

# **Access to Pivot Guide**

## **Create your Pivot Account**

To create your Pivot Account you must use your institutional email address as your user ID and create a password of your choosing.

Click on the appropriate link below for step-by-step instructions on how to access Pivot on-campus and off-campus.

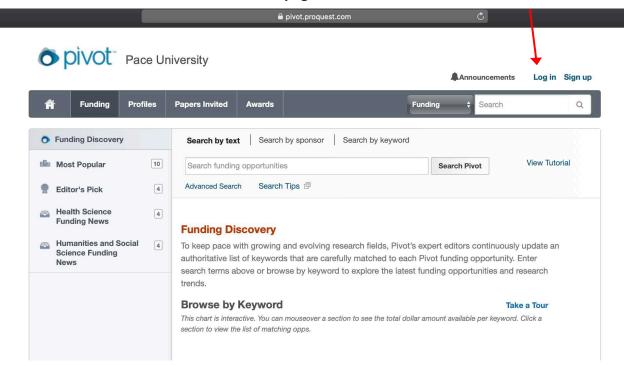
**Pivot On-Campus Instructions** 

**Pivot Off-Campus Instructions** 

# **Getting Started with Pivot on Campus**

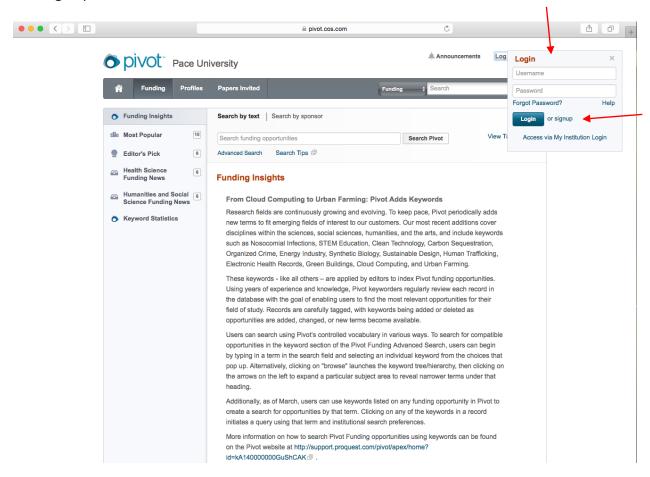
Welcome to Pivot! If you have **never registered before** (you do not have a Pivot username) please go to <a href="https://pivot.proquest.com/funding\_main">https://pivot.proquest.com/funding\_main</a> and register an account in the system by clicking on the "Login" button on the upper right- -hand corner of the homepage.

### **Home page of Pivot**

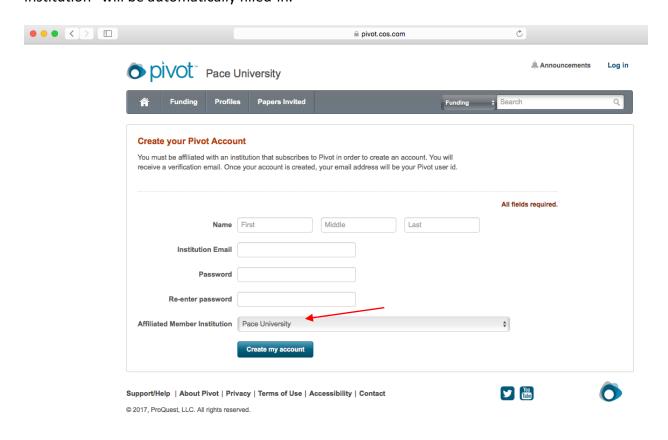


#### Steps 2:

After clicking on the "Login" button on the upright hand corner, a window will pop-up. Click on the "sign up" link in this window.

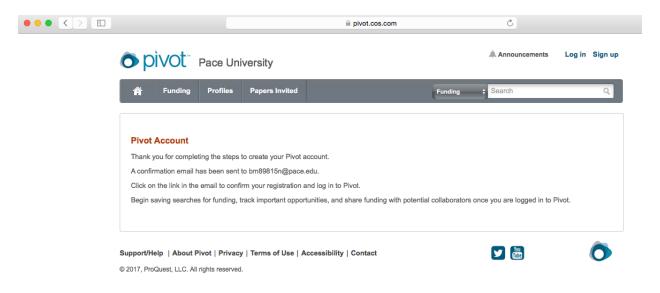


# **Step 3:** Please fill out your credentials. When creating an account on campus, the "Affiliated Member Institution" will be automatically filled-in.



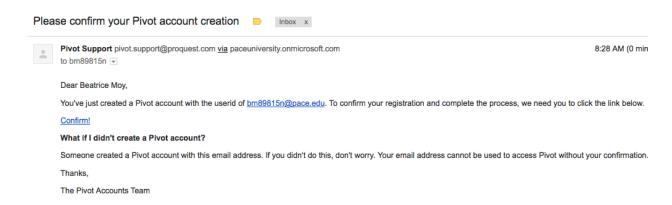
#### Step 4:

Once the form is filled-in, then click on the "Create my account" button. You will then see a confirmation stating message stating your pivot account is created.

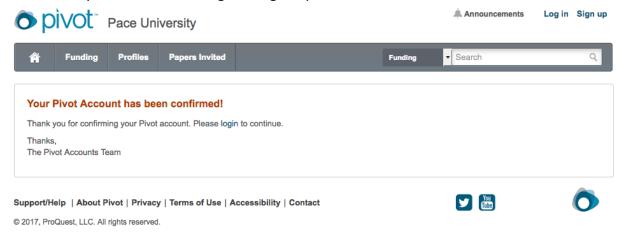


#### Step 5:

You will receive an email from Pivot asking for you to confirm your account. Click on the "Confirm" link in the message body to active your account.

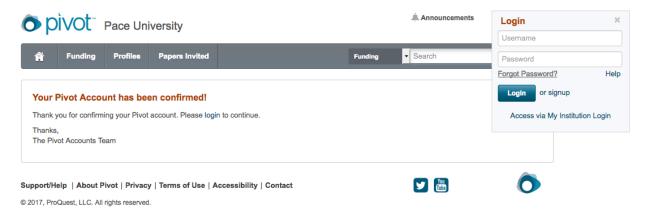


Once clicked you will see following message in your web browser.



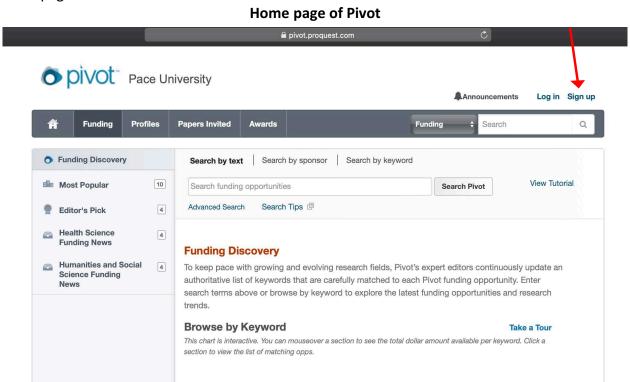
## Step 6:

Now you can click on login at <a href="https://pivot.proquest.com/session/login">https://pivot.proquest.com/session/login</a> and use your Pivot credentials to access your Pivot account. Happy searching! ☺



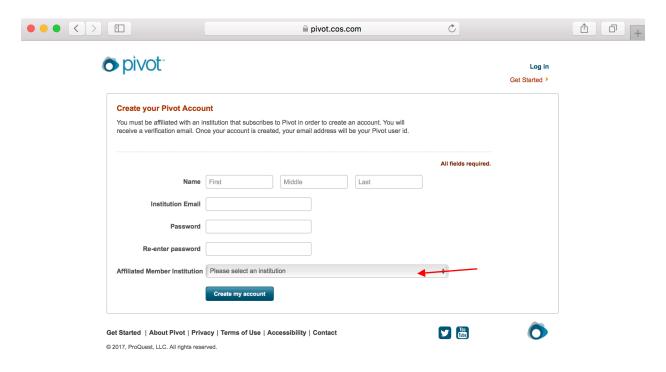
# **Getting Started with Pivot Off-Campus**

Welcome to Pivot! If you have **never registered before** (you do not have a Pivot username) please go to <a href="https://pivot.proquest.com/funding\_main">https://pivot.proquest.com/funding\_main</a> and register an account in the system by clicking on the "Sign up" button on the upper right- -hand corner of the homepage.

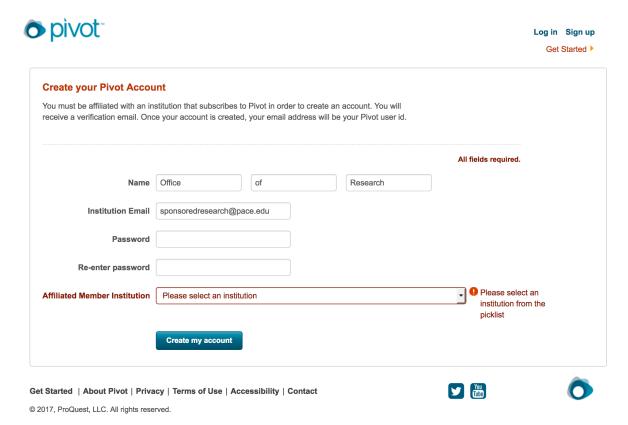


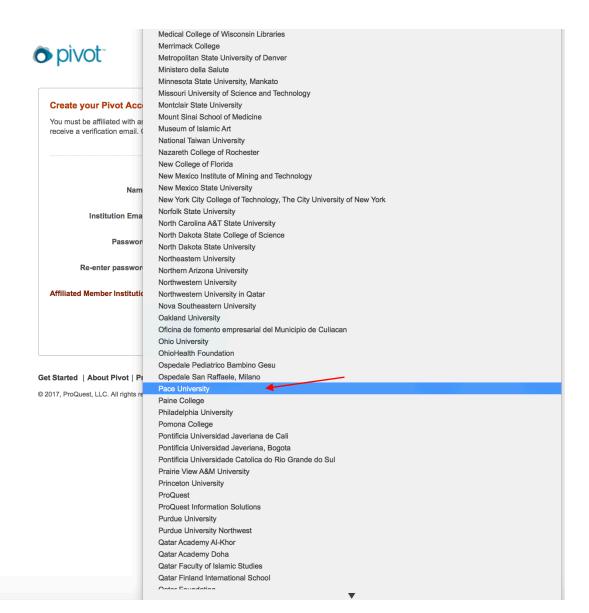
## Steps 2:

Fill out all the credentials, but do not click on "Affiliated Member Institution." Click on the "Create my account" button.



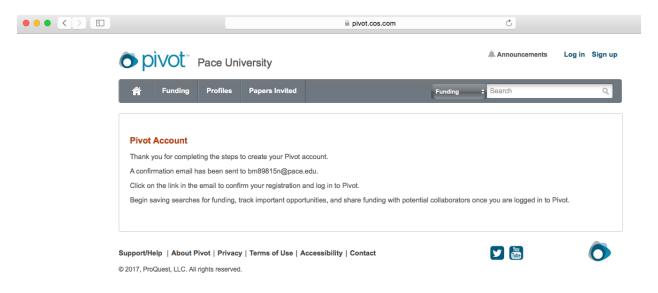
Please fill out the form again and select Pace University in the drop-down menu of the affiliated member institution





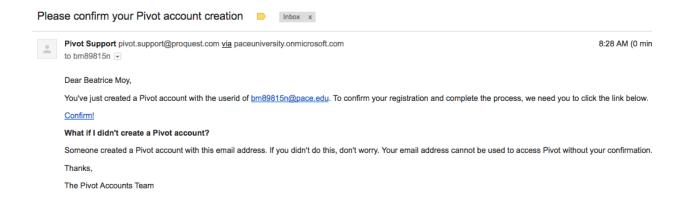
#### Step 3:

Once the form is filled-in, then click on the "Create my account" button. You will then see a confirmation message stating that your pivot account is created.

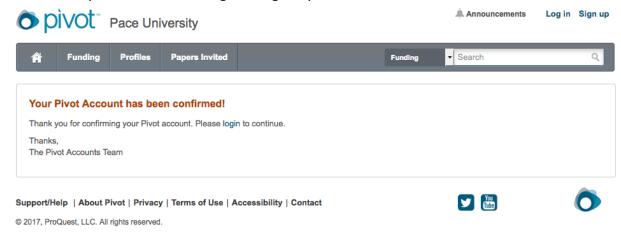


#### Step 4:

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Once clicked you will see following message in your web browser.



## Step 5:

Now you can click on login at <a href="https://pivot.proquest.com/session/login">https://pivot.proquest.com/session/login</a> and use your Pivot credentials to access your Pivot account. Happy searching! ©

