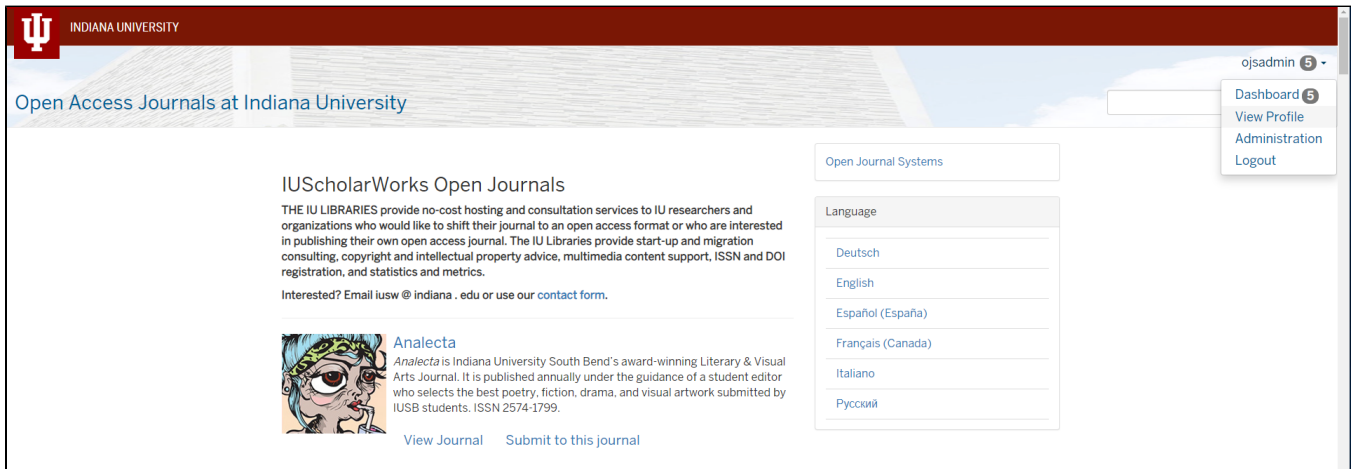


# View Profile

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2. [Account Info](#)
3. [Adding New Roles](#)
4. [Change Password](#)
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## 1. How to Access Profile Page

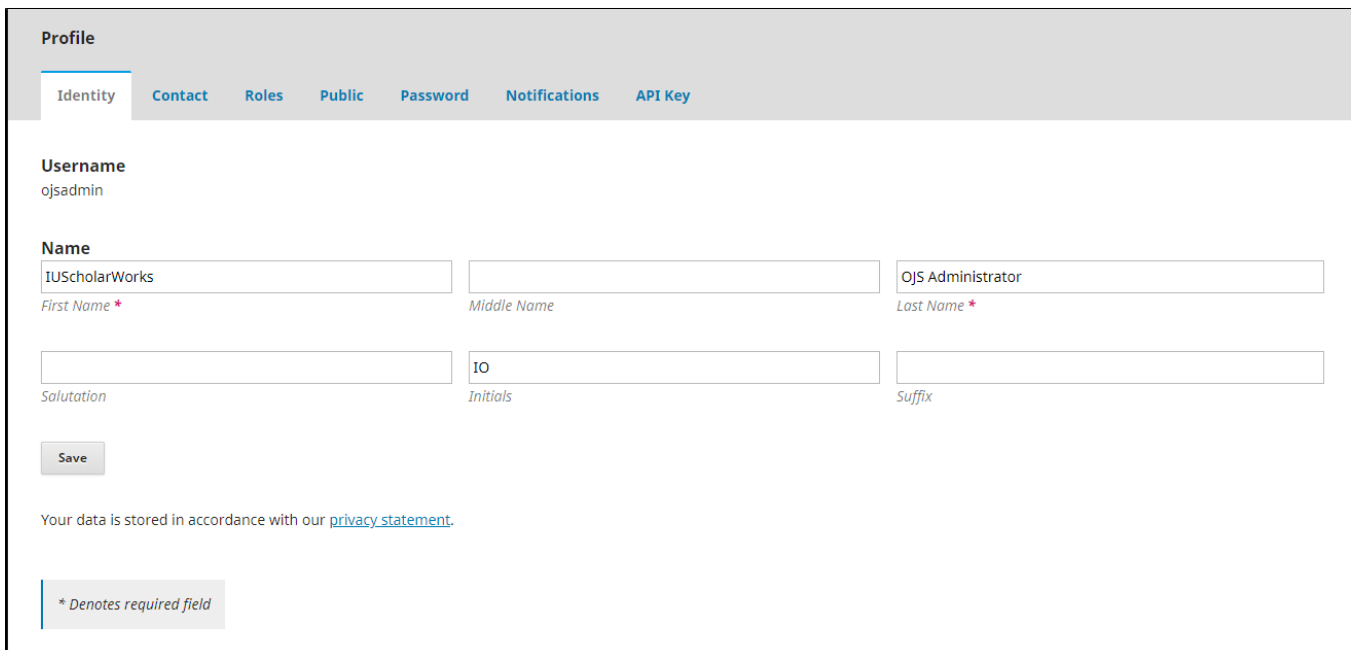
When you login to OJS, you will see your username and a drop-down menu in the top right corner of the [IUScholarWorks Open Journals homepage](#). Select "**View Profile**" from the drop down menu and you will be taken to your OJS Profile Page.



Alternatively, you can follow this link directly to the [OJS Profile Page](#). Here you can update your account information, add or remove user roles, change your password, and manage your notifications.

## 2. Account Info

From the Profile Page, there are several different tabs that allow you to change and customize your account information. The "**Identity**" tab lets you change your name. A first and last name are required for all users, but you have the option to add a middle name, a salutation, your initials, and/or a suffix.



**Profile**

Identity   **Contact**   Roles   Public   Password   Notifications   API Key

**Username**  
ojsadmin

**Name**

IUScholarWorks   Middle Name   OJS Administrator

*First Name \**   *Middle Name*   *Last Name \**

Salutation   IO   Suffix

*Salutation*   *Initials*   *Suffix*

Save

Your data is stored in accordance with our [privacy statement](#).

\* Denotes required field

You can manage your contact information under the "Contact" tab. All users must include their email address and their country of residence. However, you can further customize your contact information by adding an email signature, a phone number, an affiliation, and/or a mailing address. You can also select up to 6 working languages. English is the default language, but you can also select between German, Spanish, French, Italian, and Russian.

### Profile

- Identity
- Contact**
- Roles
- Public
- Password
- Notifications
- API Key

iusw@indiana.edu

Email \*

**B** *I* U [Link](#) Upload

Signature

Phone

Affiliation

Mailing Address

United States

Country \*

#### Working Languages

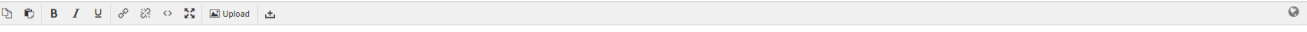
- Deutsch
- English
- Español (España)
- Français (Canada)
- Italiano
- Русский

You can also change how your profile looks to outside users under the "Public" tab. This allows you to further customize your account by adding a profile image, including a bio, or adding a URL or your ORCID iD. None of these options are mandatory for OJS users, however, they can make your journal easier for others to find, understand, and use.

Identity Contact **Roles** Public Password Notifications API Key Help

**Profile Image**

Drag and drop a file here to begin upload Upload File



Bio Statement (e.g., department and rank) Powered by TinyMCE

URL

ORCID ID

Save

Your data is stored in accordance with our [privacy statement](#).

\* Denotes required field

### 3. Adding New Roles

The **"Roles"** tab lets you designate your role/roles in a particular journal. You can choose between "reader", "author", and "reviewer". These are not mutually exclusive, and users can simultaneously hold multiple roles.

<b>Identity</b>	<b>Contact</b>	<b>Roles</b>	<b>Public</b>	<b>Password</b>	<b>Notifications</b>	<b>API Key</b>
<b>Roles</b>						
<b>Analecta</b>						
<input type="checkbox"/> Reader						
<input type="checkbox"/> Author						
<input type="checkbox"/> Reviewer						
<b>Anthropology of East Europe Review</b>						
<input type="checkbox"/> Reader						
<input type="checkbox"/> Author						
<input checked="" type="checkbox"/> Reviewer						
<b>Artifact</b>						
<b>Black Diaspora Review</b>						
<input checked="" type="checkbox"/> Reader						
<input checked="" type="checkbox"/> Author						
<input checked="" type="checkbox"/> Reviewer						
<b>Bulletin Bibliographique de la Société Rencesvals</b>						
<input checked="" type="checkbox"/> Reader						
<input checked="" type="checkbox"/> Author						
<input type="checkbox"/> Reviewer						

#### 4. Change Password

You can change your password under the "**Password**" tab. In order to change your password, you must input your current password and then input your new password twice. All passwords must be at least 6 characters long.

Identity Contact Roles Public Password Notifications API Key

Enter your current and new passwords below to change the password for your account.

**Current password**

**New password**

*The password must be at least 6 characters.*

*Repeat new password*

Your data is stored in accordance with our [privacy statement](#).

## 5. Managing Notifications

You can manage your notifications under the "**Notifications**" tab. Here you can choose whether or not to receive notifications about public announcements, submission events, and reviewing events. There are two options to choose from for each notification type: "enable these types of notifications" and "do not send me an email for these types of notifications". If you leave both boxes unchecked, you will not receive any notifications. By checking only the first box, you will receive a notification both in OJS and via email. If you check both boxes, you will only receive a notification in OJS and not via email.

Identity Contact Roles Public Password Notifications API Key [Help](#)

Select the system events that you wish to be notified about. Unchecking an item will prevent notifications of the event from showing up in the system and also from being emailed to you. Checked events will appear in the system and you have an extra option to receive or not the same notification by email.

**Public Announcements**

**New announcement.**

Enable these types of notifications.

Do not send me an email for these types of notifications.

**An issue has been published.**

Enable these types of notifications.

Do not send me an email for these types of notifications.

**Submission Events**

**A new article, "Title," has been submitted.**

Enable these types of notifications.

Do not send me an email for these types of notifications.

**"Title's" metadata has been modified.**

Enable these types of notifications.

Do not send me an email for these types of notifications.

**Discussion added.**

Enable these types of notifications.

Do not send me an email for these types of notifications.

**Discussion activity.**

Enable these types of notifications.

Do not send me an email for these types of notifications.

**Reviewing Events**

**A reviewer has commented on "Title".**

Enable these types of notifications.

Do not send me an email for these types of notifications.

Questions? Contact us at [iusw@indiana.edu](mailto:iusw@indiana.edu).