Step 2: Activating your Online Reading Lists account

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Academic 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](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, Edge, Chrome, Safari or any other internet browser

You may be asked to sign in using your University of Derby username and password
Step 2: Activating your Online Reading Lists account

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:

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

You may be asked to enter in your University of Derby username and password.

Welcome to the University of Derby Online (UDo)
UDo is a password-protected area of the University’s online presence.
It offers security for personal information, as well as a single-entry point to online data sources.

Please enter your username and password to login:

Username: 
Password: 

[Forgotten Your Password? | Logon]

If you have already logged in the system will automatically sign you in.

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

On the light blue bar click on ‘Create a profile’

… and again on the dropdown menu
Step 2: Activating your Online Reading Lists account

On the next screen fill in your name, contact email, how you would describe yourself

Edit Profile

- First name:* Sam
- Surname:* Derbyshire
- Email address:* s.derbyshire@derby.ac.uk

Add another email

I'd describe myself as:* an academic

About your profile image

The profile image comes from an external service, Gravatar, and is based on the first email address provided in your profile.

Gravatar is a globally recognised avatar site which allows you to define an avatar image that follows you from site to site.

To change this image you must visit gravatar.com:

Visit Gravatar.com

You can upload a photograph of yourself by following the link on the right

Need help?

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

Please make your profile ‘Public’ so we can assign your Online Reading Lists to you

![Privacy options]

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’.

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

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

Need help?

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

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

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

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Academic Librarian Team: www.derby.ac.uk/subjectlibrarians