Begin by clicking ‘log in’. Then enter your current username and password.

This EES consolidation landing page is opened with three available options.

Click ‘OK consolidate my profile’ to create your consolidated profile.

If you already have a consolidated profile click ‘Add this journal’ to easily add this EES account to it.

Click ‘Not Now’ to postpone the consolidation process.

Click ‘OK’ and you will see a list of The EES accounts linked to the email address on record for the account you have logged into.

You need to choose whether to include each of these accounts in your consolidated profile or not.

You can choose not to add an account if it’s not yours, is an account you no longer use, or is an account you share with another user.

Please note: for security reasons the consolidation process must be completed in one sitting. If you stop/quit the process before completion any progress made will be lost.
We now need you to verify that you own each account. You have two options to do this. If you do not know the username and password of the account you can add the account by email. To use this option you must have access to the email address on record for the account.

If you know the username and password for the account, you can enter these details in the fields below to add the account.

A ‘Selection made’ confirmation will appear as each decision is made.

You now have the option to search for further EES accounts you may hold that are registered with a different email address.

If you know that you have no further EES accounts, simply click ‘Next Step’ and move to step 8.

If further accounts are found, make the same decision to add or not to add each account to your profile. As above, you will need to enter the relevant username and password or choose to add the account by email.

You can search for other accounts using more email addresses if required.
Now you need to check your profile details and add any missing information.

This includes the introduction of a security question. This will be used to verify your identity should you forget your password in the future.

If you wish, complete the optional step of linking the EES profile to your ORCID.

When all the required fields are complete, click ‘Next Step’ at the bottom of the page.

On the next screen, please review your profile information to confirm everything appears correctly.

The EES accounts included in your consolidated profile will be listed with a note highlighting the accounts to be added by email.

We ask you now to read and agree to the terms of the Registered User Agreement by clicking the link, which will open it in a separate window. Ticking the box to confirm you have done this will make the ‘Save Profile’ button available.
The final screen provides confirmation that your consolidated user profile has been created and that your username has been updated and is now your Primary Email Address. You will also receive a confirmation by email.

Clicking ‘Go to EES’ will take you to your Main Menu. This is the end of the consolidation process unless you chose to add any accounts by email.

If you chose to add any of your EES accounts by email, you will receive a separate email for each account. The email will include instructions for adding that account and a link to EES.

Either click the link or paste it directly into the address bar of your browser.

That will open the screen above. Your new username (your Primary Email Address) will appear in the ‘E-mail’ tab and just need to enter the password of your consolidated user profile to add this account.

Any Questions?

A comprehensive list of Frequently Asked Questions and a link to a video demonstration of this process are available. To access these or to find contact details for our Support Department, please Click here.