# View Profile

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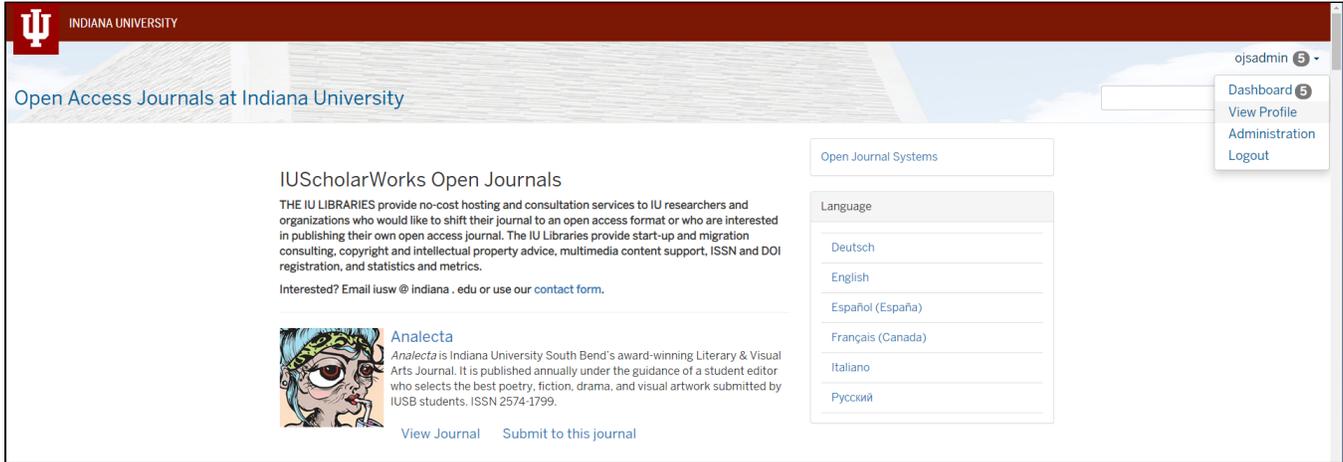
Alternatively, you can follow this link directly to the OJS Profile Page. Here you can update your account information, add or remove user roles, change your password, and manage your notifications.

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.
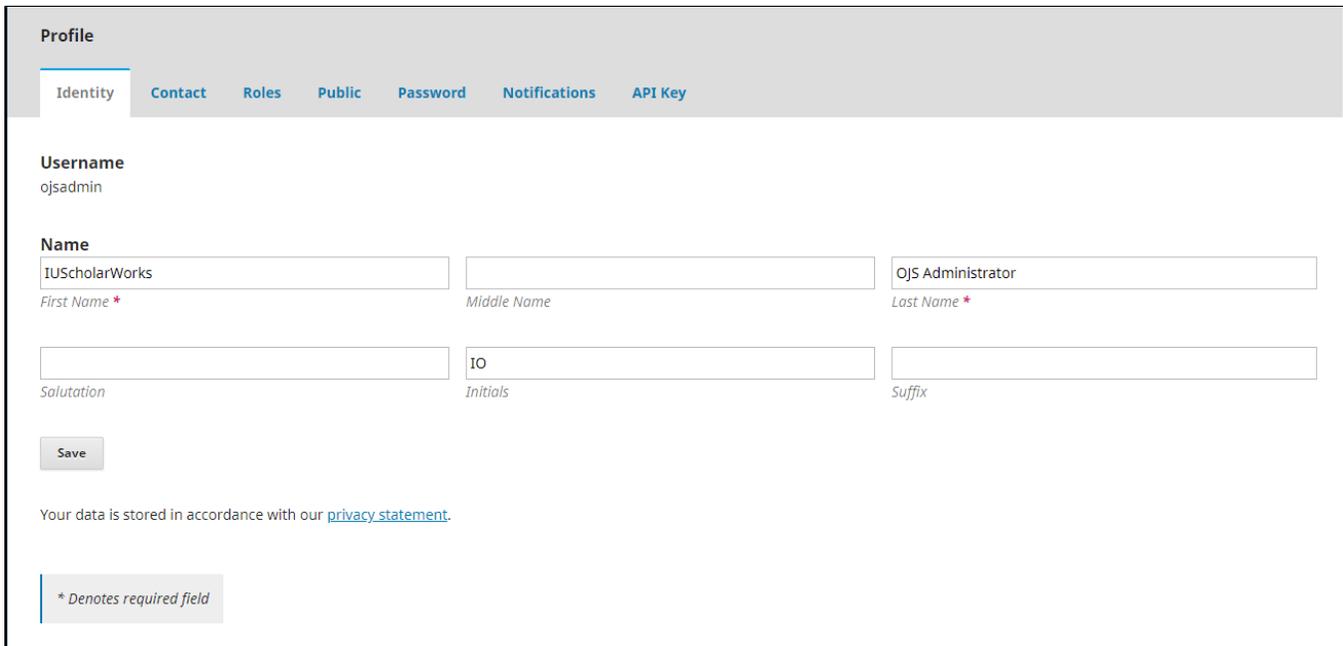
You can manage your contact information under the **"Contact"** tab. All users must include their email address and their country of residence. However, you can further customize your contact information by adding an email signature, a phone number, an affiliation, and/or a mailing address. You can also 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 |

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iusw@indiana.edu

*Email ***

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Mailing Address

| United States | ▼ |

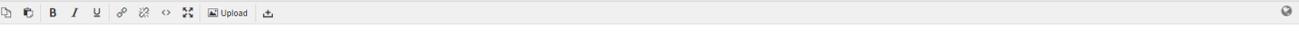*Country ***

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.

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.

Identity	Contact	Roles	Public	Password	Notifications	API Key

Roles

Analecta
- ☐ Reader
- ☐ Author
- ☐ Reviewer

Anthropology of East Europe Review
- ☐ Reader
- ☐ Author
- ☑ Reviewer

Artifact

Black Diaspora Review
- ☑ Reader
- ☑ Author
- ☑ Reviewer

Bulletin Bibliographique de la Société Rencesvals
- ☑ Reader
- ☑ Author
- ☐ 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.

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

Save   Cancel

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 chose whether or not to receive notifications about public announcements, submission events, and reviewing events. There are two options to chose 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.

Questions? Contact us at iusw@indiana.edu.