Providence Expert Gallery Suite: Logging in and Importing New Works

Amanda Schwartz

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How to sign in to your profile:

Go to [https://works.bepress.com/experts/providence-st-joseph-health/](https://works.bepress.com/experts/providence-st-joseph-health/)

On the homepage, select Log in under the MENU button (upper righthand side)

Login to your profile using your Providence affiliated email.

If you have not logged in before, the login screen will prompt you to create a password

If you have logged in before, but have trouble logging in, make sure you are using your Providence or St. Joseph or affiliated email address (affiliated email addresses are @swedish.org, @jwci.org, etc)

Email [digitalcommons@providence.org](mailto:digitalcommons@providence.org) for any additional troubleshooting needs

If you do not have an account, please reach out to [digitalcommons@providence.org](mailto:digitalcommons@providence.org)
Edit your profile:

Once logged into your account, you can edit your Display Title (position) Bio, Import Works from the Providence Digital Commons to your profile, and About Info. To update your profile picture or CV (optional), please contact digitalcommons@providence.org

Add materials:

Navigate to your profile homepage:

Click on Add Work, and select Import Works. This is import any new works uploaded to the Providence Digital Commons onto your profile.
Importable works will show in the pop up window:

Before importing works to your profile, you must choose a Display Category for your materials. The default will appear as Research Works, however you also have the option to type in categories such as Articles, Book Chapters, etc.

Once you are ready to import works, click the blue Import button at the bottom of the Import Works pop-up window. This will populate your new works to your profile.

N.B. Remember this is a public facing profile. Do not list contact phone numbers, email, or address. Your profile has a prepopulated Contact button (under your profile picture) that allows users to contact you without access to your email.

Don’t have a profile? Email digitalcommons@providence.org to register! If you are not a researcher or do not have published materials/presentations, your profile will stay private on the Expert Gallery.