Creating a Sub-Community

What will this document help you do?

1. Establish a new Sub-Community within a Community in 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

![ScholarWorks homepage](https://scholarworks.iupui.edu/)

**Communities in IUPUI ScholarWorks Repository**

Select a community to browse its collections.

- Center for Research and Learning
- Center for Service and Learning
- Center for Translating Research Into Practice (TRIP)
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 administrative 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 Sub-Community, click Create Sub-community.
STEP 4

You will now be asked to provide information about the Sub-Community.

Fill in as much information as you deem necessary for the users of your sub-Community (e.g., mission statement, contact information, etc.). Then click on Create.
STEP 5

You will then be taken to a screen where you will have the option to make changes by selecting Update; decide to erase the community by selecting Delete community; or keep the information by selecting Return.

Clicking on the Return button will save and establish the new sub-community and take you back to the Communities page where you will see the new sub-community listed below the Top-Level Community.