

## ABOUT PIVOT:

Available by subscription from ProQuest, LLC, PIVOT is free for current NDSU faculty, staff and students. NDSU subscribes to Pivot for two main purposes:

- (1) it allows faculty to conduct customized funding searches for both public and private sources,
- (2) it enables an inventory of NDSU scholar expertise. <http://scholars.proquest.com/gallery/NDSU>
- (3) a new service has been added - "[Papers Invited](#)"

## YOUR ACCOUNT:

New NDSU faculty are registered for Pivot accounts by the Research Development Office. Your account allows you to conduct and save customized searches for funding in your field and/or searches for scholars – perhaps potential collaborators. Students may conduct searches even without an account, from any NDSU desktop. Access from off campus requires a username and password. Accounts are purged from the system once individuals have left NDSU.

## YOUR PROFILE:

Each account can be linked to an expertise profile, either an existing one or a newly created profile. Pivot profiles are based on Scholar Universe, the largest database of searchable academic expert profiles. As a faculty member, you may have a profile in the system even if you are not aware of it. If you have presented at conferences, published in journals, or been awarded grants, Pivot likely already has a profile for you, and you may simply 'Claim Your Profile' the first time you use your NDSU account. You may have had a profile at a previous institution which can be claimed. In addition to faculty, Ag Experiment Station and Extension employees, non-faculty researchers, and postdocs may also maintain expertise profiles. Email [ndsu.researchdev@ndsu.edu](mailto:ndsu.researchdev@ndsu.edu) to request a new profile.

## GETTING STARTED IN PIVOT:

Pivot provides many options for user help. Go to <http://support.proquest.com/pivot/apex/home> to view *video tutorials* or to sign up for a *Pivot webinar*. Click on the 'Browse' button on the menu bar to access *how-to documentation* on many Pivot topics. Click on the *Help* button at the top of any page in Pivot or the *Support/Help* link at the bottom of any page. You can also contact NDSU Research Development at [ndsu.researchdev@ndsu.edu](mailto:ndsu.researchdev@ndsu.edu).

## TO CLAIM OR UPDATE YOUR PROFILE:

The first time you log into Pivot, when you click on your name in the upper right corner, you may see the *Claim Profile* link to either claim an existing profile or create a new profile. At least once per year, you should update your profile to keep it current. Once logged in, click on your name to display the options and click the *Your Profile* link. You will be brought to your Pivot profile. Click the *Update Your Profile* link to the far right of your name. Clicking the *Continue* button will take you out of Pivot and into the profile editing system. Click the *Edit* Button at top right. You will see various buttons or icons that will allow you to edit, add, and re-order information related to your profile. Click the *Edit* icon to modify the information in a specific section of your profile. You must click the *Save* or *Add* button for each field after making changes, adding new information, or removing information. You cannot move to another field until you either save or cancel your changes. Those with an ORCID identification number are encouraged to enter it in the designated field of your profile, since ORCID and PIVOT are integrated - information in your ORCID record will transfer to Pivot.

## TO CONDUCT A SEARCH:

Simply click on the Funding or Profiles tab on the top menu bar to start your search. Enter your search terms into the text box, and click the *Search Pivot* button. If you use a multiple-word search term, remember to put quotation marks around the whole term to hold the words together; otherwise, Pivot will treat each word as a separate search. You can conduct a Quick Search, Advanced Search, or, on the Funding tab - a Sponsor Search.

## IF YOU FORGET YOUR PASSWORD:

Do NOT create a new account or profile! Multiple accounts and profiles only create confusion. Please contact [ndsu.researchdev@ndsu.edu](mailto:ndsu.researchdev@ndsu.edu) to request a password reset or to ask about your account or profile. We are happy to help.