

## 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**.

**INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS**

# ScholarWorks

Search articles, posters, and other scholar wor

- What is ScholarWorks?
- Upload Your Work
- Get Help
- Statistics

### What is ScholarWorks?

ScholarWorks shares over 5,000 articles, posters, reports, theses, educational materials and historical documents submitted by members of the campus community.

Use ScholarWorks to find readers for your work, get cited, and share knowledge. [Learn more](#) about this service.

### Communities in IUPUI ScholarWorks Repository

Select a community to browse its collections.

- [Center for Service and Learning](#)

**My Account**

- [Login](#)
- [Register](#)

## STEP 2 (for non-IU users)

Enter your email address and click [Register](#).

The screenshot shows the 'New user registration' page on the IUPUI ScholarWorks website. At the top is a dark red header with the IU Psi logo and the text 'INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS'. Below the header is the 'ScholarWorks' title and a search bar. A breadcrumb trail reads 'IUPUIScholarWorks Repository → New user registration'. The main heading is 'New user registration', followed by a progress bar with three steps: 'Verify Email' (highlighted in green), 'Create Profile', and 'Finished'. Below this, a paragraph explains that users register to receive email updates and submit items. An 'Email Address:' field is present with a note that the address will be used for login. A 'Register' button is at the bottom left. On the right, a 'My Account' box contains links for 'Login' and 'Register'.

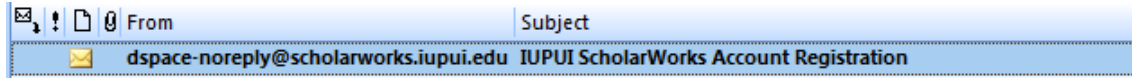
## STEP 3 (for non-IU users)

You will receive the following notification.

The screenshot shows the 'Verification email sent' page on the IUPUI ScholarWorks website. It features the same dark red header with the IU Psi logo and 'INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS'. The 'ScholarWorks' title and search bar are also present. The breadcrumb trail is 'IUPUIScholarWorks Repository → New user registration'. The main heading is 'Verification email sent', followed by a progress bar with three steps: 'Verify Email' (highlighted in green), 'Create Profile', and 'Finished'. Below this, a paragraph states that an email has been sent to '[email address]' with a special URL and instructions. A 'Register' button is at the bottom left. On the right, a 'My Account' box contains links for 'Login' and 'Register'.

#### 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=91298144d23d88d7b61e0df1db5dcb66>

If you need assistance with your account, please email [IN-ULib-IDEA@Exchange.IUPUI.Edu](mailto:IN-ULib-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](#)



INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS

# ScholarWorks

[IUPUIScholarWorks Repository](#) → [New user registration](#)

## Create Profile

[Verify Email](#) → [Create Profile](#) → [Finished](#)

### My Account

[Login](#)  
[Register](#)

### Identify

**Email Address:**

**First Name:**

**Last Name:**

**Contact Telephone:**

**Language:**

English ▾

### Security

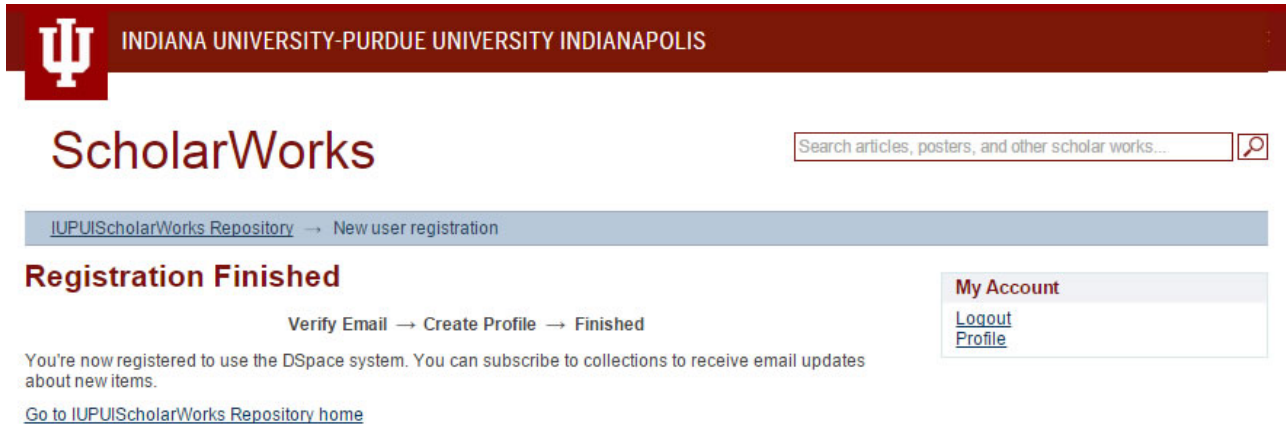
Please enter a password in the box below, and confirm it by typing it again into the second box. It should be at least six characters long.

**Password:**

**Retype to confirm:**

[Complete Registration](#)

You will receive the notification below.



The screenshot shows the top navigation bar of the IUPUI ScholarWorks website. On the left is the IUPUI logo (the Greek letter Psi) and the text "INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS". To the right is a search bar with the placeholder text "Search articles, posters, and other scholar works..." and a magnifying glass icon. Below the navigation bar is a breadcrumb trail: "IUPUIScholarWorks Repository → New user registration". The main heading is "Registration Finished". Below this heading is a progress indicator: "Verify Email → Create Profile → Finished". A message states: "You're now registered to use the DSpace system. You can subscribe to collections to receive email updates about new items." Below the message is a link: "Go to IUPUIScholarWorks Repository home". On the right side of the page, there is a "My Account" menu with two options: "Logout" and "Profile".

## 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](mailto:digschol@iupui.edu).