


A Step by Step Guide to creating a Consolidated User Profile

Support material is also available in:  [French](#)  [Spanish](#)  [Japanese](#)

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.



The Journal Contact us Help ? >> Maintenance outage on 14 July 2013 ... [more](#)

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Login

[Guide to logging in](#)

Please Enter the Following [Insert Special Character](#)

Username:

Password:

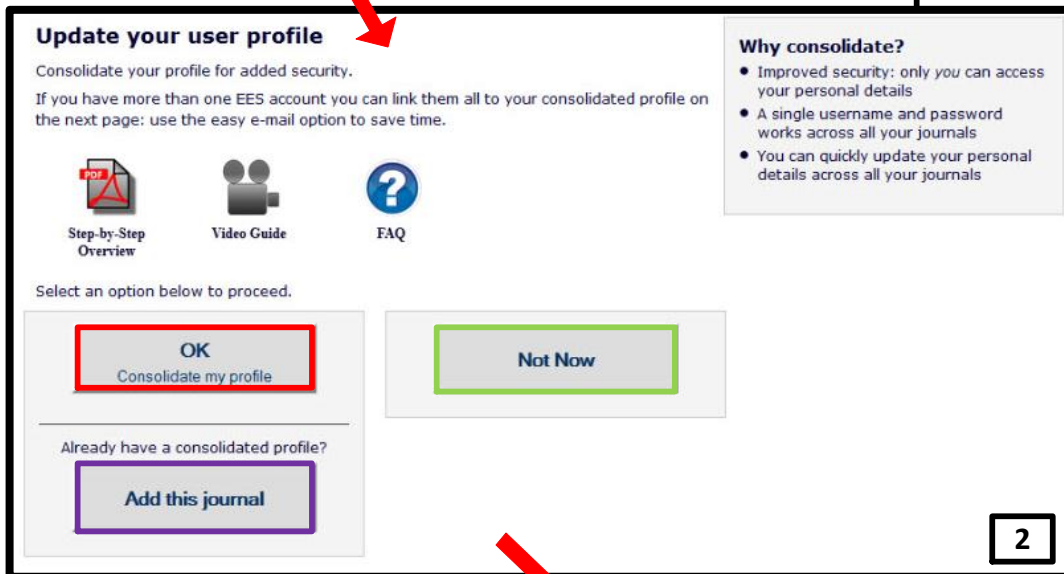
Author Login | Reviewer Login | Editor Login | Publisher Login

[Forgotten Username/Password](#) | [Register Now](#) | [Login Help](#)

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Begin by clicking 'log in'. Then enter your **current** username and password.




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



Update your user profile

Consolidate your profile for added security.

If you have more than one EES account you can link them all to your consolidated profile on the next page: use the easy e-mail option to save time.

 **Step-by-Step Overview**  **Video Guide**  **FAQ**

Select an option below to proceed.

OK
Consolidate my profile

Not Now

Already have a consolidated profile?
Add this journal

Why consolidate?

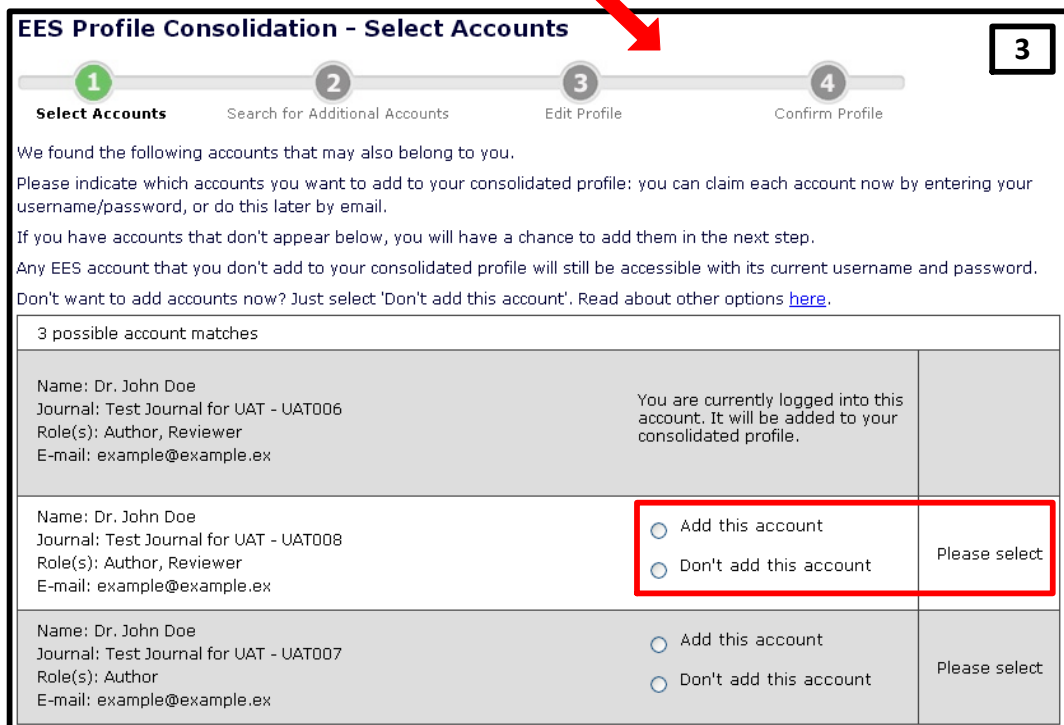
- Improved security: only you can access your personal details
- A single username and password works across all your journals
- You can quickly update your personal details across all your journals

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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.



EES Profile Consolidation - Select Accounts

1 Select Accounts 2 Search for Additional Accounts 3 Edit Profile 4 Confirm Profile

We found the following accounts that may also belong to you.

Please indicate which accounts you want to add to your consolidated profile: you can claim each account now by entering your username/password, or do this later by email.

If you have accounts that don't appear below, you will have a chance to add them in the next step.

Any EES account that you don't add to your consolidated profile will still be accessible with its current username and password.

Don't want to add accounts now? Just select 'Don't add this account'. Read about other options [here](#).

3 possible account matches		
Name: Dr. John Doe Journal: Test Journal for UAT - UAT006 Role(s): Author, Reviewer E-mail: example@example.ex	You are currently logged into this account. It will be added to your consolidated profile.	
Name: Dr. John Doe Journal: Test Journal for UAT - UAT008 Role(s): Author, Reviewer E-mail: example@example.ex	<input type="radio"/> Add this account <input type="radio"/> Don't add this account	Please select
Name: Dr. John Doe Journal: Test Journal for UAT - UAT007 Role(s): Author E-mail: example@example.ex	<input type="radio"/> Add this account <input type="radio"/> Don't add this account	Please select

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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.

Add Account to Consolidated Profile? 4

Add this account by email
Choose this option if you do not know the username and/or password for this account. You will need to have access to the email address on record for this EES account in order to complete this option. Once you complete the consolidation process you will receive an email from us that contains a link and instructions for easily adding this account to your consolidated profile.

Add this account by email

Add this account onscreen
To add this account onscreen, please enter the username and password for this account in the fields below:

Journal: Test Journal for UAT - UAT006
Role(s): Author, Reviewer

Username:
Password:

[Cancel](#) [Add](#)

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.

Name: Dr. John Doe
Journal: Test Journal for UAT - UAT008
Role(s): Author, Reviewer
E-mail: example@example.ex

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<input checked="" type="radio"/> Add this account <input type="radio"/> Don't add this account	<input checked="" type="checkbox"/> Selection made
<input checked="" type="radio"/> Add this account <input type="radio"/> Don't add this account	<input checked="" type="checkbox"/> Selection made

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**.

EES Profile Consolidation - Search for Additional Accounts

1
 2
 3
 4

Select Accounts **Search for Additional Accounts** Edit Profile Confirm Profile

If you have other accounts which did not appear in the previous step, it could be because they have been registered with a different e-mail address.

Please enter an e-mail address below to search for additional accounts.

Search for an email address [Submit](#)

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[Previous Step](#) Step 2 of 4 Next Step

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

EES Profile Consolidation - Search for Additional Accounts [Quit and return to EES](#)

1
 2
 3
 4

Select Accounts **Search for Additional Accounts** Edit Profile Confirm Profile

If you have other accounts which did not appear in the previous step, it could be because they have been registered with a different e-mail address.

Please enter an e-mail address below to search for additional accounts.

2 possible account matches for jim.jones@jimjones.neeeeexd

Name: Dr. Jim Jones Journal: Test Journal for UAT - UAT013 Role(s): Author E-mail: jim.jones@jimjones.neeeeexd	<input type="radio"/> Add this account <input type="radio"/> Don't add this account Please select
Name: Dr. Jimmy Jones Journal: Test Journal for UAT - UAT012 Role(s): Author E-mail: jim.jones@jimjones.neeeeexd	<input type="radio"/> Add this account <input type="radio"/> Don't add this account Please select

Search for another email address [Submit](#)

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[Previous Step](#) Step 2 of 4 [Next Step](#)

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.

EES Profile Consolidation - Edit Profile [Quit and return to EES](#)

1 Select Accounts 2 Search for Additional Accounts **3 Edit Profile** 4 Confirm Profile

Review and edit your details as needed. Required fields are highlighted in red and marked with an asterisk. The Primary e-mail address will be your new username, the password must meet the requirements listed, security question and answer allow you to reset a forgotten password via a secure email link.

[Insert Special Character](#)

Profile details

Title* First name* Middle name Last name* Preferred name

Primary e-mail:* This will be your new username

Confirm Primary e-mail:*

Password:*

Your new password must:

- be a minimum of 8 characters long;
- contain both letters and numbers;
- contain both upper and lower case letters.

Confirm password:*

Security question:* [Why is this needed?](#) **8**

Answer:*

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**

ORCID (Unlinked) **9**

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

Step 3 of 4 **10**

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

EES Profile Consolidation - Confirm Profile

1 Select Accounts 2 Search for Additional Accounts 3 Edit Profile **4 Confirm Profile**

Below is your new consolidated profile, showing the accounts that you have chosen to include. In addition, you may have requested to add at least one account by email. Please follow the instructions in the email to add these accounts to this profile. Please review the details below. Click 'Save Profile' and agree to the Registered User Agreement to complete the process.

Name: Dr. John Doe

Email address (username): example@example.ex

Password: *****

Security question: What was the name of your first pet?

Answer: Example

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

Accounts to be consolidated in this profile:

Test Journal for UAT - UAT006	
Test Journal for UAT - UAT008	Subject to Email confirmation
Test Journal for UAT - UAT007	Subject to Email confirmation

I have read and understand the [Registered User Agreement](#) and agree to be bound by all of its terms.

12 Step 4 of 4

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.

EES Profile Consolidation - Your New Profile

Thank you for completing the consolidation process.

Your new profile has now been created. Details of your profile have been emailed to you.

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Remember:

- **Your new username is now example@example.ex.**
- Please make a note of your new password.
- You can use your new username and password to access all of the accounts that have been consolidated.
- Any changes you make to your contact details or username and password in one journal will automatically be applied to all of your journals.

[Go to EES](#)

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.

Add Account to Consolidated Profile?

To add this EES account to your consolidated profile, enter the username (e-mail address) and password of your consolidated profile below.

Consolidated profile e-mail address (username) and password

E-mail:

Password:

[Cancel](#)

[Forgotten password?](#)

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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](#)