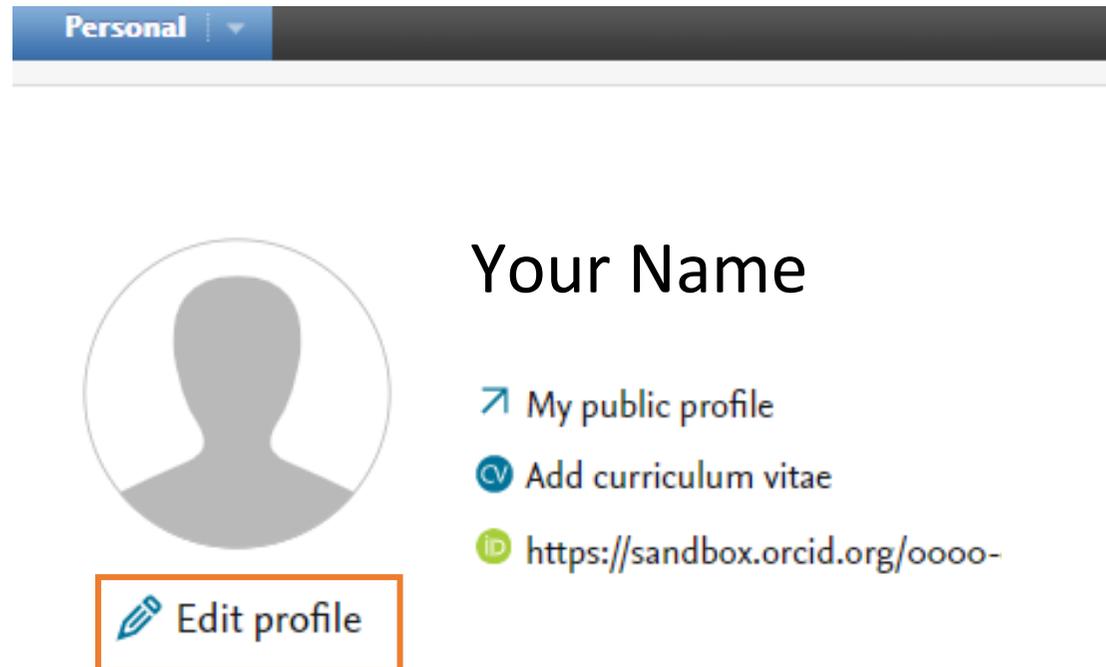


1. Log in to Pure with your University Login (formerly EASE) at <https://www.pure.ed.ac.uk>

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

3. Click on **Edit Profile**.



The screenshot shows the 'Personal' tab selected in a navigation bar. Below the navigation bar, there is a circular placeholder for a profile picture. To the right of the placeholder, the text 'Your Name' is displayed. Below the name, there are three links: 'My public profile' with an external link icon, 'Add curriculum vitae' with a CV icon, and an ORCID iD link 'https://sandbox.orcid.org/oooo-'. At the bottom of the profile section, there is a button labeled 'Edit profile' with a pencil icon, which is highlighted with an orange border.

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.

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

## Positions outside of the institution

### External positions

[Add External Position...](#)

### Add External Position

#### Appointment

#### External Organisation

[Add external organisation...](#)

#### Start Date

Year	Month	Day
<input type="text"/>	<input type="text"/>	<input type="text"/>

#### End Date

Year	Month	Day
<input type="text"/>	<input type="text"/>	<input type="text"/>

Cancel

Create

### Add external organisation

Search

[Create new](#)

*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  
2005 → 2010

Edit -

Lecturer, University of Glasgow  
2001 → 2004

Edit -

Add External Position...

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

