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SOURCE Account Set-Up Instructions | UCD Faculty, Staff & Students

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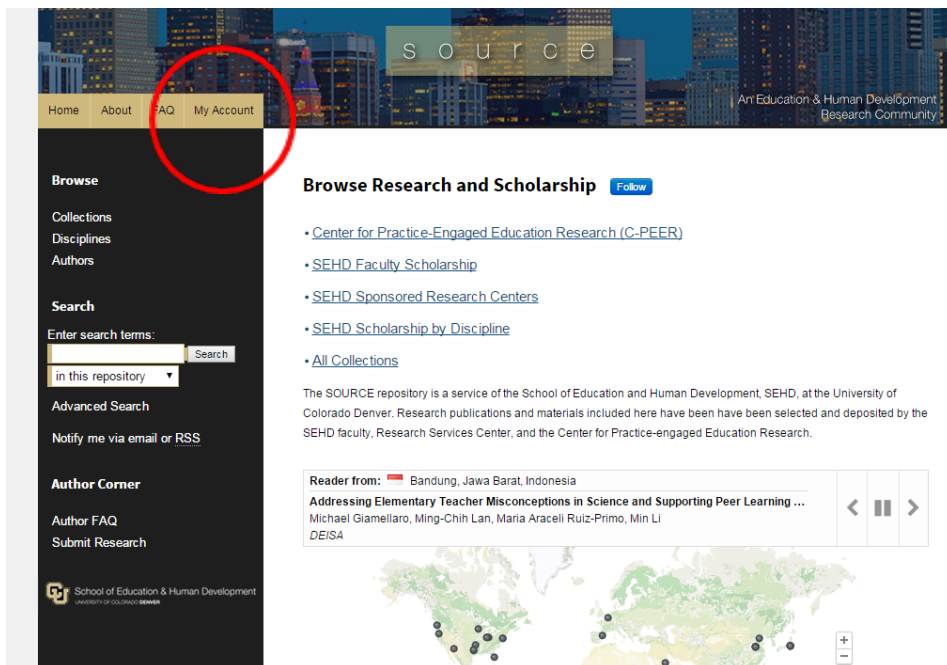
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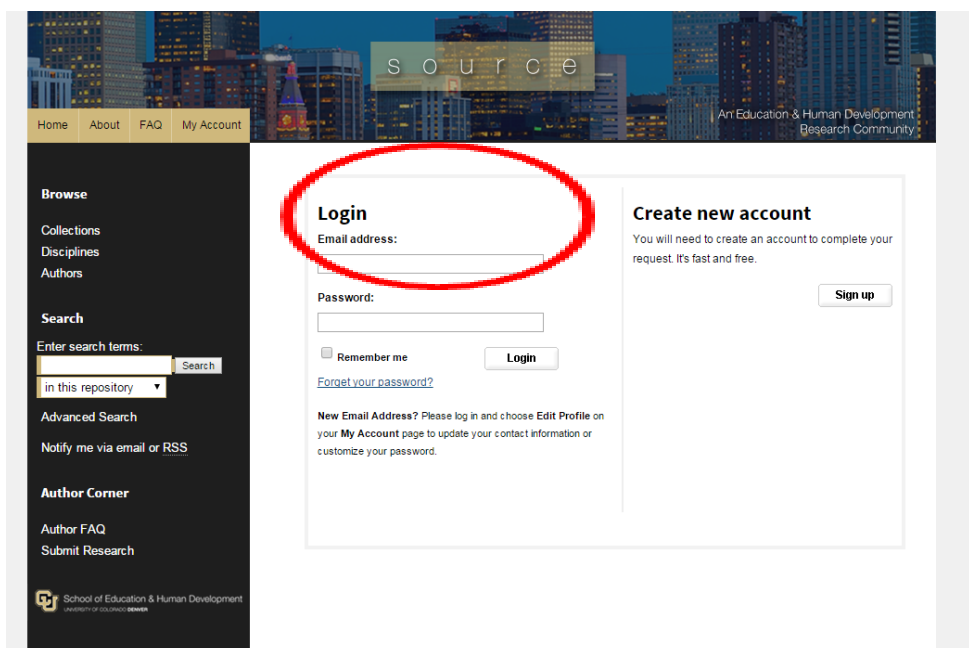
SOURCE Account Set-Up Instructions

If you already have a Digital Commons® account, you do not need to create a new one. If this is the case, please note that the email address associated with your account should be CHANGED to your UC Denver email address. You can do so by notifying Melissa M. Burrows [MELISSA.BURROWS@UCDENVER.EDU] or following the directions on pages 3-4 of this document.

- 1) Go to the [SOURCE website](http://source.ucdenver.edu/) [http://source.ucdenver.edu/]
- 2) Click on “My Account” on the top left gold navigation bar.



- 3) Enter your UC Denver email address in the “Email Address” field and click the **Login** button. *Do not enter anything in the password field.*



- 4) **Fill out the form** on the next screen and click **“Sign Up”**.

The screenshot shows a web page for creating a user account. The page has a dark sidebar on the left with navigation links: Home, About, FAQ, My Account, Browse, Collections, Disciplines, Authors, Search, Enter search terms, in this repository, Advanced Search, Notify me via email or RSS, Author Corner, Author FAQ, and Submit Research. The main content area contains the following text and form fields:

Please complete this form to create your user account. Use proper casing for names and institution as these fields may be displayed for publication purposes. Be press neither sells nor rents contact information to third parties.

You will receive an email confirmation shortly.

Required fields are marked with an *:

Email address *

First/Given Name *

Middle Initial

Last/Family Name *

Suffix

Institutional Affiliation **Not on list? Please enter name in full.**

Begin typing...

Password *

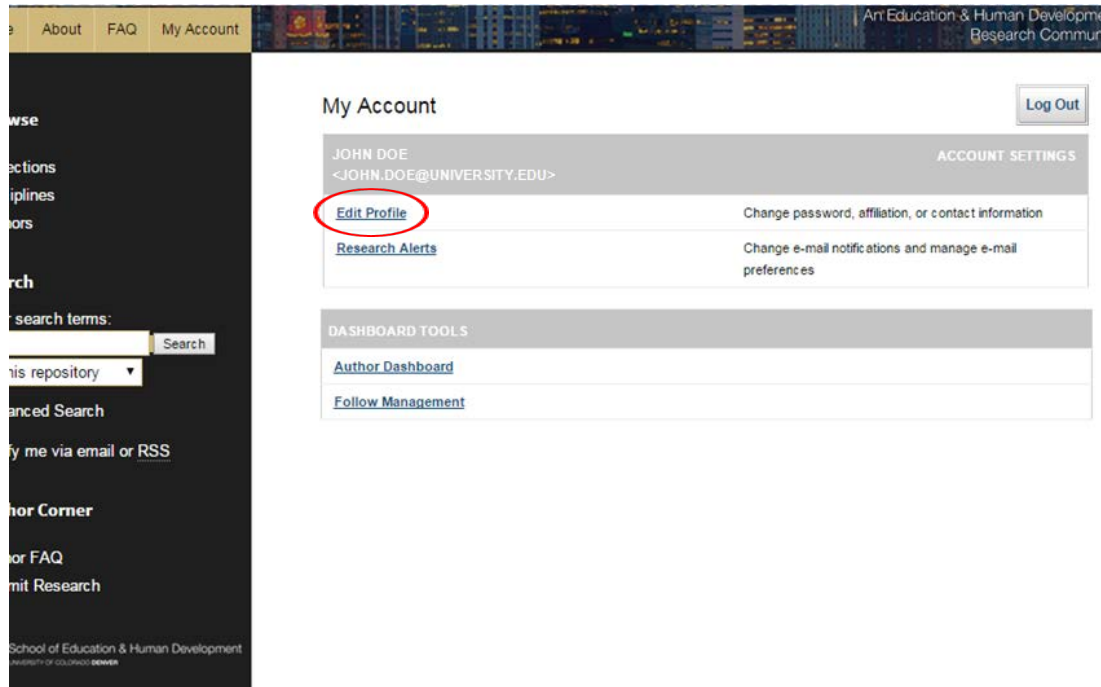
Re-enter Password *

- 5) You will then receive a confirmation email – **you must confirm your account by following the link in this email**. After confirmation, please return to the [login screen](#) and make sure you can login to your account.

For more information, questions or concerns, please contact **Melissa M. Burrows**, *SOURCE Repository Manager*, via email MELISSA.BURROWS@UCDENVER.EDU or at 303-315-0086.

Changing Your Email Address on A bepress Digital Commons® Account

- 1) [Login](#) to your bepress Digital Commons® account.
- 2) On your account page, click **Edit Profile**.



- 3) Once on the **Edit Profile** screen, update your email address in the *Email Address Field*.

Edit Profile

Account Parameters

new password

Please note: if you change your password, you will have to log in again using the new password.

About You

Email address	<input type="text" value="john.doe@university.edu"/>
First/Given Name	<input type="text" value="John"/>
Middle Initial	<input type="text"/>
Last/Family Name	<input type="text" value="Doe"/>
Suffix	<input type="text"/> (e.g.: "Jr.")
Institutional Affiliation	<input type="text" value="University Name"/> (e.g.: "University of California, Berkeley")

- 4) After you have entered your new email address, click **Update**.

Edit Profile

Account Parameters

new password

Please note: if you change your password, you will have to log in again using the new password.

About You

Email address

First/Given Name

Middle Initial

Last/Family Name

Suffix (e.g.: "Jr.")

Institutional Affiliation (e.g.: "University of California, Berkeley")

- 5) You should see a "**Modified**" notification at the top of the page under *Edit Profile*.

Edit Profile

Modified

Account Parameters

new password

Please note: if you change your password, you will have to log in again using the new password.

About You