CREATING A “SCHOLARS’ OPEN ARCHIVE” ACCOUNT IN SELECTED WORKS

1. Create Account
To create a profile, sign up or login:

1. Go to http://uvu.works.bepress.com/
2. Click Create Profile (left side bar under For Authors)
3. Fill out the form on the corresponding page
4. Click Create Account. An email with an account activation link will be sent to your email address
5. Click on the Confirm Account link in the confirmation email

2. Create Profile
One you click on the Confirm Account link, it will take you directly to your account. Fill out the Build your SelectedWorks form:

- Choose a profile URL
  - This cannot be changed once your profile is created. Use default or edit as necessary.
- Select Discipline
  - Enter term in browse field to quickly search or drill down in the list. Check box to select.
- Enter Institution
  - Start typing and then select from default list “Utah Valley University”.
- Choose Organization
  - Enter an organization if applicable.
- Choose Position
  - Select from down list.
- Enter Position Title
  - For example, “Professor of Law”.
- Click Create Profile
  - Make sure “I agree with the Terms of Service” is checked.

3. Notify Catherine McIntyre, SOA Administrator, that you’ve created an account. She will enable your visibility in the Author Gallery and Expert Gallery. Her email is mcintyca@uvu.edu