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 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
   a. Under Positions, please make sure that **California State University, Monterey Bay** is listed as your institution. This will allow us to add your profile to the SelectedWorks gallery.

5. If you have published open access work (i.e. publications covered by a Creative Commons license) while affiliated with CSUMB, 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 import it 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 Add Work ▾ 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

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