

# NSUWorks

## Creating a New Account: No Publications in NSUWorks

### Transcript

If you are completely new to NSUWorks and have never logged in or had any work submitted to the system on your behalf, this tutorial will show you how to create a new account. Once you have an account, you can submit scholarly works, edit existing works, and review documents you've been invited to edit.

Start by opening up the browser of your choice and navigating to <http://nsuworks.nova.edu>

From here, you will see in the upper right hand corner, "My Account." Click on it.

You will have two choices: The first, on the left side of the screen, is login to an existing account, which you will use from now on after creating your initial account. Today, we will use Create New Account on the right side of the screen. Click "Sign Up" to create a free account.

Enter in the required information. If you are an NSU faculty, student, or staff, please use your NSU email account unless directed otherwise. If you are outside of the NSU family, please use an email address that you check often. NSUWorks will never send you spam or use your email address in any way other than to correspond with you about the publications you submit.

Under Institutional Affiliation, if you are part of the NSU family, please enter either Nova Southeastern University or Nova Southeastern University - Shepard Broad College of Law. These are the only two options. If you are outside of NSU, please choose the institution that you are with. If one is not in the immediate drop down list, you will be able to add your unique place of business simply by typing the name and not choosing anything from the drop down menu that appears.

Give yourself a password that you will remember. For NSU Faculty, students, and staff, it is important to know that this account does not link with your other existing sharklink accounts. Your password can be anything you like.

You will receive an email to the address you listed to confirm your account information. Please follow the instructions by clicking the link to confirm. You will now have an active account in NSUWorks.

If you have questions about any of the content in this tutorial or any of the tutorials for NSUWorks or Selected Works, please contact [nsuworks@nova.edu](mailto:nsuworks@nova.edu).