PIVOT ON-CAMPUS @ HTTP://PIVOT.COS.COM

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NEED MORE HELP? HTTPS://PIVOT-DESK.COM/
A. SIGNING UP

WHY SIGN UP?

SIGNING UP ALLOWS YOU TO...

1. ACCESS PIVOT OFF-CAMPUS
2. TRACK YOUR FUNDING DISCOVERIES
3. FIND COLLABORATORS
4. UPDATE YOUR EXPERTISE PROFILE

1. IN THE UPPER RIGHT-HAND CORNER OF THE PIVOT HOMEPAGE, CLICK ON THE SIGN UP LINK.

Create your Pivot Account

You must be affiliated with an institution that subscribes to Pivot in order to create an account. You will receive a verification email. Once your account is created, your email address will be your Pivot user id.

All fields required.

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Email</td>
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<td>Password</td>
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<td>Re-enter password</td>
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Affiliated Member Institution: Please select an institution

Create my account

2. FILL OUT ALL THE FIELDS.

IMPORTANT: USE YOUR @OU.EDU EMAIL ADDRESS. FOR INSTITUTION, LOOK FOR UNIVERSITY OF OKLAHOMA

WHEN YOU CREATE YOUR ACCOUNT, PIVOT WILL USE YOUR EMAIL ADDRESS AND INSTITUTION TO CONNECT YOUR ACCOUNT WITH YOUR FACULTY PROFILE. SEE PAGE 3 ON HOW TO CLAIM YOUR PROFILE...

NEED MORE HELP? HTTPS://PIVOT-DESK.COM/
B. Claiming Your Profile

Why Claim Your Profile?

Claiming your profile allows you to:

1. Update your expertise profile*
2. Help potential collaborators find you.

*Pivot has already created a faculty expertise profile for you, but the information may be outdated!

1. Once you sign-in, in the upper right-hand corner, click on your name. A menu will appear... click on "Claim profile"

2. Your profile options should show up here. Click on "This is Me" to claim the correct profile. Options will appear to confirm your details.

If you don’t see "This is Me" options:

1. Double-check your name above.
2. If you’ve come from a different institution, you may find your listing by viewing matching profiles from outside institutions.
3. If you are a new scholar, you may need to suggest a scholar.

Need more help? https://pivot.desk.com/
C. Updating Your Profile Part 1 of 2

Why Update Your Profile?

Updating your profile allows:

1. Others looking for potential collaborators to find you.

1. Once you have sign-in, in the upper right-hand corner, click on your name. A menu will appear... click on "your profile"

2. Click on update your profile to suggest changes to your profile. A message will pop up with a link to a new page.

CONTINUED...
C. Updating Your Profile, Part 2

3. In the top right-hand corner of the newly opened window, click on the "edit" button.

4. Then click on any of the edit functions in the profile sections.

5. When you are done making changes, click "Done" at the top right-hand corner. You can then close the browser window and return to Pivot.

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D. Better searching

Why advanced searching?

Advanced searching allows you to...

Reduce the number of results by limiting student opportunities, funding amounts, travel or conference funding, etc.

1. From the funding window, click on advanced search.

The top half of the advance search lets you include specific keywords and criteria.

The bottom half lets you exclude specific keywords and criteria.

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