





## SelectedWorks Faculty Guide

If you would like the library to create a [SelectedWorks](#) profile for you, please email [digitalcommons@csumb.edu](mailto: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.

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### Creating and Managing Your SelectedWorks Profile

1. Go to [works.bepress.com](http://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](mailto: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  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**

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➤ For assistance setting up your profile, please email [digitalcommons@csumb.edu](mailto:digitalcommons@csumb.edu)