

Managing Your Scholar Universe Expertise Profile:

To request a Scholar Universe login:

1. Click the 'Edit this Profile' link in the upper right corner on your Scholar Universe profile page. This will direct you to the Scholar Universe login page.
2. Click the Register button.
3. After clicking the Register button, you will be prompted to submit some basic information to help us ensure that you don't already have a registered account.
4. After you submit the information, you will need to confirm whether or not you still have access to the email address on your profile.
5. If you confirm that you have access to the email on your profile, you will receive an email to that address with a link to create your username and password.
6. If you do not have access to the email on your profile, you will have to submit some additional information that includes a current email address.
7. After submitting the additional information, the Scholar Universe editorial team will verify your information and add your current email address to your profile. You will receive an email with a link to create your username and password.

To request modifications or updates to your profile:

1. Please review your profile and note any errors or missing information.
2. Please note that only publications that have been definitively identified as yours and that are also in the databases mentioned above are included in the publications list in your profile (more details on publications below).
3. Requests for changes or updates are made through a "Scholar Feedback" feature and must be reviewed by COS staff, who will then manually enter the new information.
4. To access the Scholar Feedback feature, click the "Edit This Profile" button on your Scholar Universe profile page. If you are not already logged in, you will be required to enter your username and password.
5. The Scholar Feedback feature currently allows you to submit edit requests for the following fields:
 - Name
 - Email addresses (both current and past)
 - Webpages

- Degrees
- Affiliations (both past and present)
- Other (this is an open text box that allows you to provide additional feedback that you cannot submit through the above fields, such as research interests)

6. In order for the Scholar Universe system to find more of your publications, their staff suggests the following:

- Enter your prior institutional affiliations (particularly those at which you had publications)
- Enter prior email addresses
- Provide a webpage address which has your publications list and/or a link to your CV

Scholar Universe uses a matching algorithm for publications. A name match alone is not sufficient to link a publication to your profile, so providing additional information will increase the number of publications that can be definitively identified as yours.

7. In the Scholar Feedback feature, click on the appropriate tab (names, email addresses, etc), type in the information, then click "add."

8. Use the top box on the "Other Information" tab to note specific requests to remove/change items, and to provide a brief description of your research interests and expertise.

9. As you add information, a "Submit Changes for Review" button will appear in the upper right corner of the screen.

10. When you have filled out all necessary fields, click the "Submit Changes for Review" button. You'll be directed to a confirmation page.

11. There is an approximate two week turnaround time for the changes/updates you submitted to be viewable on your profile.