

## Creating an Account in [UST Research Online](#)

An account is required for submitting research to Research Online (RO).

An account is not required for browsing and searching the works deposited in UST's Research Online and those in other repositories that use the Digital Commons system from Berkeley Electronic Press.

However, having an account allows you to take advantage of several other RO features:

- Receive statistics about the usage of your deposited work.
- Save customized searches on topics of interest and receive email notification of new submissions that satisfy those search queries.
- Receive RSS feeds about newly deposited content in UST Research Online.

### **Users Currently Affiliated with UST** (those with a UST username and password)

If you are currently affiliated with the University of St. Thomas, a Research Online account has been created for you automatically. When you click on the **My Account** tab in the top navigation bar you will log in with your UST username and password. You can edit your account information once you are logged in.

### **Users Not Affiliated with UST**

You must set up your own Research Online account if you need or want one. It is free.

#### **Setting Up an Account**

1. To create an account click on **My Account** in the top navigation bar.
2. Then click on the **Sign up** button under **Create new account** and complete the form provided.
3. You will receive a confirmation email from Berkeley Electronic Press (bepress.com). Check your spam folder if the email does not arrive promptly in your in-box.
4. Click the link provided in the email to confirm and establish your account.
5. You may now log into Research Online using the email address and password you specified when setting up your account. You will be prompted to log in each time you attempt to submit research or to access your account.

#### **Maintaining Your Account**

On your account page you can make changes to the following:

- Password, email address, and personal information using the **Edit Profile** link.
- Saved searches and email preferences, using the **Research Alerts** link.

(revised Nov 2011)