Creating an Account

Creating an account in IUPUI ScholarWorks will allow you to:

1. Subscribe to specific Collections, meaning you will be able to sign up to receive email updates whenever a new item is added to a specified Collection.
2. Gain extended privileges to IUPUI ScholarWorks if needed. For example a person may be given permissions to submit an item to IUPUI ScholarWorks or a person may be given more administrative level privileges such as the ability to approve a submitted item or the ability to create a Collection within IUPUI ScholarWorks.

What you will need to complete this registration:

1. A computer with internet access.
2. An email address/account. Any email account will work. It can be a university affiliated email account or a personal account.
3. Users with an IU account can login with their IU credentials at any time with IU CAS. As an IU user, the first time that you login an account will be created for you. A librarian will contact you to assign your account uploading privileges, if desired.

STEP 1 (for non-IU users)

Go to the IUPUI ScholarWorks homepage at: https://scholarworks.iupui.edu/

Click on Register.
STEP 2 (for non-IU users)
Enter your email address and click Register.

STEP 3 (for non-IU users)
You will receive the following notification.
STEP 4 (for non-IU users)

Login to the email account under which you completed the registration. In your inbox you should have an email similar to the one below.

Open this email. You will find a brief message with a link that will lead you back to IUPUI ScholarWorks and will allow you to set the password for your IUPUI ScholarWorks account. Click the link included in the email.

To complete registration for an IUPUI ScholarWorks account, please click the link below:

https://scholarworks.iupui.edu/register?token=91208144d23d88d7b6e0df1db5dcbe8

If you need assistance with your account, please email IUN-Lib-IDeA@exchange.iupui.edu.

The IUPUI ScholarWorks Team
STEP 5 (for non-IU users)

The link in your email will send you to the page below. Enter the necessary information and click

[Complete Registration].

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**ScholarWorks**

**Create Profile**

- **Identify**
  - Email Address: [email]

- **First Name:**
  - Name

- **Last Name:**
  - Name

- **Contact Telephone:**
  - Phone number

- **Language:**
  - English

- **Security**
  - Please enter a password in the box below, and confirm it by typing it again into the second box. It should be at least six characters long.

- **Password:**
  - Password

- **Retype to confirm:**
  - Repeat password

[Complete Registration]
You will receive the notification below.

STEP 6

If you would like to submit an item to IUPUI ScholarWorks or gain administrative level rights to IUPUI ScholarWorks, please contact your librarian or IUPUI ScholarWorks at: digschol@iupui.edu.