Step 2: Activating your Online Reading Lists account

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Subject Librarian Team: www.derby.ac.uk/subjectlibrarians
**Step 2: Activating your Online Reading Lists account**

Using the information in this guide you will be able to activate your Online Reading List account.

Before you start make sure you have followed this step:

**Step 1: Finding the Online Reading Lists Homepage**

Use the Step by Step guide at http://libguides.derby.ac.uk/readinglists

Once you have activated your account you will be able to add resources to your online reading lists and also edit or remove them.

Open an internet session on your computer. The procedure is the same if you are using Firefox, Internet Explorer, Chrome, Safari or any other internet browser.

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Go to the Online Reading Lists homepage (see Step 1: Finding the Online Reading Lists Homepage)

Click on ‘Log in’ on the left of the screen:
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You may be asked to enter in your University of Derby username and password

If you have already logged in the system will automatically sign you in
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On the light blue bar click on ‘Create a profile’

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On the next screen fill in your name, contact email, how you would describe yourself and your discipline. (Apologies as we did not write this part of the program so the choice of subjects is not very broad)

You can also upload a photograph of yourself if you wish by following the link on the right

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Please make your profile PUBLIC so we can assign reading lists to you

Privacy
- My profile is public. Internet users can search and discover me by searching or finding content that I create or manage
- My profile is private. Only administrators can review it

Save profile  Cancel

Click on ‘Save profile’ and you will be taken to your profile page. You will see your name now appears at the centre of the screen

Should you wish to amend any of the details click on your name, then ‘View Profile’ and ‘Edit Profile’

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Please let the Online Reading Lists Team know once your account is activated at readinglists@derby.ac.uk so they can assign lists to you.

Use this address if you have any problems logging in, or if you would like to know more about Online Reading Lists.

Now that you have activated your Online Reading Lists account you can view which lists you can edit and add material to them.

See Step 3: Navigating the Online Reading Lists Site.

You will then be able to search on the homepage and view your lists and your bookmarks.

You will also be familiar with the main features of Online Reading Lists and see how students will interact with them.

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For more information, assistance, or to arrange a demonstration contact:

Online Reading Lists Team:
readinglists@derby.ac.uk

Copyright Clearance Unit:
copyright@derby.ac.uk

Subject Librarian Team:
www.derby.ac.uk/subjectlibrarians