

Your basic personal identification information is synchronized into your CityU Scholars profile from related institutional systems and there may be other biographical information extracted from your existing departmental staff profile page (if you have one). This guide explains what information you can add or update and how to do so.


To get started, at *CityU Home* page, under “Quick Links”, select “CityU Scholars”. Go to the *CityU Scholars Backend (PURE)* and login.

## 1. Retrieve your profile

- On your **Personal user overview** page, click **Edit profile** Fig. 1


## 2. Review/update your profile

### Personal identification

- Sections marked with  indicate synchronised fields. **Edit** or **Delete** function is disabled Fig. 2
- Data error or update, if any, should be reported to the Enterprise Solutions Office at [esu-scholars@cityu.edu.hk](mailto:esu-scholars@cityu.edu.hk)
- ID:** Click **Add ID** to add other ID(s) such as ResearcherID, etc. Fig. 2
- Profile photos:** To change the photo (if any), click the **— sign** to remove it. Click **Add file** to add your preferred/additional ones Fig. 2
- Links:** Click **Add link** to add links such as LinkedIn, blog or Research Gate, etc. Fig. 2



Only the 1st photo on the list will be shown on portal

- Click **Create** Fig. 3
- Provide **Web address (URL)** Fig. 3
- In the **description** box next to the  icon, enter your preferred text to describe the URL (e.g. LinkedIn) for portal display Fig. 4

### Overview

- Contents under the different attributes in this section will appear under the **Overview** tab in your researcher profile on the CityU Scholars portal, except **Position(s) Available** and **Qualification (Brief)**

Cont'd...

Fig. 1

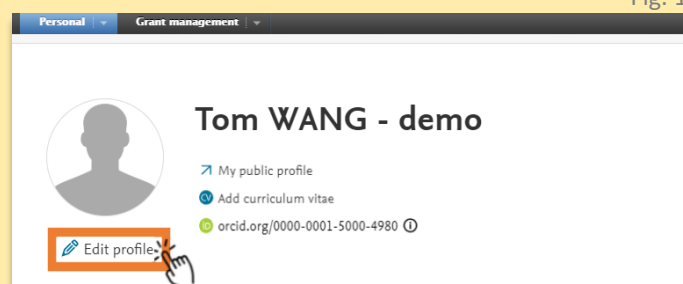


Fig. 2

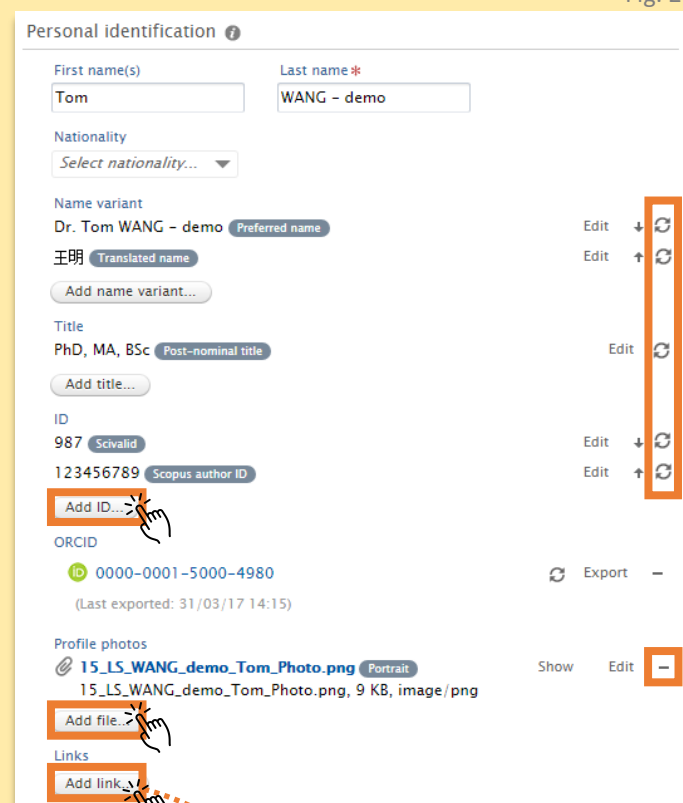


Fig. 3

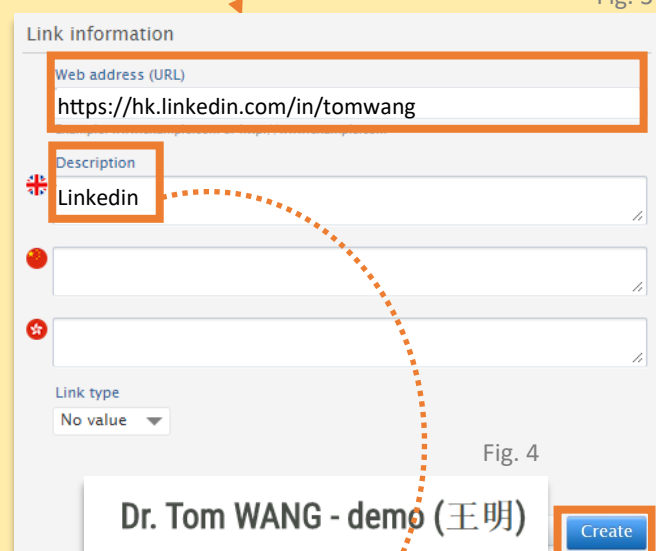
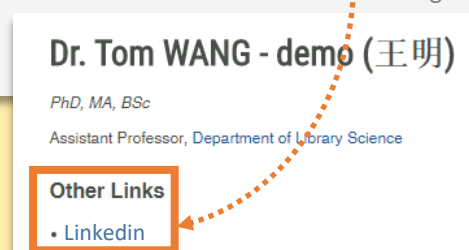




Fig. 4



### Adding/updating personal details ...Cont'd

- **Add new/additional profile information**
  - Click **Add profile information** Fig. 5
  - Under **Type**, select the desired "attribute" (e.g. Biography, Teaching, etc.)
  - Find the text box with the  icon and fill in your desired content Fig. 6
- **Edit/remove existing profile information**
  - Click **Edit** next to the existing attribute
  - Find the text box with the  icon and edit the content there Fig. 6
  - To **remove** an attribute, click the **–** sign Fig. 5
- **Change the display order on portal**
  - Use **+** **–** to change the display order of the attributes on portal Fig. 5
  - Two attributes are displayed separately:
    - \* **Position(s) Available** is displayed as a separate tab on the portal Fig. 7
    - \* **Qualification (Brief)** is displayed right under your name on the portal Fig. 8

### Organisational affiliations

- Data error or update, if any, should be reported to [esu-scholars@cityu.edu.hk](mailto:esu-scholars@cityu.edu.hk)

### Position(s) available

- For **Willingness to take PhD students**, the portal will only show the "Yes" choice Fig. 9
- Provide more information as instructed if your choice is "Yes"

### Person expertise

- Click **Add person expertise** to enter your **Area of expertise** Fig. 10
- For **Willingness to talk to media**, the portal will only show the "Yes" choice Fig. 10
- Click **Create** Fig. 10

### 3. Save your profile

- Click **Save** to save your profile

### 4. View your profile on portal

- At CityU Home page, under "Quick Links", select "CityU Scholars". Click **Explore CityU Scholars** and search for your name under "Researchers" to find your profile

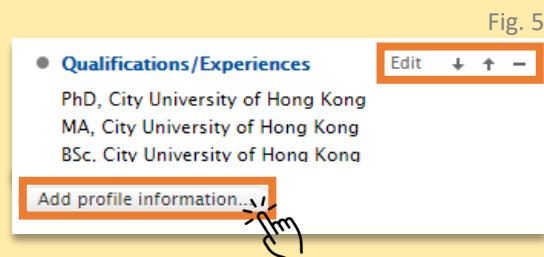


Fig. 5

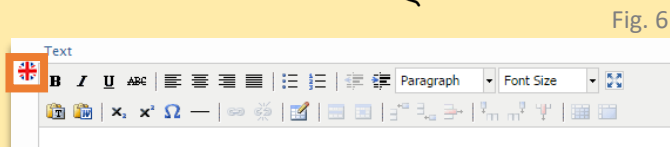


Fig. 6

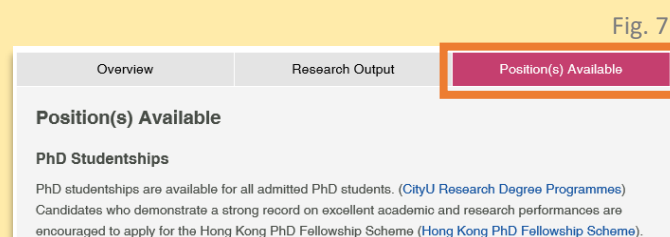


Fig. 7



Fig. 8

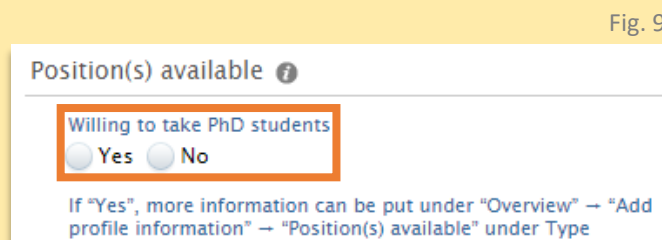


Fig. 9

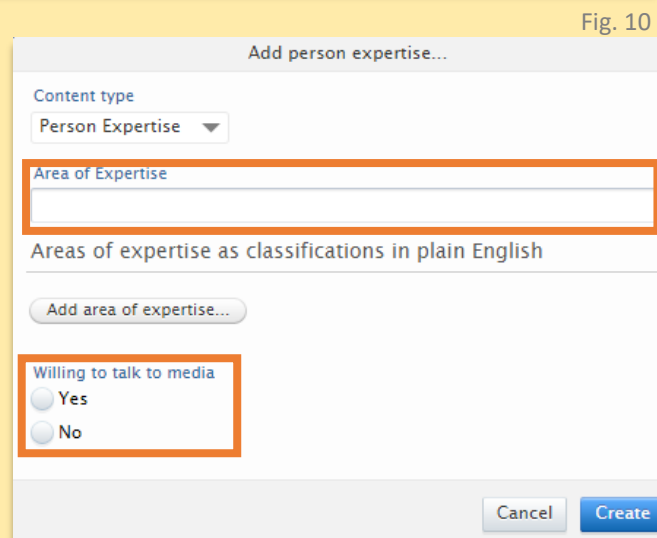


Fig. 10

**Got questions?**  
**Need help?**



Email: [lbscholars@cityu.edu.hk](mailto:lbscholars@cityu.edu.hk)