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Building Your Selected Works Profile

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Building Your Selected Works Profile

Setting Up Your Selected Works Profile

New Accounts

1. If you are new to Selected Works: Go to http://works.bepress.com and click **Menu** in the blue bar at the top of the page.
2. Select **Sign up**, complete the form (shown below) and click **Create Account**.
3. We recommend that you **use your @montclair.edu address** when setting up your Selected Works account. If you use an alternate e-mail address, your profile will not be associated with Montclair State University's Digital Commons site and will not show up in our Selected Works Gallery.
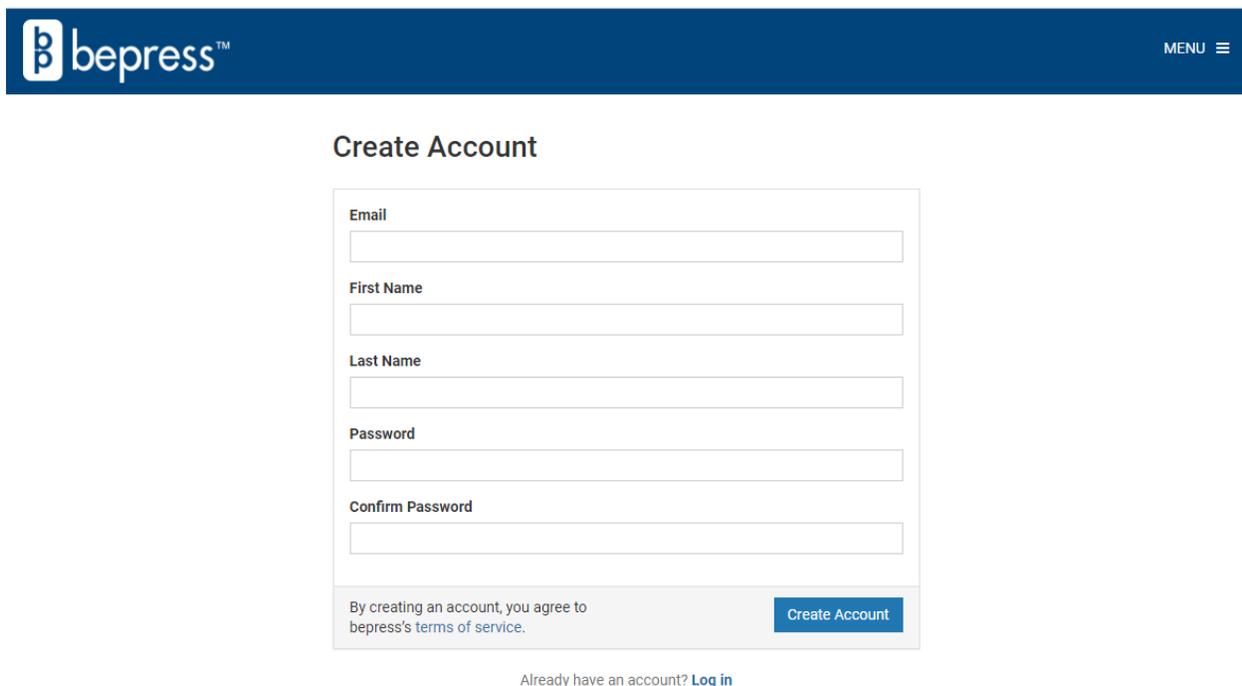
Image: Selected Works Sign Up Form

Please note that you will not be able to login in to the Selected Works site with your campus NetID.

4. Once logged in, on the **Build Your SelectedWorks** prompt, choose a URL (note – it cannot be revised afterward).
5. Choose up to three (3) research disciplines.
6. Enter your institution ("Montclair State University"), organization, position, and position title.

7. Check mark the box next to **I agree with the Terms of Service.**
8. Click **Create Profile.**

For detailed instructions on setting up and managing your Selected Works profile, please read the Selected Works User Guide - https://www.bepress.com/reference_guide_sw/selectedworks-guide-authors/.

Existing Accounts

If you already have a Selected Works profile, you can now affiliate it with Montclair State University.

1. Go to http://works.bepress.com and click **Menu** in the blue bar at the top of the page.
2. Log in to your account, select the **About** tab and add your current position at the University.
3. In the "Institution" field, type in "Montclair State University". Hit **Save** and your page will adopt the Montclair State University banner.
4. Customize your profile as you wish by clicking on the blue pencil icon next to the field you would like to edit.

Customizing Your Selected Works Page

You can customize your Selected Works page in several ways. Please note that layout and design are not customizable, only content. Typical options include adding:

- Your photo*
- An introductory paragraph (brief bio or personal information)*
- Your CV*
- Contact information
- Areas of research/expertise
- Courses taught
- Presentations given and links to additional resources

*Sprague Library recommends at a minimum that you have a picture, your CV and a brief biography.

You can revise your Selected Works page at any time. You can also delegate access to an assistant or colleague. To delegate administrative privileges, click on the three-line icon to the right of your name on the page banner and select **Access management**. Under the "Delegate" section, enter the name and email of the person you have authorized to manage your page.
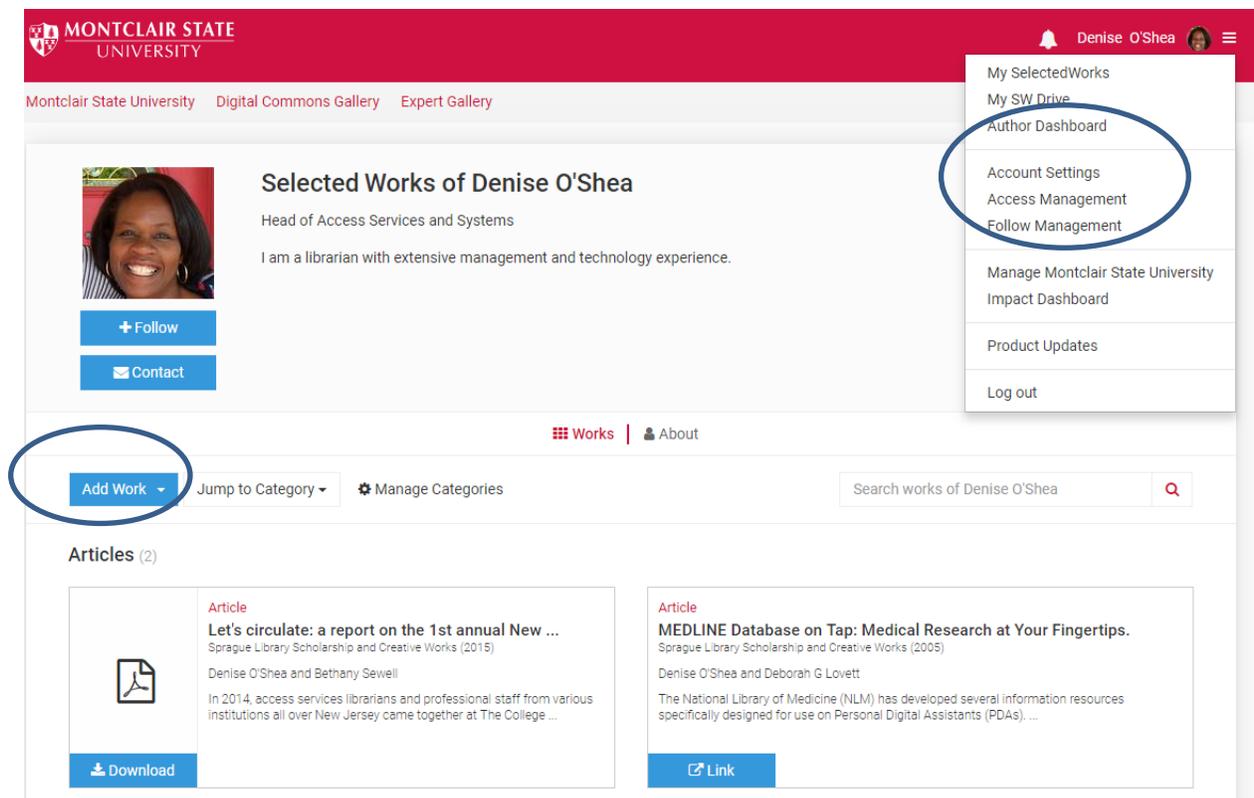
Image: Sample Profile Page

Adding Content to Selected Works

Any materials that are important to your career can go on a Selected Works page, such as:

- Articles (either full-text or with links to the full-text)
- Book contributions
- Conference proceedings
- Presentations and Workshops
- Other materials, such as book reviews, links to media or press releases

Important: If you have new scholarly works to add to the Repository, please add them to Montclair State University Digital Commons **first**, and then you can import them to your Selected Works page.

Uploading Content

If you have works that do not fit in the scope of Montclair State University Digital Commons (see our guidelines), you can upload those works directly to your Selected Works page using the **Upload a file** function.

1. Simply, click on **Add Work** on your profile page, and select **Upload a File**.
2. A dialog box (shown below) will appear that will allow you to add a file from your computer or from an online source including Dropbox, Google Drive, etc.
3. Follow the prompts to complete all applicable fields on the Details page. Some fields are required. See the Selected Works User Guide for instructions - https://www.bepress.com/reference_guide_sw/selectedworks-guide-authors/.
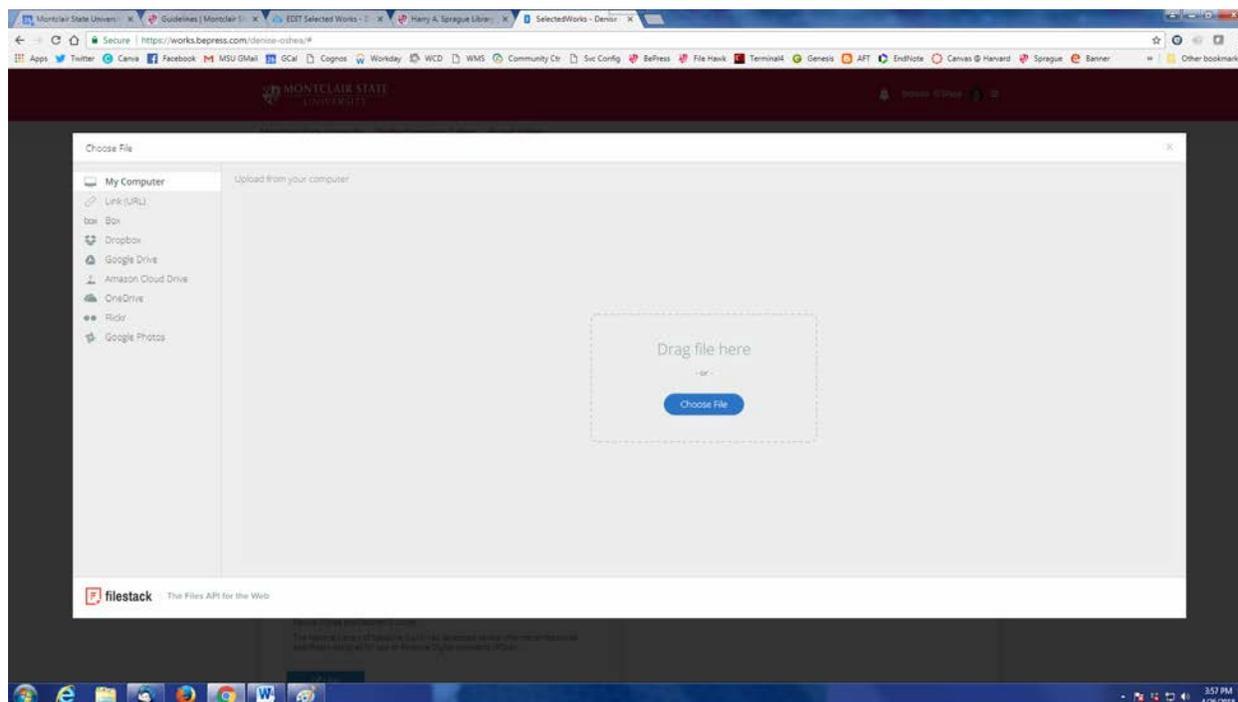

Image: Upload a File

Importing Content

1. Click the **Add Work** button and select **Import works**. This will search the Digital Commons network (including Montclair State University Digital Commons) and identify any papers that you may have authored.
2. Click the box next to each title that belongs to you, choose the appropriate document type, and choose appropriate display categories.
3. Click **Import** and the papers you selected will now appear on your Selected Works page.
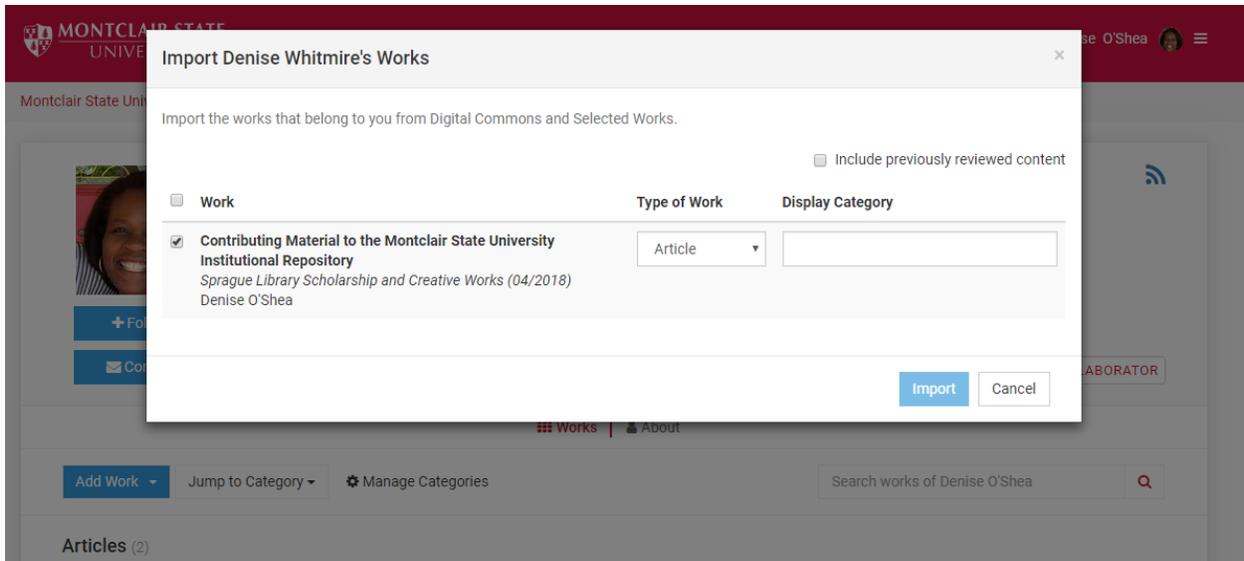
Image: Import Works screen

Following the creation of your Selected Works page, the administrators of the MSU Institutional Repository will review your Selected Works page for completeness and will publish the page as soon as possible, usually within 2-3 days (excluding weekends and University holidays).

Statistics Provided by Selected Works

Once there is content available on your Selected Works page you will receive monthly download reports. You may also customize reports to your individual needs.

Author Dashboard

Interested in how many downloads your work is generating? Want to know who is viewing your work and from where? The Author Dashboard is a personalized reporting tool that provides insight for authors into the readership of their work. Click on the Author Dashboard link in the Profile Menu to access.

The Author Dashboard features a unique interactive Readership Distribution Map, complete with navigation controls to survey downloads in a general area or view specific readership details—including the title of the article(s) downloaded at that location and the institution, if available.

For more information about the Author Dashboard, please see this guide -- Author Dashboard: Real-time Usage Statistics for Authors.

If you have questions about submitting materials to the MSU Institutional Repository or about Selected Works, please do not hesitate to contact your liaison librarian or the Repository administrators (digitalcommons@montclair.edu).