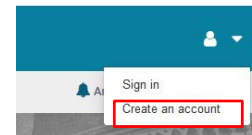


# Getting Started with Pivot-RP

# Create an Account

- You must 'Create an Account' to get started with searching Pivot-RP, saving searches, tracking opportunities, getting automated funding alerts and/or claiming and editing your profile.
- Depending on your entry point to Pivot-RP you will find the create account option on the login screen, home dashboard or in the upper right of any screen



Sign in to use Pivot-RP

[Forgot your password?](#)

Sign In

Use login from my institution

Create account

Funding Profiles Conferences Awarded Grants News

Announcements HELP

## Search for Funding

Search Funding Opportunities

Advanced Search

### Welcome, Please Sign In

[Create an account](#) or [sign in](#) to be able to track and share opps, save searches, get automatic alerts, edit your profile, view groups and more.

#### My Funding Opportunities

Sign in

#### My Profile & Groups

My Profile

### Tips & Resources

If you have questions, please [Contact Us](#).

The following tips and resources are available to help you:

- "How to" documentation: Visit the [Knowledge Center](#)
- Tips for searching for [Funding](#) and [Profiles](#)
- [Videos](#): Short YouTube videos to help you learn how to edit your profile, search for funding, set-up alerts and other features. Visit the [YouTube channel](#).

# Use SSO or Username/Password to Create an Account

On the Create Account page you can use **either** your Institutional login credentials **or** create an account with your email/password

**Create your Pivot-RP Account**

You must be affiliated with an institution that subscribes to Pivot-RP in order to create an account.

**There are two ways to create an account and access Pivot-RP.** Some institutions allow you to use your institutional login credentials, **or** you may use your institutional email address as your user ID and create a password of your choosing.

Choose an option below. Once your account is created, you will receive a verification email.

[Use Institutional Login Credentials](#) **OR** [Use Email Address/Create Password](#)

Already have an account? [Sign in here](#)

This page can also be access directly at <https://pivot.proquest.com/register>

# Option 1: Use Email Address/Create Password

Enter your name and use your institutional email address.  
(Pivot-RP does not accept personal emails such as @gmail, @yahoo, etc.)

Your Email address will be user as your User ID for future logins.

Choose your institution from the Affiliated Member Institution dropdown list.

## Create your Pivot-RP Account

You must be affiliated with an institution that subscribes to Pivot-RP in order to create an account. There are two ways to create an account and access Pivot-RP. Some institutions allow you to use your institutional login credentials, or you may use your institutional email address as your user ID and create a password of your choosing.

Choose an option below. Once your account is created, you will receive a verification email.

Use Institutional Login Credentials

OR

Use Email Address/Create Password

### Sign in with your email address and create a unique password

Use your institution/university email address. This will be your User ID. Create a password and select your institution from the member institution drop-down list.

All fields required.

Name

First

Middle

Last

Institution Email

Password

Re-enter password

Affiliated Member Institution

Please select an institution

I consent to the collection and use of my personal information consistent with the [Privacy Policy](#) and I acknowledge that use of the service is subject to the [Terms & Conditions](#). Without your consent, we can not create an account.

[Information about managing personal data in Pivot-RP](#)

I'm not a robot



# Option 2: 'Use Institutional Login' to use SSO

Select your Institution from the pulldown menu below and click Create my Account.

If your institution is not listed, you can still create an account with your email and by creating password

**Create your Pivot-RP Account**

You must be affiliated with an institution that subscribes to Pivot-RP in order to create an account. **There are two ways to create an account and access Pivot-RP.** Some institutions allow you to use your institutional login credentials, or you may use your institutional email address as your user ID and create a password of your choosing.

Choose an option below. Once your account is created, you will receive a verification email.

[Use Institutional Login Credentials](#) OR [Use Email Address/Create Password](#)

**Sign in with your institution** ✕

Choose your Institution

University of Nevada

If your institution is not listed [sign up using your institution email](#)

[Create my account](#)

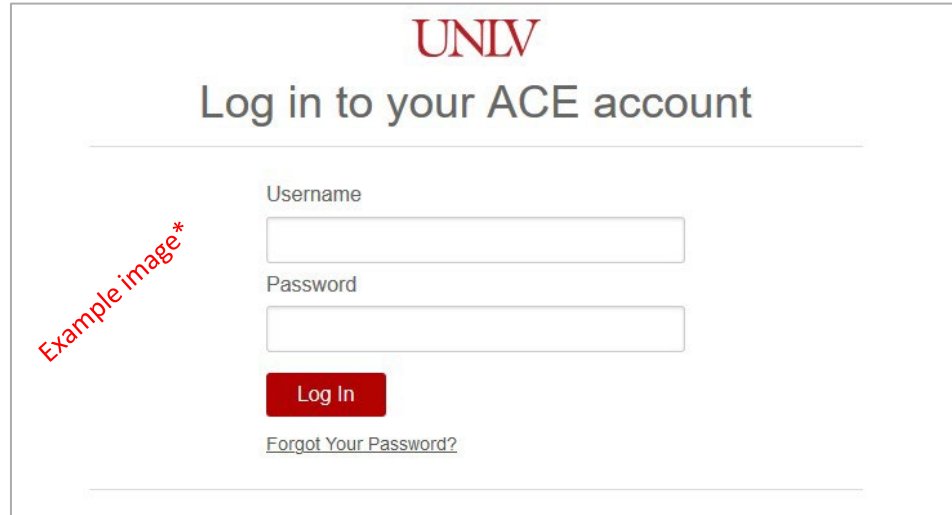
The first time after signing in with your institutional credentials you will be prompted to verify your name, institutional email address, and accept our privacy consent

Already have an account? [Sign in here](#)

# Log in via your Institutional Login Page

Pivot-RP will direct you to your institution's central authentication page

Enter your credentials to log in



The image shows a login page for UNLV ACE. At the top, the UNLV logo is displayed in red. Below it, the text "Log in to your ACE account" is centered. The page features two input fields: "Username" and "Password". Below the password field is a red "Log In" button. At the bottom, there is a link for "Forgot Your Password?". A red diagonal watermark "Example image\*" is overlaid on the left side of the form.

\*Example image only: Your page will be unique for your institution

# Confirm Email Address

### Finish Creating your Pivot-RP Account

Thanks for signing in with your University of Washington credentials. Please personalize your experience by providing us with your name and University of Washington email.

All fields required.

**Name**

**Institution Email**

I consent to the collection and use of my personal information consistent with the [Privacy Policy](#) and I acknowledge that use of the service is subject to the [Terms & Conditions](#). Without your consent, we can not create an account.

[Information about managing personal data](#)

[Get Started](#)


After logging in via your Institution credentials, you will be redirected back to Pivot-RP and prompted to confirm your name and email address as well as provide consent.

# Claim Your Profile workflow

## For first time users

After creating an account and logging in for the first time, Pivot-RP will automatically search for a user's profile and prompt the user to claim their profile





**Claim your profile** [Skip & Claim later >](#)

|

Claiming your Profile enables you to get automated funding recommendations based on your research interests, increase visibility of your work, find potential collaborators, and more.

**We found a profile matching your name.**

**Neuwirth, Eddie**  
Senior Research Fellow  
Information Solutions  
ProQuest

**Claimed**  
You may have another account. [Contact us](#) for assistance.

**Not you?**  
[Search for your profile](#) or [Create profile](#)



# Claim Your Profile workflow

**Note:** If more than one potential profile match exists, users will be directed to a page to select the appropriate profile from the list of matches.

If no potential profile exists, users will be prompted to create a profile

**Select your profile** Your name:

**Institution**

- ProQuest Information Solutions: 0
- Outside Institutions: 6,563

**6,563 Results** Sort ▾

**Profile 1:** [Redacted], Eddie Associate Lecturer School of Nursing and Midwifery Griffith Health Griffith University

**Profile 2:** [Redacted], Eddie Process Science & Engineering Division Environmental Technology Directorate Pacific Northwest National Laboratory U.S. Department of Energy

**Profile 3:** [Redacted], Eddie School of Medicine Greenville University of South Carolina

**Profile 4:** [Redacted] Assistant Lecturer Lee Chau Kee School of Business and Administration

**Can't find your profile?**  
Create your Profile in just a few, quick steps.

**Is 'your' profile already claimed?**  
You may have another account. [Contact us](#) for assistance.

# Users are not required to Claim a Profile

Claim your profile

Skip & Claim later >



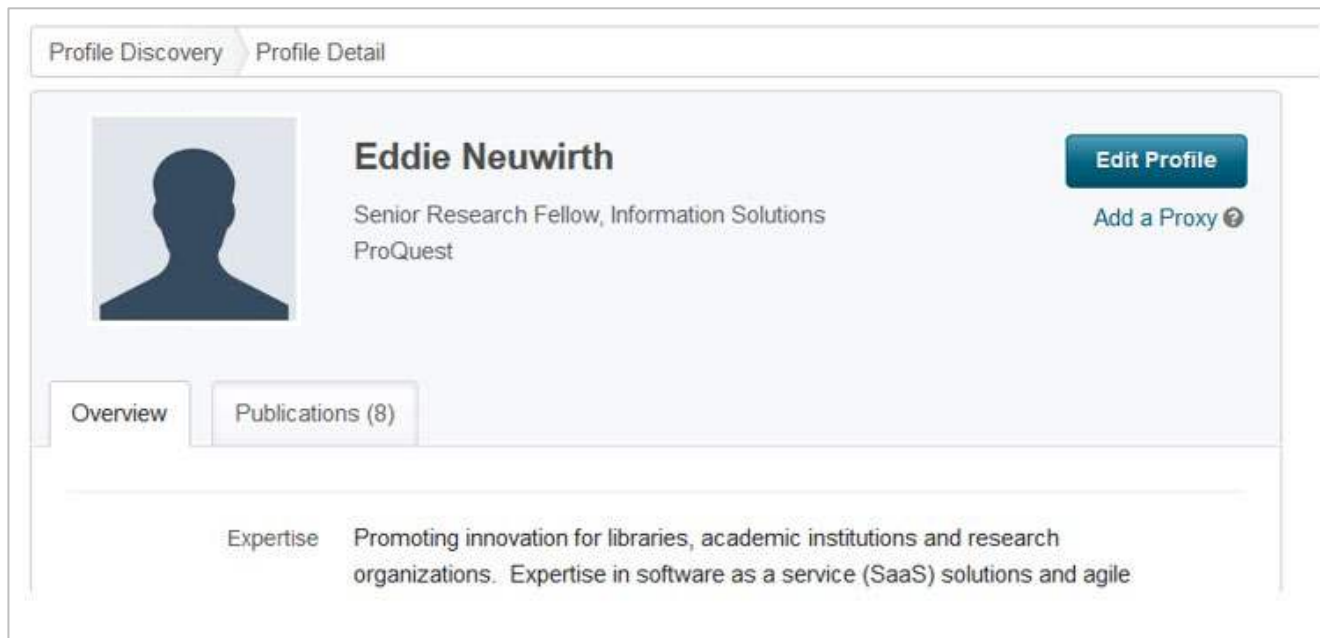
Users can skip the profile claim process if desired and can always claim a profile later by navigating to “claim profile” under the personal navigation menu under their name



Though not required, it is highly recommended that users claim a profile. Claiming a profile allows users to get automated Pivot-RP Advisor recommendations.

# Editing and Updating Profiles

- Once a profile is claimed, a user can edit or update any of the content on the profile
- Users can assign one or more proxies to edit profiles on their behalf



The screenshot shows a user profile page with the following elements:

- Navigation tabs: Profile Discovery (selected), Profile Detail
- Profile picture: A dark silhouette of a person's head and shoulders.
- Name: **Eddie Neuwirth**
- Title: Senior Research Fellow, Information Solutions
- Organization: ProQuest
- Buttons: Edit Profile (blue), Add a Proxy (blue with a question mark icon)
- Tabbed content: Overview (selected), Publications (8)
- Expertise section: Expertise Promoting innovation for libraries, academic institutions and research organizations. Expertise in software as a service (SaaS) solutions and agile

# Changing your Account Information

Select “Change account info” from the menu under your name.

**You can change your password at any time.**

or

**Link your Existing Account with your SSO Credentials**

If you have created a user account with a username and password, but would later like to link this to your SSO (Single Sign-on) credentials, you can do so by selecting your institution from the dropdown menu and selecting “Associate Account”



**Change Account Information**  
Use the forms below to change either your current username or your current password.

---

**Change Your User ID**

New User ID

Re-type User ID

**Change User ID**

---

**Change Your Password**

New password

Re-type new password

**Change password**

---

**Shibboleth**  
Use your institution's single sign-on to access Pivot-RP.

Choose your Institution

**Associate Account**

---

**Personal Data**  
[Information about managing personal data in Pivot-RP](#)

12  
If you no longer consent to the collection and use of your personal data in Pivot-RP, de-select the

Eddie Neuwirth

- Your profile
- Change account info**
- Preferences
- Change Affiliation
- Groups
- Sign out