There are eight steps to this researchers guide to editing profile information. They are:

Step 1: Login to Pure RMS
Step 2: Check Basic Information
Step 3: Checking Profile Information
Step 4: Add Links To External Site
Step 5: Add Profile Information
Step 6: Discipline Assignment
Step 7: Enabling Automated Search
Step 8: Saving and Logging Out

Click on any of the above sections to take you directly to the section.

https://goto.mq.edu.au/myresearch
To log into Pure RMS go to the web address provided to the right.

The system uses MQ OneID and therefore login should be successful with your normal OneID and password.

If you cannot login please email the address below rms.support@mq.edu.au

https://goto.mq.edu.au/myresearch
Please check that the phone number, email and position listed on the main screen are correct.

Select the Edit profile button to generate a pop out screen with more detailed profile information.

If there are any errors please email the address below with your MQID, the error in the profile data and the correction.

rms.support@mq.edu.au
Pure Research Management System Checking Profile Information

Step 3: Checking Profile Information

Check the information contained in the Personal identification pop out page including First name(s), Last name, Nationality and Legal Title.

If there are any errors please email the address below with your MQID, the error in the profile data and the correction.

rms.support@mq.edu.au

Use the “Add file” button under Profile photos to add a photo which will appear in the publicly accessible portal as well as on your login page.
Step 3: Checking Profile Information

The Pure project team is currently refining the way HR data is displayed in the system.

Please do not review HR data in Pure at this time.
Step 4: Add Links To External Sites

Use the “Add link” button under Links to add links to your personal website, other academic profiles and/or lab website.

Clicking the arrow next under Link type will open a dropdown menu with a choice of external websites you can link to, for example your Google Scholar profile.

Choose the appropriate one and then enter the URL link to the site and a description if necessary.

Finally hit “Create” to finalise the link.

To add additional links repeat the above process as needed.
Step 5: Add Profile Information

A personal profile can be added to your profile.

To do this, scroll down the page to the Curriculum and research description section. Then click the “Add profile information” button below that.

This will open a new popup where you can type or paste your desired information. Clicking the full screen button, to the far right side of the screen, will let you access the full functionality of this section.

Once in full screen mode you can right click on the text box to insert images. Note that images can only be added in full screen mode.

Once you have finished, click the full screen icon to exit full screen mode, and then click “Create” to save your work.
Step 6: Discipline assignment

Next, scroll further down the page to the Discipline assignment heading and the Add field of research button underneath.

Clicking this will open a new section where you need to add the field of research and % apportionment. If more than one field of research is added then the % apportionment will need to add up to 100%.

Adding the field of research is done by clicking the Add field of research button which will bring up a new window. From here either use the search bar at the top of the window or the expanding list below to find the field you require.
Pure Research Management System Checking Profile Information

Step 6: Discipline assignment

Adding the field of research is done by clicking the Add field of research button which will bring up a new window.

From here either use the search bar at the top of the window or the expanding list below to find the field you require.

After making your selection, you will be returned to the previous screen, this time with the Field of research entered.

Remember to add the % apportionment and then hit "Create" to finalise your entry.

Fields you have added can be edited or deleted via the buttons to the right of the entry.

If you need to add additional fields of research, repeat the above process as required.
Pure Research Management System Checking Profile Information

Step 7: Saving and Logging Out

Once you have finished adding all the information to your profile, select “Save” in the bottom left corner of the pop out window to save your changes and return to the main profile.

In the main screen select the “Log out” button in the top right hand corner of the screen to log out of the system.