



Accessing Pivot:

Creating a Pivot account is easy - users can go <https://pivot.proquest.com>, click “Sign up” in the upper right of the screen (see Image 1 below)

There are two ways in which to create your account (see Image 2 below)

- 1) When creating an account select “Use Institutional Login Credentials”, select Central Michigan University and then use your global ID and password to create your account; OR
- 2) Click “Use Email Address/Create Password” and follow the instructions.

Image1

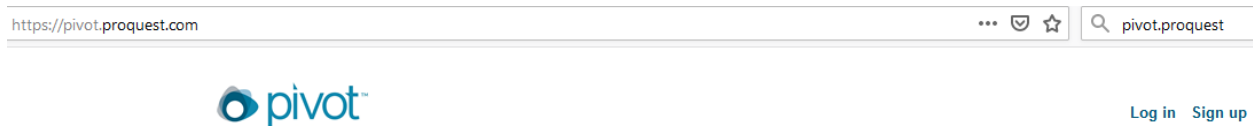
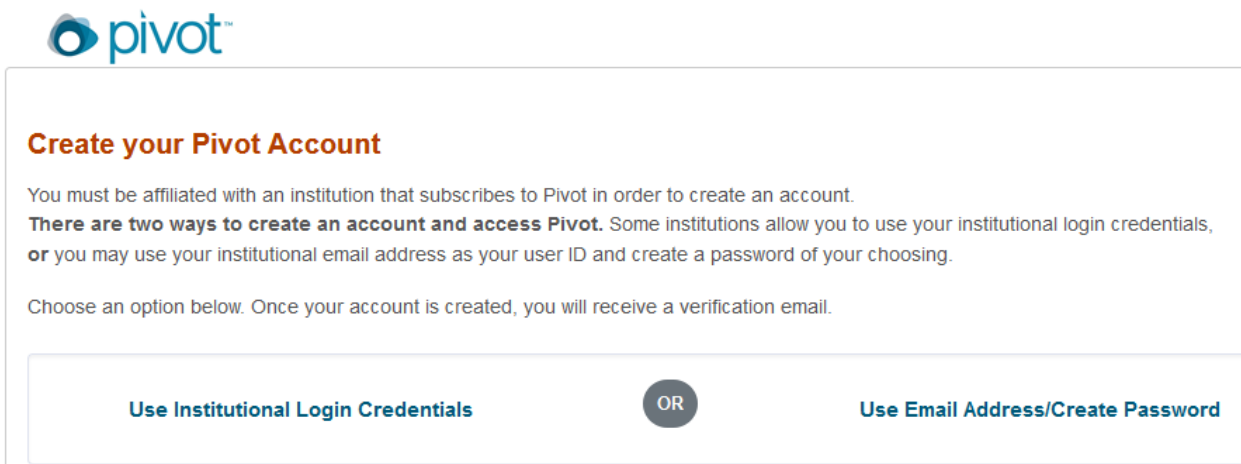


Image 2



All users can log in at <https://pivot.proquest.com> with a Pivot username and password anytime, anywhere. Logging in this way will take the user to his or her Pivot homepage. From their homepage, they can manage active or tracked funding opportunities, saved searches, shared opportunities, etc., and start searching for funding or scholars. Username and password access is necessary when a) a user is off-campus, or b) when a user needs to save a funding record or funding search.

Claiming or Creating Your Profile

Researchers have a profile, which is a user identity associated with publications and funding opportunities. Researchers who claim their profile receive automated funding recommendations based on the content and preferences in your profile. After you configure your profile, you are able to get

personalized funding recommendations targeted to your research interests. For more information about profiles, see [Pivot Profiles](#).

It is expected that Pivot users will also have profiles. The benefits to having a profile are:

- Managing information – Ensuring that the information associated with your research publications and funding opportunities is accurate and up-to-date.
- Advisor recommendations – These are based on your profile keywords.

To claim a profile:

After you create an account and log in for the first time, Pivot automatically searches for your profile and prompts you to claim your profile. If you do not claim a profile when creating your account, you can do so at a later time, by following the procedure below.

1. Select Claim profile in the user menu. Pivot displays a list of potentially matching profiles based on your account information, if it can find any.
2. If you see the correct profile, select This is me in the profile row.
 - If the email on the profile you are claiming matches the email on your Pivot account, Pivot sends a confirmation with a verification URL to your email. Open the verification URL to claim the profile.
 - Otherwise, Pivot asks you to confirm that you still have access to one of the email addresses in the profile before sending the message.
 - If you do not have access to one of the emails in the profile, select this. Pivot displays a form to request access to the selected profile. The information you submit is reviewed by Ex Libris. Once validated, Ex Libris updates the profile and sends you the message with the verification URL.

To create a profile:

1. Select Claim profile in the user menu. Pivot displays a list of potentially matching profiles based on your account information, if it can find any.
2. Select Create Your Profile and select Continue in the confirmation dialog box. The Create Your Profile page appears.

Create your Profile

1 — 2 — 3

We will create your profile for Pivot using the name:
Ilana

Have you published under any other names?

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3. Follow the on-screen steps to create your profile. When you are done, select Return to Pivot. The current tab/window closes and Pivot refreshes, displaying your new profile.

The screenshot displays a user profile for 'Ilana', a Librarian at the Community of Science. The interface includes a top navigation bar with tabs for 'Funding', 'Profiles', and 'Papers Invited', along with a search bar and a 'Profiles' dropdown menu. The profile header shows the name 'Ilana' and a blue 'Edit Profile' button. Below the header, there is an 'Overview' tab and a section for 'Affiliations' listing 'Librarian, Community of Science'. On the right side, the 'Contact Details' section shows an email icon and the name 'ilana'. The 'Funding Matches' section highlights '500+ funding opportunities' and '59 funding opportunities for your department'. The footer contains links for 'Support/Help', 'About Pivot', 'Privacy', 'Terms of Use', 'Cookies', 'Accessibility', and 'Contact', along with logos for YouTube, 'Help improve Pivot ideaexchange', and a circular logo. A copyright notice at the bottom reads: '© 2018, ProQuest, LLC. All rights reserved. This page contains personal data. Please safeguard when downloading.'

To update your profile, see [Updating Your Profile](#). In particular, you may want to add:

- Keywords. Pivot's Advisor can only suggest funding opportunities if you have at least one keyword defined.
- Your publications, grants, and patents.
- A profile photo.