

Creating an account

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



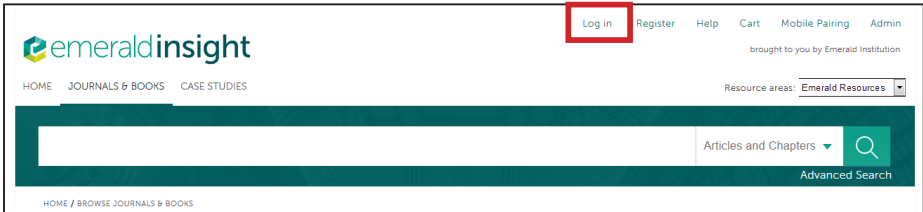
Create your own user account and benefit from:

- 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.

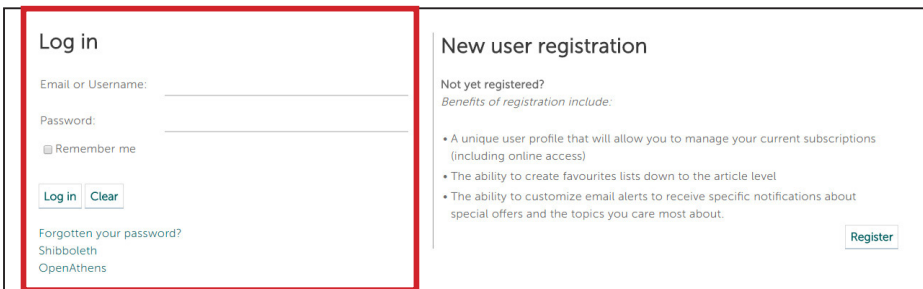
Visit: www.emeraldinsight.com/login

I DO have a user account: login

- Select 'Log in' on the top right of the homepage

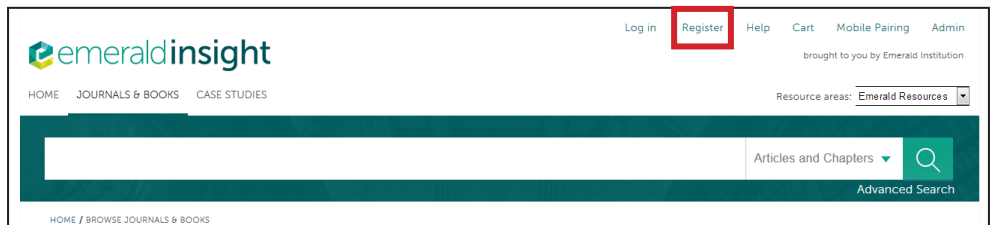


- Enter your account email or username and password



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

Registration Details

* Indicates required fields.

Email:*

Retype email:*

Password:*

Retype password:*

Title: Select Title

First name:*

Last name:*

Organization:

Job Title: Select Job Title

Address line 1:

Address line 2:

City:

State/County /Province:

Postcode:



Country:* Select A Country

Industry: Select Industry

Phone Number

Tick box if we may add you to our email list.

Retype the code from the picture:

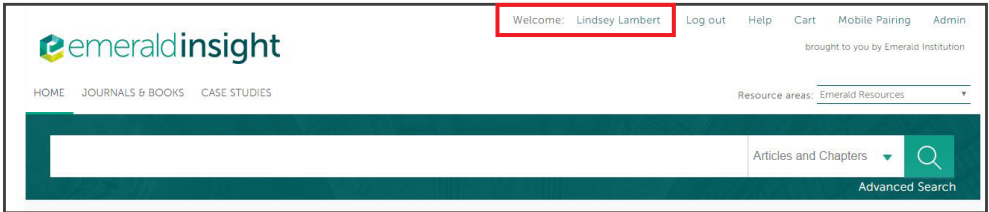
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- Click on the 'Submit' button to complete your registration

Manage your account

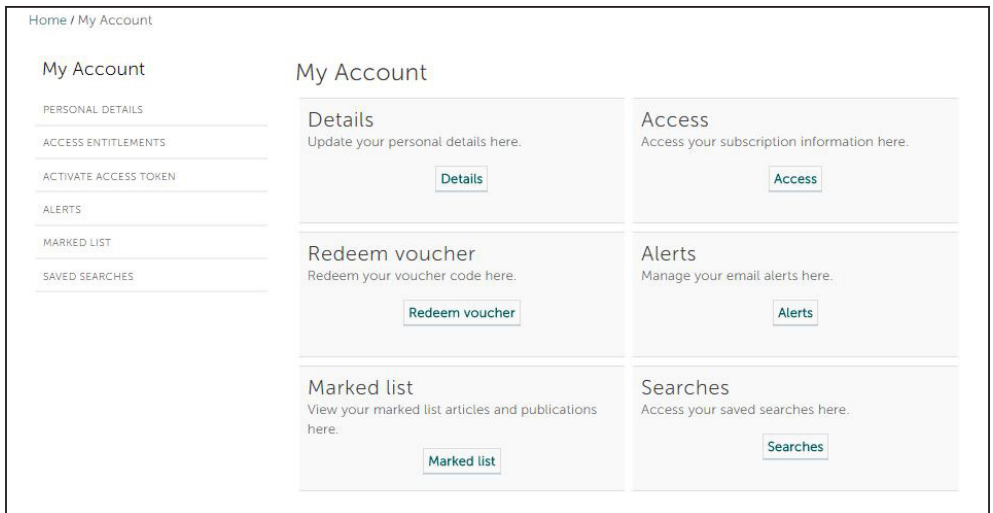
If you have logged in successfully, then your email or username will appear as a link on the top right hand of the page.

- Click on this link to access the 'My Account' area



The screenshot shows the top navigation bar of the Emerald Insight website. On the left is the Emerald Insight logo. In the center, the text "Welcome: Lindsey Lambert" is highlighted with a red rectangular box. To the right of this are links for "Log out", "Help", "Cart", "Mobile Pairing", and "Admin". Below the navigation bar, there are links for "HOME", "JOURNALS & BOOKS", and "CASE STUDIES". On the right side, there is a "Resource areas:" dropdown menu currently set to "Emerald Resources". At the bottom of the header is a dark green search bar with the text "Articles and Chapters" and a search icon, with the label "Advanced Search" below it.

- Choose from a range of services available to users



The screenshot displays the "My Account" page. On the left is a vertical sidebar menu with the following items: "PERSONAL DETAILS", "ACCESS ENTITLEMENTS", "ACTIVATE ACCESS TOKEN", "ALERTS", "MARKED LIST", and "SAVED SEARCHES". The main content area is titled "My Account" and contains six service cards arranged in a 3x2 grid. Each card has a title, a brief description, and a button:

- Details**: Update your personal details here. Button: [Details](#)
- Access**: Access your subscription information here. Button: [Access](#)
- Redeem voucher**: Redeem your voucher code here. Button: [Redeem voucher](#)
- Alerts**: Manage your email alerts here. Button: [Alerts](#)
- Marked list**: View your marked list articles and publications here. Button: [Marked list](#)
- Searches**: Access your saved searches here. Button: [Searches](#)

'My Account' service areas

Details:

Update your personal details including:

- Email address
- Organisation
- Password
- Contact Details
- Name
- Job Title

Access:

View the content that you have access to:

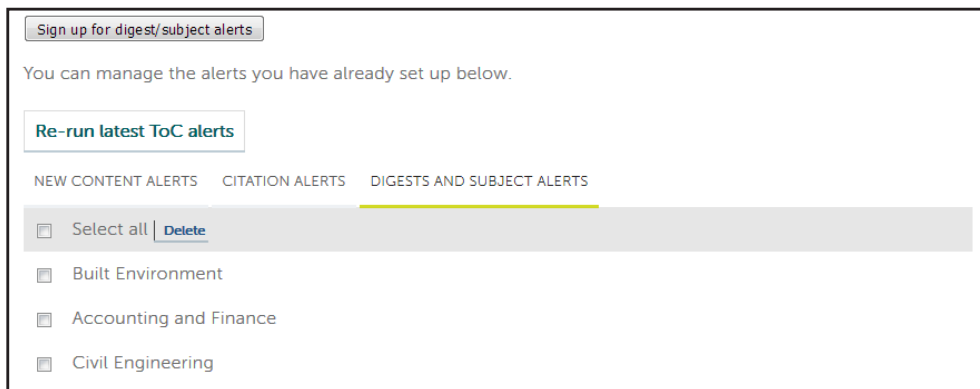
- 'Subscription' tab: details all subscriptions to titles and collections that you currently have access to
- 'Items purchase' tab: lists additional purchases made, such as single articles

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.



[Sign up for digest/subject alerts](#)

You can manage the alerts you have already set up below.

[Re-run latest ToC alerts](#)

NEW CONTENT ALERTS CITATION ALERTS **DIGESTS AND SUBJECT ALERTS**

<input type="checkbox"/> Select all	Delete
<input type="checkbox"/>	Built Environment
<input type="checkbox"/>	Accounting and Finance
<input type="checkbox"/>	Civil Engineering

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.

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Contact us for help

If you need more information, please contact us at support@emeraldinsight.com

