

User Profile

USER
GUIDE

Register for your own user profile to personalise your experience on emerald.com/insight



The following information only applies to users who did not have a profile on our old **emeraldinsight.com** platform.

If you had a profile on **emeraldinsight.com**, you can reactivate this by using the 'Forgot Your Password' link from the 'Login' option on the new site. This will allow you to set a password and login to the **emerald.com/insight**.

Please note that any Saved Searches from the old platform have not been migrated due to the differences in the search functionality and configuration between the platforms.

To create a new profile on emerald.com/insight

- 1 From the Homepage select 'Register'



- 2 Enter your name, email address and Organisation Access Number (if relevant, see page 4 for more information on OANs).



- 3 Tick the box to agree to our Terms & Conditions and Privacy Policy, then click 'Register'. You will see confirmation that an email is being sent to you:



Then look for the activation email:



- 4 Click the 'Login' link to set and confirm your password:

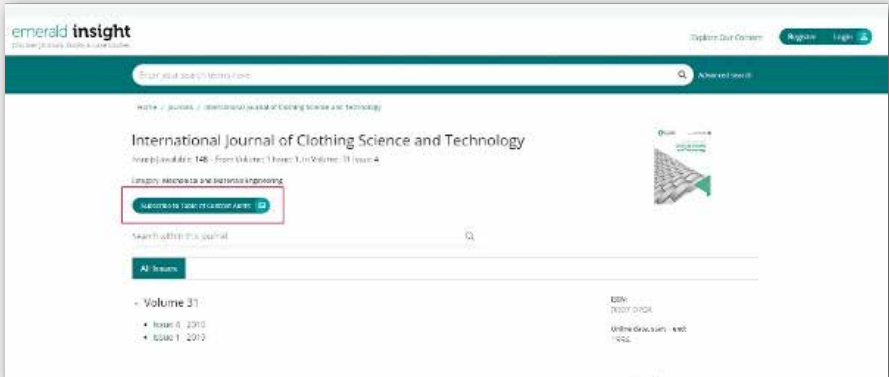


- 5 Click 'Continue' to be taken to the Homepage and logged in.

Set-up Table of Contents Alerts

Use your profile to keep up to date with the latest journals and book series content in your subject area without having to search or browse.

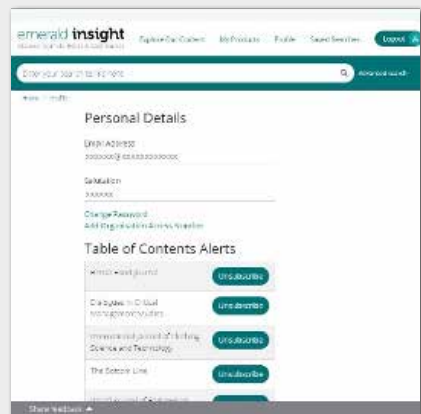
- 1 On the table of contents page for your selected journal or book series, you will have the option to create an alert.



- 2 When a new journal issue or book series issue is published, you will receive an email with the table of contents. Alerts are sent weekly, but you will only receive an alert when content is published for your selected title(s).

- 3 Review and manage your alert preferences – within your Profile area, you can view a full list of journal and book series for which you have registered to receive alerts.

You can also choose to unsubscribe to one or more alerts or use the unsubscribe link within the alert email.



All registered profiles on the previous emeraldinsight.com platform have been migrated along with the alert preferences that were previously selected. If you have not activated your profile on the new site, please go to emerald.com/login and select the 'Forgot your password' option to set a new password and reactivate your profile.

About Organisation Access Numbers (OANs)

An OAN is an access code provided by your librarian or organisation administrator. The code links your personal account to your institution or organisation so that you can access their Emerald resources off-campus or from home.

In most cases, off-campus access will be automatically set up by your institution (for example, via Shibboleth, Open Athens or CASA) but if this cannot be arranged you will need an OAN to access the resources. This will be provided by your library administrator.

How to add an OAN to your profile

There are two ways to do this:

- A) When you register for a profile - use steps 1-5 above
- B) If you already have a profile on emerald.com/insight, follow the steps below:

1. Log into your profile
2. Click 'Profile' from the Homepage
3. Click 'Add Organisation Access Number'



4. Enter the OAN and click 'Link'.



5. If successful, you will see a confirmation and the institution's name will show in your profile as a linked organisation.

Link made successfully

Your account has been linked to 'xxxxxx xxxxxxxxx xxxxxx'. You will now be able to access your organisation's holdings while logged in as this user.

If you are having trouble accessing content on insight please contact your library administrator.

insight guides

To view all guides for emerald.com/insight visit:
tk.emeraldgroupublishing.com/librarian-toolkit

