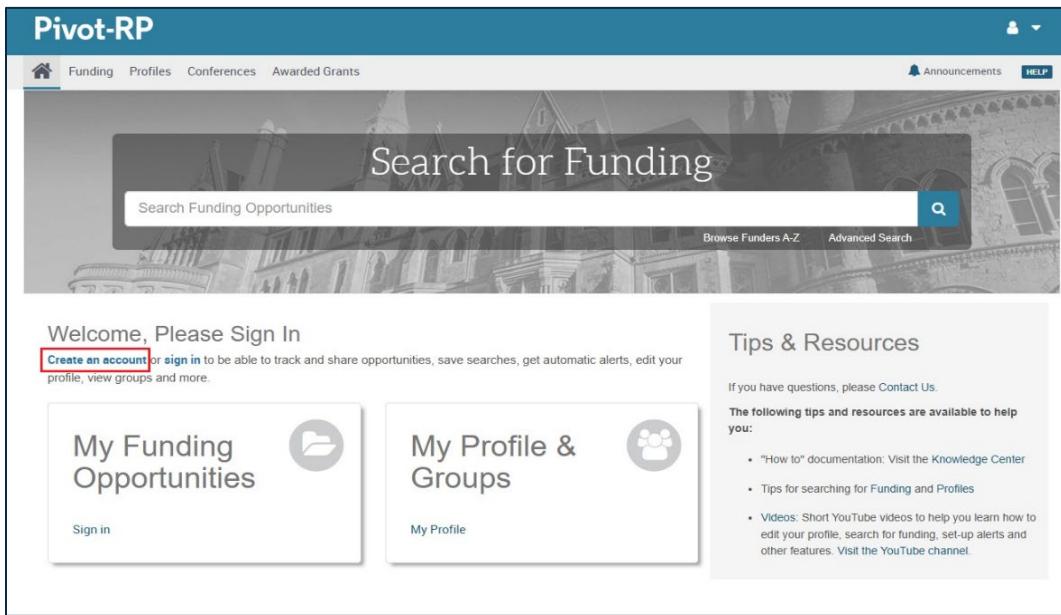


Getting Started with Pivot-RP

Creating an Account

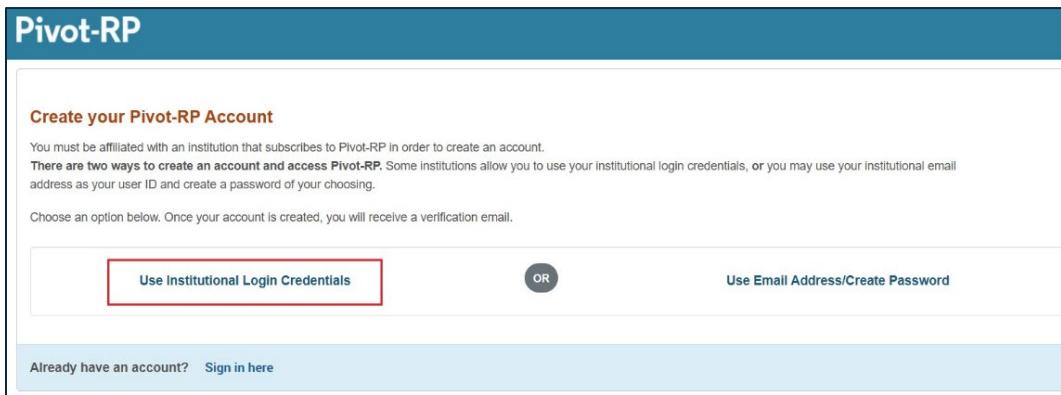
To create your Pivot-RP account, please go to <https://pivot.proquest.com/>.

1. From the Pivot-RP home page, select the **Create an account** link.



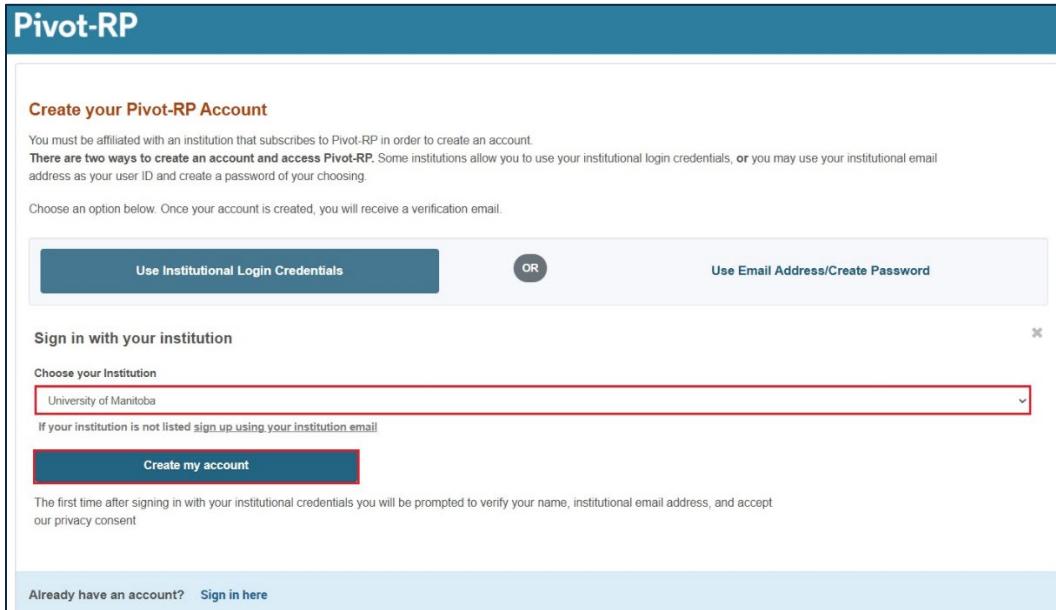
The screenshot shows the Pivot-RP homepage. At the top, there is a navigation bar with links for 'Funding', 'Profiles', 'Conferences', and 'Awarded Grants'. On the right side of the top bar are 'Announcements' and 'HELP' buttons. Below the navigation is a search bar with the placeholder 'Search for Funding'. Underneath the search bar is a 'Search Funding Opportunities' button. To the right of the search bar are 'Browse Funders A-Z' and 'Advanced Search' buttons. The main content area has a background image of a building. At the top of this area, it says 'Welcome, Please Sign In'. Below this, there is a red box around the 'Create an account' and 'sign in' links. To the right, there is a 'Tips & Resources' section with a list of helpful links.

2. Then from the Create your Pivot-RP Account Screen, please click **Use Institutional Login Credentials**.



The screenshot shows the 'Create your Pivot-RP Account' screen. At the top, it says 'Create your Pivot-RP Account'. Below this, there is a note: 'You must be affiliated with an institution that subscribes to Pivot-RP in order to create an account. There are two ways to create an account and access Pivot-RP. Some institutions allow you to use your institutional login credentials, or you may use your institutional email address as your user ID and create a password of your choosing.' A note below says: 'Choose an option below. Once your account is created, you will receive a verification email.' There are two buttons: 'Use Institutional Login Credentials' (which is highlighted with a red box) and 'Use Email Address/Create Password'. Below the buttons, there is a note: 'Already have an account? [Sign in here](#)'.

- Under Choose your Institution, select **University of Manitoba** and click **Create my account**.



Create your Pivot-RP Account

You must be affiliated with an institution that subscribes to Pivot-RP in order to create an account. There are two ways to create an account and access Pivot-RP. Some institutions allow you to use your institutional login credentials, or you may use your institutional email address as your user ID and create a password of your choosing.

Choose an option below. Once your account is created, you will receive a verification email.

Use Institutional Login Credentials OR **Use Email Address/Create Password**

Sign in with your institution

Choose your Institution

University of Manitoba

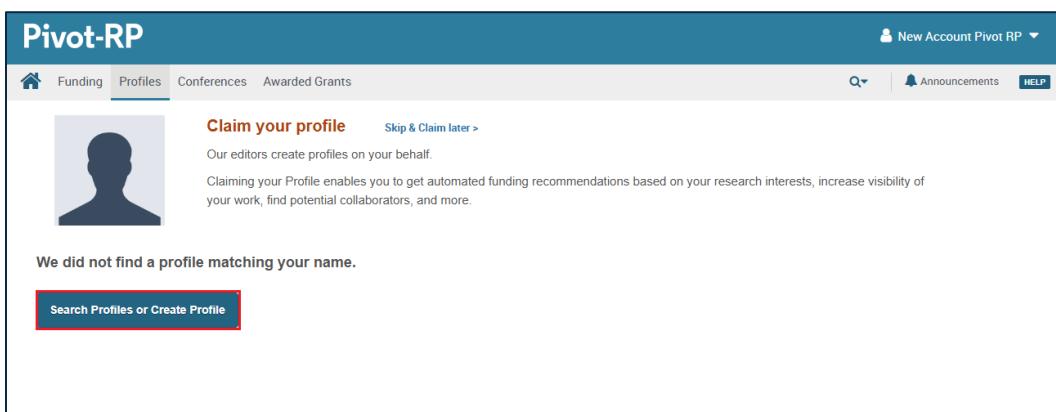
If your institution is not listed [sign up using your institution email](#)

Create my account

The first time after signing in with your institutional credentials you will be prompted to verify your name, institutional email address, and accept our privacy consent

Already have an account? [Sign in here](#)

- This will bring you to your Microsoft Sign-in screen. Please log in using your University of Manitoba email and password.
- Then, on the Finish Creating your Pivot-RP Account screen, please enter:
 - First Name**
 - Last Name**
 - Institutional Email**
 - Check off **Consent**
 - Click **Get Started**
- Claim your profile by clicking **Search Profiles or Create Profile**.



Pivot-RP

Funding Profiles Conferences Awarded Grants

New Account Pivot RP ▾

Claim your profile Skip & Claim later >

Our editors create profiles on your behalf.

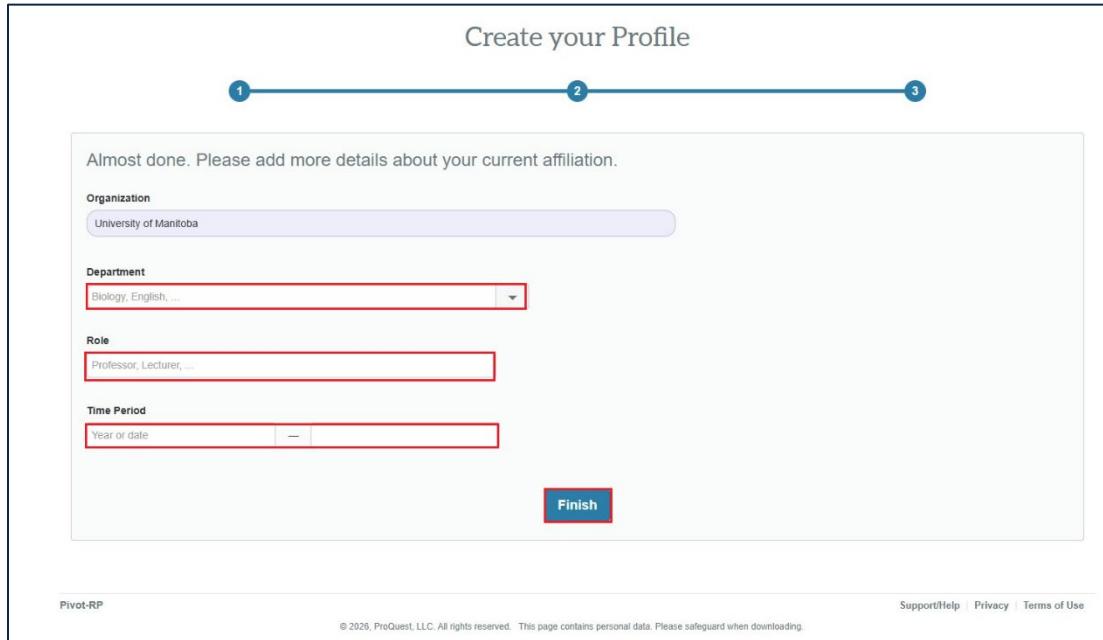
Claiming your Profile enables you to get automated funding recommendations based on your research interests, increase visibility of your work, find potential collaborators, and more.

We did not find a profile matching your name.

Search Profiles or Create Profile

Note: you can click **Skip & Claim later**, however it is recommended to complete this when creating your account.

7. On the Select your Profile screen, click **Create your Profile**
8. On the next screen, click **No, Continue**
9. Enter your profile information and click **Finish**



Almost done. Please add more details about your current affiliation.

Organization
University of Manitoba

Department
Biology, English, ...

Role
Professor, Lecturer, ...

Time Period
Year or date

Finish

Pivot-RP Support/Help | Privacy | Terms of Use

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10. Your Profile is now complete. Click **Return to Pivot** to view your profile information.

If you skipped creating your profile, you can do so at any time by logging in to Pivot-RP, clicking your name in the top right corner of your Home Page and selecting **Claim Profile**.

Logging in

To log in to Pivot RP (when you have an account) please go to <https://pivot.proquest.com/>

1. In the top right corner, click the drop down next to the user icon and select **Sign in**
2. In the Sign in window, select **Access My Institution**
3. Under Choose your Institution select **University of Manitoba** and click **Sign in**
4. This will route you to the Microsoft log in. Please enter your U of M email and password.
5. To log out of Pivot-RP, click your name in the top right corner, then in the dropdown, select **Log out**