Steps for creating an account in ScholarWorks.scholar


   Homepage of ScholarWorks.

   Narration: Welcome to ScholarWorks! My name is Mackenzie and this video will help you create a ScholarWorks account. The first step is to go to the ScholarWorks homepage at scholarworks.waldenu.edu


   ScholarWorks

   Narration: To sign up for a new account which you would need to submit your own scholarly and creative work to be included in ScholarWorks, click the “My Account” link in the top right hand corner of the homepage.
3. Visual: Login or Sign Up page.

Narration: Just under the sign in field, you will see a link to “Sign Up” for an account. Click the Sign up button to create a new account.

4. Visual: New account intake form
Narration: Fill out all the required fields. Please use your Walden University email address, or if you are an alum, you may use another email address you use frequently, as long as you have access to it. Click the Sign up button when the form is complete.

5. Visual: New account created notification

**Account Activation**

An email with an account activation link has been sent to the address you have provided.

Narration: Once you have successfully submitted this form, you will see a notification about a confirmation email.
6. Visual: Email example from dc.bepress.com about activating account.

Narration: In order to activate your ScholarWorks account, open the confirmation email and select the “Confirm Account” button. Remember to check your spam and junk folders for the message just in case.

7. Visual: My account page

Narration: Once confirming your account, you will automatically be logged into your ScholarWorks account.
Narration: We hope that this tutorial successfully walked you through signing up for a ScholarWorks account. If you have any questions or concerns, please feel free to contact me via the Contact Us link on the homepage.