Creating and Updating Your Profile

One of the benefits of COS Pivot is that we have over 3 million faculty profiles created and maintained by our Editorial Team. This takes the updating burden off you! We review profiles on average every 12 to 18 months. If you have pertinent information you need added or changed in your profile, you can make certain updates or additions on your own. You can even attach certain types of files that COS Pivot will index and make searchable until the information is confirmed and added to your profile.

If you have a profile linked to your account, once you log in to Pivot your name will be linked directly to your profile and you will see the prompt to update your profile. If your name is not linked, you will need to either claim an existing profile or create a profile.

Claiming an Existing Profile

Claiming an existing COS Pivot profile is not required in order to use COS Pivot, however, there are certain benefits you receive by doing so:

COS Pivot Advisor: The Advisor makes funding opp recommendations for you based on your profile. These recommendations are automatically available on your COS Pivot Homepage when you have claimed your profile. If you do not claim or create a profile, you will not see the Advisor recommendations on your homepage.

Updating your own profile. If you do not **Claim your profile**, you cannot update it Why make sure your profile is updated? Your profile is viewed by thousands of COS Pivot users who may be looking for potential collaborators for a research project. You may be overlooked because your profile is missing critical information.

To claim an existing profile:

1) Log in to COS Pivot.
2) In the upper right-hand corner, your name is displayed. If you see a **Claim profile** link, you know there is not a profile linked to your COS Pivot account. Click the **Claim profile** link.
3) A list of potential profile matches (from within your institution) may be displayed. If no matches occur, you can choose to look for potential matches outside your institution by clicking on the appropriate checkbox above the results list.
4) If you locate your profile from the results list, click the **This is me** button to the right of the profile name. If no results display, click the **Suggest a scholar** link located to the left of the results list.

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5) After clicking on the **This is me** button, a message will be displayed informing you that you that a new window will be opening to complete the profile claim process.
6) You will then be asked to confirm whether or not you still have access to the email address listed on your COS Pivot profile.
7) If you confirm that you still have access to the email on your profile, you will receive verification email to that address that will link your profile to your account and will grant you access to update your profile.
8) If you do not have access to one of the emails displayed, select **I no longer have access to any of the above email addresses** and hit the submit button and you will be taken to a form to complete to request access to edit your profile. The information submitted is reviewed by our editorial team and once validated, you will receive an email at the new email address submitted which links your profile to your account and grants you access to update your profile.

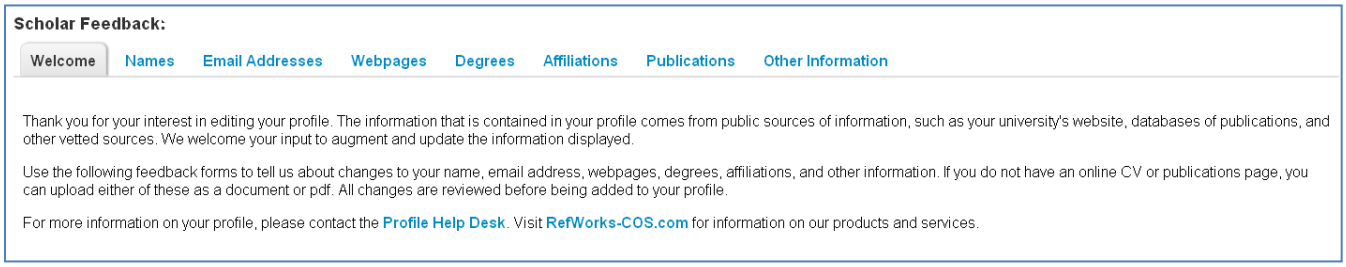
Updating your COS Pivot profile:

COS Pivot provides the capability for you to update certain fields or areas of your profile. Updating your profile can increase the the quality of the funding matches recommended for you from the COS Pivot **Advisor**.

You can currently submit updates for the following fields:

- Name
- Email address(es)
- Webpages with publications
- Degrees
- Affiliations (both past and present)
- Other (this is an open text box that allows you to provide additional feedback that you cannot submit through the above fields, such as research interests)
- Upload a CV or publications list in .pdf, .doc., .docx or .txt format. Documents submitted to your profile are indexed and searchable (as are webpages).

Change submissions are editorially reviewed, there is an approximate two week turnaround time for the changes/updates you submitted to be viewable on your profile.



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To change or update your COS Pivot profile:

1) Log in to your COS Pivot account.
2) Click on your name (which is hyperlinked to your COS Pivot profile)
3) Click the **Update your profile** link near the right of the screen.
4) Clicking the **Continue** button will take you to the **Scholar Feedback.**

5) Click any of the headers across the top and you can edit the relevant information for those specific areas of your profile.
6) Follow the instructions for the information you are updating. Publication information can only be uploaded in a document saved as a .pdf, .doc., .docx or .txt file.

Your submissions will be reviewed by the Editorial Team and will be viewable in COS Pivot in approximately two weeks.

To create a COS Pivot profile for yourself (or for someone else):

1) Click the **Suggest a scholar** link on any profile search results page.
2) Enter the name of the of the person you would like a profile created for.
3) Once you submit the name, you will be shown a list of profiles that have already been created that may represent the person you wish to have added.
4) If you find a profile from the list that represents the person you wish to have added, no further steps are required, since a profile already exists.
5) If no profiles are returned or none of the profiles from the list represent the person you wish to have added, click the **No match** button.
6) You will be brought to a new page where you will be prompted to enter some information about the person you wish to have added. Fill out as much information as you can, paying attention to the required fields.
7) Click the **Submit** button when finished.
8) Once a profile for the person has been created, you will receive a confirmation from the COS Pivot Editorial Team.

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