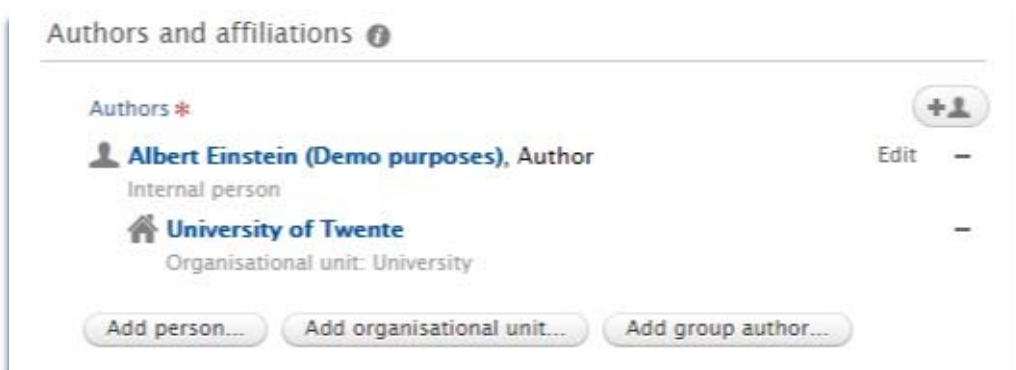


## Changing your name in existing research output

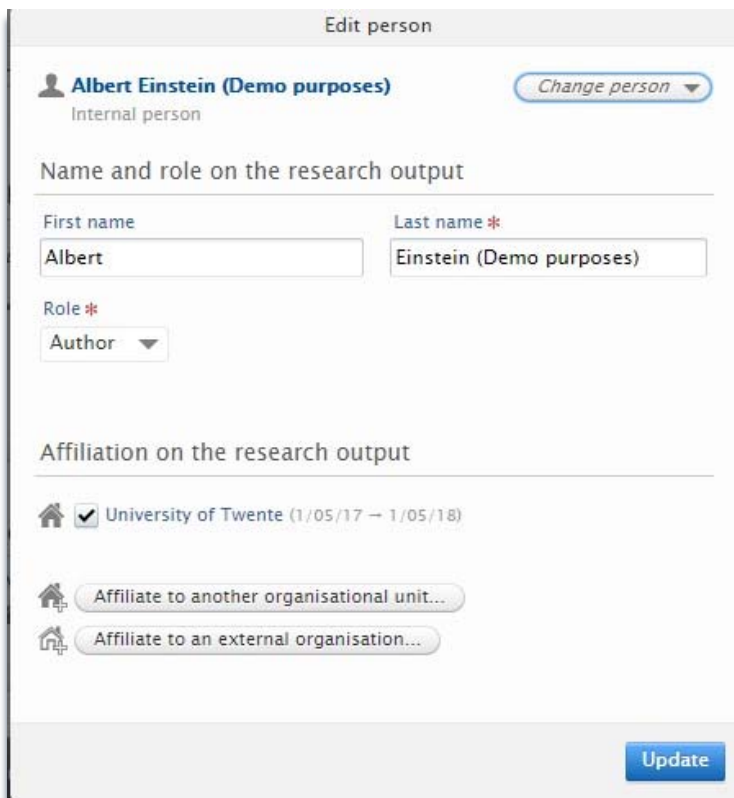
As a result of the datamigration, the Pure base name (from HR sync) is used for all your research output. The Quick Reference Card: **Changing your name in Pure**, shows how to add name variants and control the way your name is displayed in Pure. These preferences are used when adding NEW content to Pure Research Information.

To change your name-display in **existing** research output, it is necessary to edit your name in every individual publication you want to modify.

1. In a publication record, go to the Authors and affiliation section and click the “edit” button



The screenshot shows the 'Authors and affiliations' section of a Pure publication record. It features a header with a plus icon and a list of authors. The first author is 'Albert Einstein (Demo purposes), Author', identified as an 'Internal person' from the 'University of Twente' (Organisational unit: University). To the right of the author name is an 'Edit' button with a minus sign. Below the author list are three buttons: 'Add person...', 'Add organisational unit...', and 'Add group author...'.



The screenshot shows the 'Edit person' form. At the top, it displays 'Albert Einstein (Demo purposes)' as an 'Internal person' with a 'Change person' dropdown menu. The form is divided into two main sections: 'Name and role on the research output' and 'Affiliation on the research output'. In the 'Name and role' section, there are input fields for 'First name' (containing 'Albert') and 'Last name \*' (containing 'Einstein (Demo purposes)'). Below these is a 'Role \*' dropdown menu set to 'Author'. The 'Affiliation' section shows a checked checkbox for 'University of Twente (1/05/17 - 1/05/18)'. At the bottom of this section are two buttons: 'Affiliate to another organisational unit...' and 'Affiliate to an external organisation...'. A blue 'Update' button is located at the bottom right of the form.

2. Change the name to the preferred name and when done, click “update”

Edit person

**Albert Einstein (Demo purposes)** Change person ▾  
Internal person

Name and role on the research output

First name

Last name \*

Role \*  
 ▾

Affiliation on the research output

University of Twente (1/05/17 - 1/05/18)

3. Click Save at the bottom of the screen.

**N.B. you can only change the name when re-validation is enabled. Once this option is no longer available, please contact your [Pure Faculty manager](#).**

## Help and Support

More detailed instructions on how to use Pure Research Information are available in the Pure manual.

Access the manual from the bottom right corner of the screen at any time when logged into Pure Research Information. (hover over ‘Help and support’, click ‘Manual’) The available manuals are based on your role (researcher, editor) in Pure.

Also a link to the FAQ’s is listed here to help you make the best use of Pure Research Information.

**Help and support**

[Manual »](#)

[FAQ »](#)

Contact helpdesk:  
[ris@utwente.nl](mailto:ris@utwente.nl)