

How to Create a SelectedWorks Site:

Option 1: Request to have a site created for you

1. Email your CV, photo and expertise keywords to Ashley Lowery, the Digital Collections Specialist. Attach any research/scholarship/presentations available for an open access repository.
2. You will receive an email when your site is complete. This email will provide you with further instructions, including how to edit the site yourself.

Option 2: Create the site yourself

1. Go to <http://works.bepress.com>.
2. Click on the green Start button.
3. Create a bepress Account. If you already have an account with Digital Commons, you do not need to sign up again. You can simply login with your Digital Commons username and password.
4. Complete the SelectedWorks Site Builder
 - Create your site's URL.
 - List Georgia Southern University as your institution.
 - Choose your academic field(s). Click [here](#) for the list of disciplines available.
5. The Gratis Paper Population page lists materials with your name in the author field from all Digital Commons' repositories. Check the titles you want listed on your site.
6. Begin adding information into your SelectedWorks Site. Review the [SelectedWorks User Guide](#) for more detailed instructions on uploading content and editing your site.

Important Notes:

- ◇ You must list keywords in the Expertise section under "Edit My Background Info" in order to be included in the Expertise Database.
- ◇ **Copyright:** You must have copyright or permission for any content you upload into your SelectedWorks site. You maintain the copyright on works uploaded into Digital Commons@Georgia Southern and SelectedWorks.

For more information, please contact:

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Upload Content by providing the full text, a link connecting to the full text, a proxy link when the GSU library subscribes to the full text, or only the citation.

You can view **Reports** that show the full-text downloads of every document that you uploaded into your SelectedWorks.

Send **Mailings** to your subscribers informing them of your new SelectedWorks or announce a new article/presentation you posted. Use **My Editors** to authorize others to edit your site.

Choose a **Photo** to personalize your page. In your **About Me**, you can include your name, institution, titles and affiliations, contact information, and CV.



Collect bepress Content that has already been uploaded into a Digital Commons' repository. It is encouraged to have your full-text documents uploaded into Digital Commons@Georgia Southern and "collect" it into SelectedWorks.

Categorize Your Writings according to how you would like your uploaded content to be organized such as by subject headings or document type.

Your **Background Info** can include your areas of expertise, courses/seminars, honors/awards, and your affiliated disciplines. Add **Links** to your personal or departments' website, or any other site of your choosing.

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