





SelectedWorks Faculty Guide

If you would like the library to create a [SelectedWorks](#) profile for you, please email digitalcommons@csumb.edu. In your email, be sure to include your CV, a photo, and a brief bio. To create a profile yourself, please follow the instructions below.


Creating and Managing Your SelectedWorks Profile


1. Go to works.bepress.com > **Menu** > **Sign up**
 - a. Fill out the requested information and click **Create Account**
2. Add a photo to your profile by clicking on the  icon in the lower left-hand corner of the default image
3. Click on the  icon next to “Add introductory text describing yourself and your work” to add a short paragraph about your background and interests
4. To further customize your profile, click on the  **About** tab and complete each section (*optional*)
5. If you have open access work (i.e. publications covered by a Creative Commons license), please email PDF or Word copies to digitalcommons@csumb.edu. Once received, an administrator will upload your work to the appropriate section of [Digital Commons @ CSUMB](#) as well as to your SelectedWorks profile
6. Add links to non-open access articles, book chapters, conference proceedings, and other publications that are available through the [CSUMB Library website](#) or other websites (if full text is not available, link to the article preview page on the publisher’s website)
 - a. Click on the  dropdown menu and select **Harvest Works**
 - i. A list of publications that are available to harvest will appear
 - ii. Select titles that you have authored and would like to feature on your profile
 - iii. Choose Type of Work and Display Category for each title (these can be edited later)

➤ For assistance setting up your profile, please email digitalcommons@csumb.edu

- Display categories typically refer to the type of publication (Articles, Book Chapters, Presentations, Videos, etc.) and are used to organize the works in your profile

iv. Click **Submit**

v. When harvesting is complete, click on the  icon below each title if you would like to enter additional metadata about the publication

b. To add links to publications not available through the harvesting feature, click on the  dropdown menu and select **Add a Link**

i. Select **Type of Work** and fill out all required fields and any additional fields you would like to include

ii. When you are done, click **Add to Profile**