I want to change my name in Pure; it is spelled incorrectly, and/or it has spelling variants, which prevent my research from being matched in the on-line search. How can I fix this?

Name variants

The name(s) you see in your person profile are synced from the HR department. If there are any errors in your name, please contact them to fix this. In Pure we use different types of names:

- **Base name (synced)** - standard name to search on and display in Pure and on the TU/e website.
- **Default publishing name (user editable)** - When you add a new publication in Pure, this will be the default name entered in the author field. If you'd like your author name different from your HR name, please change this field. See also the search engine remark below.
- **Former name (user editable)** - a former name.
- **Known as name (user editable)** - In this field a preferred displayname can be entered. This name will be then used as display name throughout Pure, and will also be shown on the TU/e website (overriding the base name).
- **Portal sort name (synced)** - sort name when displaying lists on portal or website. This is to overcome issues with Dutch last name prefixes like "van der Veen" which needs to be sorted on "Veen".
- **Birth name (synced)** - also know as maiden name.
- **Variant name (user editable)**: This field is used when your name has multiple spelling variants (e.g. Russian/English). This makes it easier to be found in Pure.

By default we synchronize first- and lastname from the HR system. If no first name is present, initials are used.
Pure also creates a portal sort name variant to enable sorting on last names without prefixes. This variant cannot be edited. The default name is shown in search results:

If you'd like to change your name as it is displayed in Pure and on the TU/e website, please add the "known as" variant:
When a known as variant is present in your profile, this will be used in search results:

![Search result for Walter White with known as variant](image)

When adding a person as an author to a publication, the default (synchronized) name is used by default:
If for instance you'd always like to have your name in initials as author, you can change the default name each time you add it to the publication. To avoid this, set up a default publishing name:
From now on, when adding your name as an author to a publication, the default publication name will automatically be presented (and is still editable).
The default publishing name is setup by default as initials + last name, but you can change it to your own preference.

**Author name display in publication lists on the Employee Pages**

The publications tab on the employee page lists publications. In this list, the author will be displayed as it is defined in the authors and affiliations section in the publication in Pure. This gives authors the flexibility of changing the name if needed, but in any case we advise to setup the default publishing name accordingly, so that each new publication receives the author display in the preferred way.

**Names in automated searching**

When you need to add name variants in order to make automated online searches work, this can be done when setting up the automated search:

1. Click the green "add new" button on the right of your screen
2. On the submission guide screen that appears, click on "set up automatic search"
3. From the list of online sources, activate the ones you'd like to download from.
4. The system will inform you that it will use all available name variants
5. If you need to add more variants that are only needed to assist in matching titles, click the "add name" button to add more spelling variants.

Please be aware that in the matching process for publication import, Pure shows you the name as it is stored in the online database, and the HR synchronized name from Pure. If you would like your name in a different presentation during the matching process, please set up a known as name. This will also help others in correctly identifying you when the publication import has been delegated to other staff for instance.

already available in your profile:

Names and search engines

Please note that although you can change the displayed author name in Pure, search engines index your name as it is found within full text publications that we store in Pure and make available to the internet. At all times make sure your name is as required inside the actual publication.

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