Creating a Collection

What will this document help you do?

1. Establish a new Collection within a Community within IUPUI ScholarWorks.

What you will need to create a Sub-Community or Collection in IUPUI ScholarWorks:

1. A computer with internet access.
2. Access to an IUPUI ScholarWorks administrative account. Contact digschol@iupui.edu if you have questions regarding this administrative account.

STEP 1a OPTION IU LOGIN

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

Click on Login
Click on **IU login (CAS)**

You will be taken to the Central Authentication Service (CAS). Type in the same IU username and passphrase that allows access to One.IU and hit **Login**.
STEP 1b OPTION NON-IU AFFILIATE LOGIN

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

Click on Login

Click on Non-IU affiliate login
Use the IUPUI ScholarWorks account credentials to login.

Click **Sign in**
STEP 2

You should see the page below. Click on the name of the community to which you have received administrative rights. Scroll down if necessary.
STEP 3 You will see a page similar to the following. To create a Collection, click Create Collection.
STEP 4

You will now be asked to provide information about the Collection. Fill in as much information as you deem necessary for the users of your collection (e.g., mission statement, contact information, etc.). Then click on Create.
STEP 5

After pressing the Create button, you should see the following screen. You will be able to assign workflow roles. Beside each role is an explanation for that function.

Click on **Create** to add members to that role. Members may be added individually or in groups (if a group has been created).
a. Search for the person you would like to add

Search members to add: [E-People... Groups...]

b. Once the appropriate person is found, click the Add button next to their entry

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>165</td>
<td>Jere Odell</td>
<td><a href="mailto:jodell@iupui.edu">jodell@iupui.edu</a></td>
</tr>
</tbody>
</table>

The status will read [pending] next to the person’s name.

d. Click the Save button at the bottom of the screen to save the new addition.

e. When you have completed all of your required steps, click on the Return button and your workflow process will be established.