.)

Below is a step-by-step description of which fields to update in both, your personal profile page and your research profile page

**Research Profile Page** View : <http://www.rug.nl/research/portal/>

Edit : <http://Pure.rug.nl/admin>

You will get to your research page - [www.rug.nl/staff/<yourname>/research](http://www.rug.nl/staff/<yourname>/research) - by clicking Research from the menu on your profile page or by clicking your name from somewhere in the [University of Groningen research portal](#), e.g. in the list of researchers or on one of your publications.

If you are or have been affiliated to current SEP research unit(s), these will be shown directly above the Overview research tab. Other affiliations (i.e. affiliations to non-SEP or former SEP research units) are not shown. The research unit(s) of the UMCG are maintained in Pure, in your personal profile under Organisational affiliations.

The CMB manages these units attached to PI's, on indication only from the Research Office UMCG.

**Login Pure:** login with the account assigned to you for Pure; either your UMCG account or your RuG P-number. (Check the list with names on the [UMCG intranet](#) to determine to which group you belong or ask Guus van den Brekel via [cmb@umcg.nl](mailto:cmb@umcg.nl))

The following elements need to be filled in to ensure the most optimal presentation on your Research Profile page :

**GREEN** = You need to do this in Pure itself

**RED** = You do not need to do this in Pure itself currently, as the fields are NOT shown on the portal (yet)

- **Edit Profile; Add Name Variant:**

Please add your default publishing name, exactly as mentioned in recent publications. This improves the matching with your name on new publications imported in Pure highly.

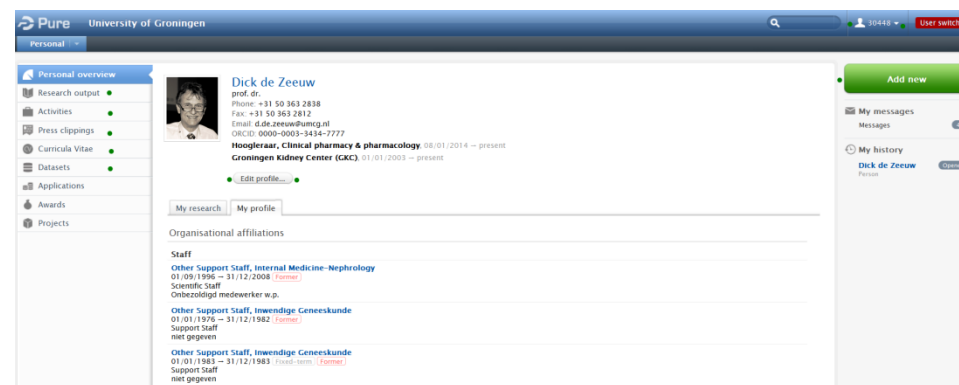
- **Add Title:**

Do not Add Title here, as it currently will not be shown on your Research Profile Page.

The titles already listed are taken directly from University of Groningen HR Services, and can only be changed there (see Personal Profile Page for more info)

- **Add ID.**

Add any author ID you already might have (Researcher ID or Scopus ID)



- **Add ORCID ID.**

Even if you already have an Researcher or Scopus ID, we advice you to register for an ORCID ID at <http://orcid.org> and then enter this ORCID ID into Pure. The ORCID ID is going to be the one overall research author ID that will be used within University of Groningen, University Medical Center Groningen and the other Universities in the Netherlands.

- **Profile Photo:**

Do NOT add profile picture here.

Currently the picture added to your Personal Profile page is shown there, not the Pure one.

- Do not add **Links/URL**, as these are currently NOT shown on your Research profile

- **Add Profile Information.**

Please list specific research interests and expertise here. More general interests and expertise can go in your Personal Profile

- The following field are currently NOT updating to your public Research Profile Page

- Start date as an independent researcher
- Added organizational affiliations
- Positions outside of the institution (Please list these in your Personal Profile page in MyUniversity under “Other Positions” on the main profile page)
- Education/Qualification

- **Add Research Output** (either via the + or the big green button to the right)

Note **about Open Access and post-prints**: Please add the PDF-file or post-print to the articles and add correct file-type. Don't worry about copyright; the library will take care of setting the right access and -if needed- an embargo date.

- **Add Activities** ( showing “Societal impact” is getting more and more important.

Document your activities here)

- **Add Press Clippings** ( same as for Activities)

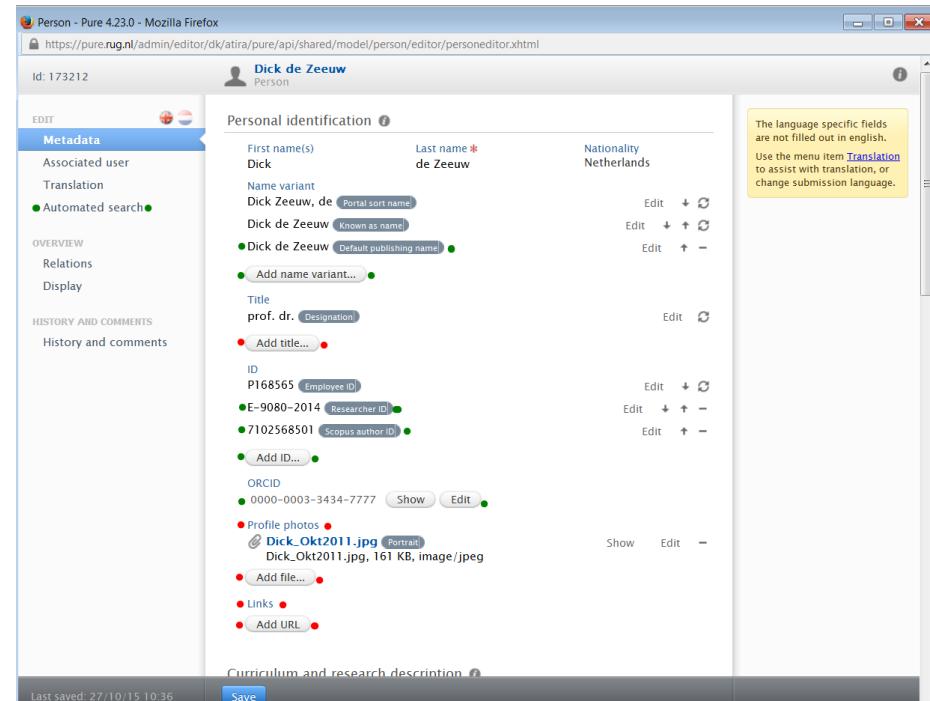
- **Add Curriculum vitae**

This CV option replaces any local Word-document you are still updating manually. We advice using this CV option over the CV option in MyUniversity

- **Add Datasets**

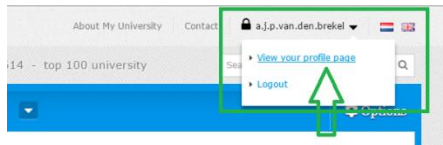
This section is still in beta, you can put in descriptions on your datasets, links etc. but they are not show yet on the research portal. You CAN get a handle url for publishers.

- **Applications, Awards and Project** : these modules are NOT available yet



## Personal Profile Page (Via [MyUniversity.rug.nl](http://MyUniversity.rug.nl))

**Login:** Always and only with your RuG P-number and password



**GREEN** = You need do this in MyUniversity itself

**RED** = You can not do this in MyUniversity itself, as the information is managed in RuG HR Peoplesoft

The following elements need to be filled in to ensure the most optimal presentation on your Personal Profile page :

- **your name, Title, Organizational unit**

Your name (and title) shown on top of your profile page - [www.rug.nl/staff/<yourname>](http://www.rug.nl/staff/<yourname>)- and the organisational unit shown next to your profile photo are maintained by Human Resource Management in Peoplesoft RUG. You can change these via the [HR Self Service Menu](#) in [MyUniversity](#).

- **Phone number & room number**

The contact details on your profile page (next to your profile photo) like phone number and room number are maintained by Facility Management in Planon. You can change this information via [FacilityNet](#).

*(Some UMCG-staff might not get access to HR Self Service or FacilityNet of the RUG; contact your local HR person or the telecom contact person UMCG Remi Osinga [r.l.osinga@umcg.nl](mailto:r.l.osinga@umcg.nl))*

- **Profile photo**

Your profile photo can be maintained when you go to your own profile page and click the menu option Edit.

- **Job title; Other positions; Field Discipline and Expertise** : Please enter relevant information in as many fields as possible.

- **You are required to fill in “Other positions” for all additional jobs** you might have.
- In “Expertise” give general expertise. *Use Pure to list **specific research interests and expertise** (See Add Profile information in the Research Profile Page section above*

You can decide yourself to also activate and use the following profile items in MyUniversity:

- **Curriculum Vitea** (although we advice you to use the Pure version with the automatic updating-> See Your Research Profile Page)
- **Projects**
- **Teaching**

**A.J.P. (Guus) van den Brekel** Universitair Medisch Centrum Groningen

**Profile**  
Research  
Curriculum vitae  
Projects  
Teaching

**Organisational unit:** Faculty of Medical Sciences  
**Contact:** +31 50 363 2632 (work)  
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**E-mail:** [a.j.p.van.den.brekel@umcg.nl](mailto:a.j.p.van.den.brekel@umcg.nl)  
**First name:** Guus

**Job title:** Medical Information Specialist & Coordinator Electronic Services, Central Medical Library, UMCG  
**Other positions:** Pure Coordinator UMCG  
Member of International Programm Committee EMTACL15, <http://emtacl.com>  
**Field/Discipline:** Information Science  
Library Science  
Health Care Sciences & Services  
**Expertise:** UMCG Pure Information Pages, & CMB Information on Pure  
If it's out there, and you need it somewhere else, in another way, I know how to do it.... or I will find out fast!  
Medical Information Specialist. The Web, Social & Virtual (Research) Networks for Health and Medicine. Works @camb@umcg on The Infectious Library <http://trablmouse.com/digicmb>

**Contact information**  
Faculty of Medical Sciences, Central Medical Library  
Hanzeplein 1  
9713 GZ Groningen  
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Central Medical Library  
Hanzeplein 1  
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Job title: Medical Information Specialist & Coordinator Electronic Services  
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[ Add another location ]  
[ Add home address ]  
Skype: digicmb

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