

NSUWorks

Creating a New Account: Existing Publications in NSUWorks

Transcript

If you have had publications submitted on your behalf in NSUWorks, this tutorial will show you how to gain access into NSUWorks to submit new publications, gather statistics on your existing publications, 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 right side of the screen is Create New Account. If you are completely new to NSUWorks and have never logged in or had any work submitted to the system on your behalf, please go to the "create new account - no publications in NSUWorks" tutorial to find out how to create a new account. Otherwise, we will be using the choice on the left, Login.

Because you've had publications submitted on your behalf, your email address is already in the system, which is the first half of what is needed to log in. All you need to do now, is to assign yourself a password.

Click "Forget Your Password?" This will take you to a screen that will allow you to enter in your email address. Please use the email address that was used for all of your submissions. If you are unsure of what that is, please contact nsuworks@nova.edu and we will be more than happy to help you. More than likely, it is typically your @nova.edu email address that is listed in the global email address list within SharkMail.

Enter in your email address, click reset password and then open up your email. You will see this message across your screen. A reset password email comes pretty quickly and looks like this. If you do not get this message within 30 minutes, please contact nsuworks@nova.edu for help.

Click the link in the email you receive. This will take you to a prompt to enter in a password. 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 and will not affect the passwords associated with your SharkMail accounts. Once you enter in a new password, click "Set New Password"

You should be able to log in to your account using the newly created password with your email address as the username.

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.