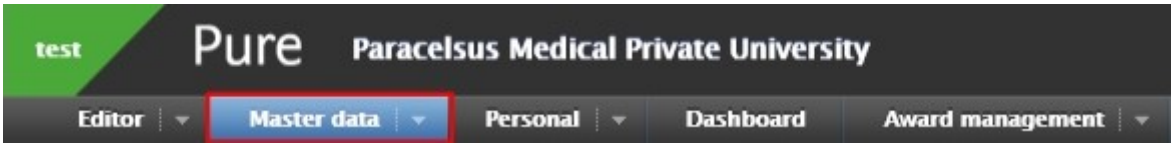
3.2. Persons

When a new employee starts to work at your organisation, they need to be registered in PURE.

To create a new Person:

1. Click on *Master data* in the header:



2. Select *Persons,* and then click on the  button:

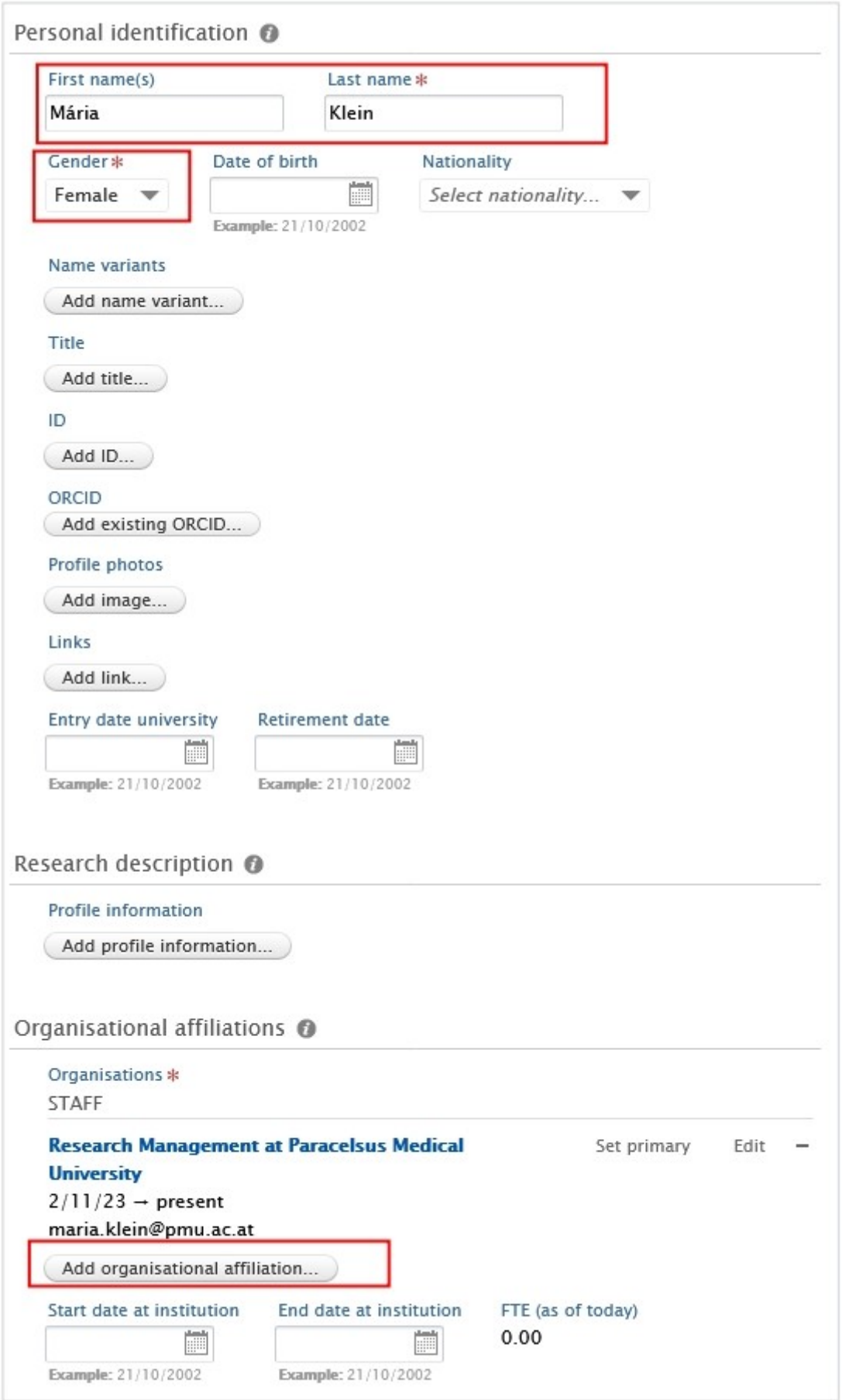


3. In the Person *editor* window, you need to enter the relevant information about the Person:

    1. **First name(s) and Last Name:**
       Fill in the first name(s) and the last name.

    2. **Gender:**
       Select the gender from the list.

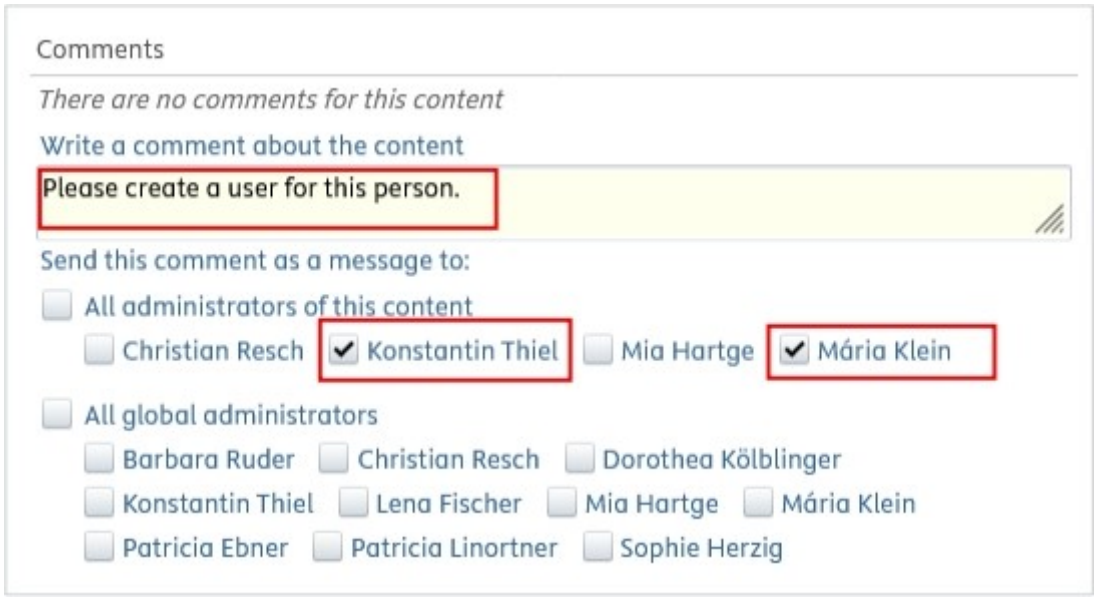
    3. **Organisations:**
       Click on the *Add organisational affiliations* to register to internal organisational affiliation(s) of the person. Fill in the **start date** at the institution and register the **e-mail address** of the new employee.



4. Click on *Save*.

> In the next step, please notify RM by writing a short**comment** on the record **or** via **e-mail** pure@pmu.ac.at with a request to create a user for the person.

Here is an example of writing a comment:



> Please make sure to **check the boxes next to the names of the admins**, and don't forget to click ***Save*** at the bottom of the window.

Once the user account has been created, a new employee with a **@pmu.ac.at** email address registered in their personal profile can log in to PURE via https://my.pmu.ac.at/ by clicking on the PURE icon.

Employees with **@salk.at, @klinikum-nuernberg.de e-mail addresses** receive their username and password via email and can log in via the following link: https://PURE.pmu.ac.at/admin/login.xhtml.

After that, the person can edit their profile—for example, by adding education/qualification details, positions outside the institution, and more.

Active vs not active persons:

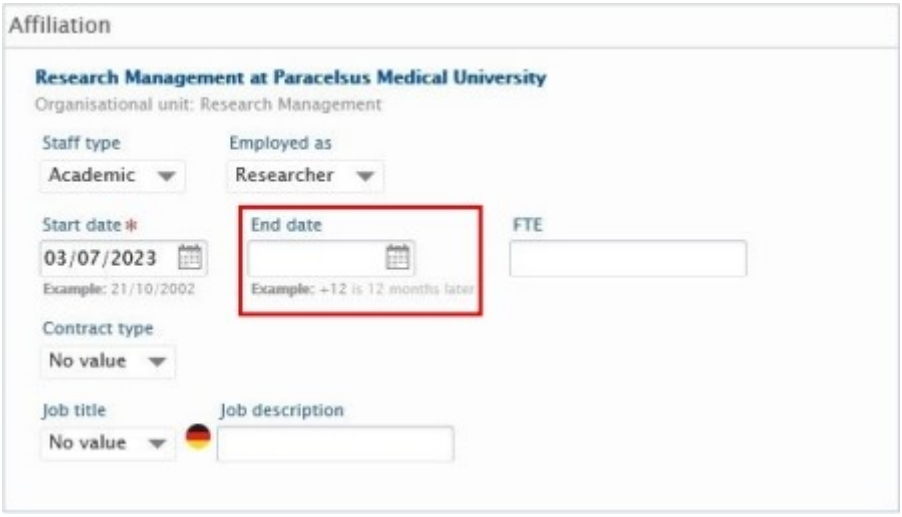
To directly check the **active** versus **not active persons** of your organisational unit, please refer to “Persons” tab:



To update data (such as the end date at the organisational unit) to a Person's profile:

1. Search for the Person.

2. Modify their data in the Editor window. For example, fill in the End date at the organisation unit:



To **change the e-mail address of a Person required for PURE login** or to **add another internal organisation unit affiliation** to the Person's profile, please contact **RM** at pure@pmu.ac.at.

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