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Accessing Pivot and Managing Your Profile

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Today's Agenda

- Overview of what Pivot is

- Learn how to create an account and log in

- Learn about profiles:
  - How to claim one and why you should claim a profile
  - How to "suggest a scholar"
  - How to update your profile

What is Pivot?

- Pivot brings funding opportunities and scholarly profiling systems together in one integrated package
    - Access to over 26,000 funding opportunities
    - Approximately 3 million profiles from around the world
- Suggests potential funding opportunities for you based on your Pivot profile (harvested and maintained by Pivot editors)
- Gives you one place to manage and track funding of interest

Accessing Pivot

- The URL for Pivot is http://pivot.cos.com
- If we have your IPs enabled you will be able to do some basic searching without logging in but you will not be able to:
  - save funding opportunities
  - share searches or search results
  - set up funding alerts
  - view funding opportunities suggested by the Pivot Advisor
- To log in you can use your existing username and password
- If you don't have one, you can easily create one (Click on Sign up)

Accessing Pivot

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- Users will be sent a confirmation e-mail to the specified e-mail address with a link that they will need to click to get full Pivot access
  - *Note: The user's e-mail address must match the specified e-mail domain listed for your school*
  - *Note: The user's e-mail address will also be his or her username when logging in to Pivot*

Accessing Pivot

A Pivot confirmation e-mail

Updating Basic Account Info

To update basic account information click "Account details" under the arrow next to your name.

Claiming a Profile

- If a you have a profile in Pivot, you will want to connect that profile to your account, or "claim your profile"

- Claiming a profile allows you to see the Advisor on your home page and also update your profile

- When logging in, if you see a "Your Profile" link under the arrow next to your name your profile has already been claimed. If you see a "Claim your Profile" option it has not been claimed

A Claimed Profile

An Unclaimed Profile

Claiming a Profile

Click the 'This is me' button if you see a profile that is yours. (You might need to include "Outside Institutions" when you are looking for your profile. If you don't see your profile click "Suggest a Scholar")

Claiming a Profile

Pivot will display the email address we have on file for your profile. If the email displayed is still valid, you simply select it. If you no longer have access to the email address, there is an option to notify us of this change and you will fill out a form requesting "Manual Verification" which we will review and validate.

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COS Scholar Feedback: Email Verification

To verify that you are **Aaron Adams** and should have access to edit this profile, please select a current email address from the list below and then click the "Next" butto

We will be sending a verification email to the email address you select - be sure to select an email that you currently use.

If more than one of your current email addresses is in the list, pick the email you use most frequently.

- ⊙ aadams3@iit.edu
- ⦿ I no longer have access to any of the above email addresses.

Next

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Claiming a Profile

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COS Scholar Feedback: Request access to edit your profile

Since we were unable to send you a verification email, we will need to manually verify that you are **Aaron Adams**.

Fill in the form below and click the "Register" button to provide us with your current information so that we can verify your identity. We will then send you an email with access to edit your CO

* Name: Aaron   James   Adams
* Affiliation: Start typing to see affiliation list
Homepage: http://www.example.edu/department/~person/index.html
* Email: aaron.adams@case.edu
Phone: (555) 555-5555 ext. 123
* Country: Start typing to select your country
Comments:

Register

You will be able to complete information about your current affiliation including Institution, School, Department and contact information.

Claiming a Profile

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COS Scholar Feedback: Confirmation

The request to edit the selected profile is sent to the editorial team. Once approved you will receive an e-mail confirmation and you will see the "Your Profile" link into the drop down menu next to your name in the upper right hand corner of your Pivot Home Page.

Your request to edit this profile has been sent to our editorial team for approval.

You will receive a response once your request has been processed. If you need to contact us you can send an email to our **HelpDesk**.

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You will be able to complete information about your current affiliation including Institution, School, Department and contact information.
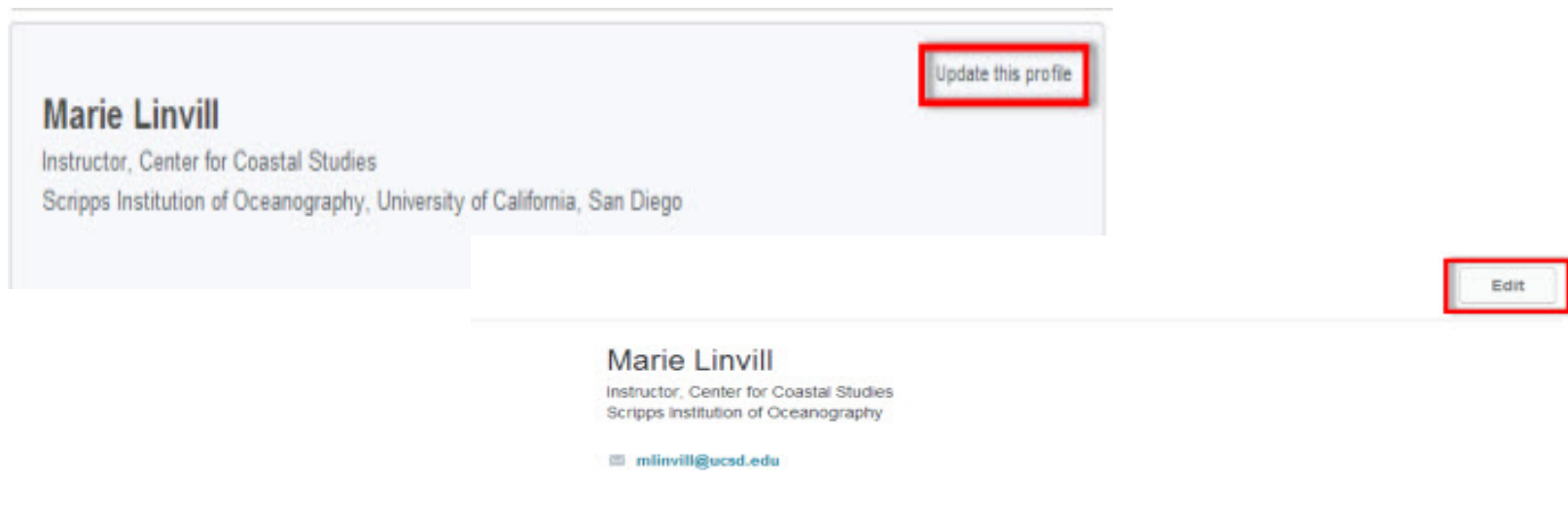
Who is Included?

- **Profiles** are created for faculty members listed on University academic department websites. If department websites are unavailable, or if no faculty are listed on a department's website, faculty profiles will be created based on the data available.

- **Profiles** are created for part-time and adjunct faculty and in some instances, graduate students. Pivot takes an inclusive approach to creating profiles.

- If you feel someone should have a Pivot profile, you can submit a request (***Suggest A Scholar***).
  - Approx. 2 week turnaround to add new profile

Updating Your Pivot Profile

- If you have pertinent information you need added or or changed in your profile, you can make certain updates or additions on your own.   Keeping you profile up-to-date enhances the quality of matches made by the Pivot Advisor

- You can attach certain types of files that Pivot will index and make searchable until the information is confirmed and added to your profile.

- Updates are visible immediately!

Updating Your Pivot Profile

- Navigate to your claimed profile in the Profiles area of Pivot

- Click on the "Update your profile" link in located to the right of your name on your profile page

- You are taken outside Pivot to our profile editing system – click "edit" to continue

Updating Your Pivot Profile

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You can currently update the following sections of your profile:

- Name
- Email address(es)
- Webpages (with publications, CV or other information)
- ORCID id (***Note:*** ORCID ids will not be immediately visible in your profile. They will be visible at a later date)
- ISNI
- Expertise
- Affiliations (both past and present)
- Education
- Keywords
- Languages
- Associations
- Honors

- Publications are updated through our linking process. You cannot currently update your publications, however, you can link to a publication page on your website. Any publication or CV links you add are indexed and searchable (as are webpages).

Lets Take A Look…

Questions?

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- Help and FAQs available by clicking the Help button within your Pivot account

- Upcoming webinars and recorded sessions are also available in the Help area of your Pivot account or directly at www.proquest.com/go/webinars-pivotusers

- Videos are available with in the various sections of Pivot or at You Tube: www.youtube.com/proquestpivot

- Pivot Tech Support is available
  Eastern Time Zone:
  Monday – Thursday: 8:00 am – 11:00 pm ET
  Friday: 8:00 am – 8:00 pm ET
  Saturday: Email only
  Sunday: 2:00 pm – 11:00 pm ET

  – email: pivot.support@proquest.com
  – phone: +1. 800-521-0600 ext. 74440 or +1.734-997-4440
Thank you!