How to Update Your Pivot Profile

NDSU faculty expertise profiles are featured in a publicly viewable webpage called 'Search for NDSU Scholars.' These records are based on Pivot profiles. It is desirable yet challenging to keep profiles updated. Although Pivot editors do some annual updating of profiles, updates will take place faster and will be more accurate if you edit your own profile yourself.

Access Pivot at https://pivot.proquest.com and log in at upper right corner of the screen. (Email ndsu.researchdev@ndsu.edu if you do not remember your login info. _DO NOT_ create a new account.) Once logged in, click on the triangle next to your name at upper right and then click on 'Your profile.' Click on the blue 'Edit Profile' button at mid screen. Click 'continue.'

The next screen is the Edit screen. You will notice little pencil icons at points where you can click and edit your information. Also, click on the '+Add' buttons to add information to as many fields as you would like. The more complete your profile is, the better Pivot will perform for you. When you are finished with each field, be sure to press 'Save' or Pivot will not allow you to proceed.

To update your rank (e.g., from Assistant to Associate Professor), create a new affiliation. For the old rank (affiliation), click on 'Make this a **past** affiliation' at bottom right of the edit window. You may have several affiliations to represent your roles at the university, such as appointments with both a department and the Ag Experiment Station, or roles as both a department Chair and as a Professor, or as a Professor in a single department as well as in an interdisciplinary graduate program. It may be helpful to view how others have their affiliations displayed. Use the organization/department pull-down lists to make the correct choices, as that will ensure you are included in future search results. Where you have multiple affiliations listed, note that there is an 'Order' button displayed as an option on the right side, which allows you to arrange your affiliations in the correct order.

When you are finished with your Edits, scroll up and click on the 'Done' button at the upper right corner of the screen. Close the file on the menu bar at top. Again, click 'Close' in the window displayed. You profile will re-load and your changes will be displayed immediately in Pivot as well as in the publicly viewable NDSU Scholars webpage.

If you have an ORCID ID, we encourage you to add it to the relevant field of your Pivot profile. Within your account settings in ORCID, you can designate Trusted Organizations such as Pivot (ProQuest) and Digital Measures. By setting such permission flags in your ORCID account, your publications records may be set to flow _automatically_ and continuously from ORCID to your Pivot account _and/or_ your Digital Measures account in the future. Note that, in ORCID, Pivot is listed under its parent company, ProQuest.

Here's a video on how to connect your ORCID account with research systems such as Pivot and Digital Measures, as well as other research systems. (This highlights why it is important that you do not have multiple Pivot accounts and/or profiles, since the automatic flow of information will not occur like it should if you have multiple profiles in Pivot, such as a profile from a previous institution in addition to your NDSU profile.)

QUESTIONS or PROBLEMS? Email ndsu.researchdev@ndsu.edu or click on 'Contact' at the bottom of any Pivot screen.