Creating an account

Step-by-step guidance on creating your own user account for Emerald Insight

www.emeraldinsight.com
Create your own user account and benefit from:

• A unique user profile that will allow you to manage your online access

• The ability to create favourites lists down to the article level

• The ability to customize email alerts to receive specific notifications about special offers and the topics you care most about.

Visit: www.emeraldinsight.com/login
I DO have a user account: login

- Select ‘Log in’ on the top right of the homepage
- Enter your account email or username and password

I DON’T have a user account: register

- Select ‘Register’ on the top right of the homepage
• Complete the online form with your personal details, using a valid email address

• Click on the ‘Submit’ button to complete your registration
Manage your account

If you have logged in successfully, then your email or username will appear as a link on the top right hand of the page.

- Click on this link to access the ‘My Account’ area

- Choose from a range of services available to users
‘My Account’ service areas

Details:
Update your personal details including:
- Email address
- Password
- Name
- Organisation
- Contact Details
- Job Title

Access:
View the content that you have access to:
- ‘Subscription’ tab: details all subscriptions to titles and collections that you currently have access to
- ‘Items purchase’ tab: lists additional purchases made, such as single articles

Redeem Voucher:
If you receive an access token to unlock free content via a trial or promotion, you can enter the token details in this section. Once activated, access will be shown under the ‘Subscription’ tab in the ‘Access’ area.

Alerts:
• Click on the link ‘Sign up for digest and subject alerts’ to access the various newsletters available.
You can manage your alerts and newsletters from this section. There are three different types of alert:

- New Content Alerts: View any TOC alerts saved for journals and books.
- Citation Alerts: Track citation from articles and chapters.
- Digests and Subject Alerts: Sign up to various digest/newsletters and subject alerts to be kept up to date with the latest information from the industry and Emerald.

**Marked List:**

- ‘Publication Favorites’ tab – create instant access to the Table of Contents page for your most frequently used journals and book series.
- ‘Article Marked List’ tab – view and manage articles and chapters that have been added to the marked list. From here you can also download and track citations (this will then be added to the Alerts section).

**Searches:**

- You can create and save search terms and advanced search parameters. This section lists your saved searches and allows you to run them at any time.