

# ***TIGER TIPS***

## ***RESOURCES FOR AUBURN RESEARCHERS***

### **GETTING SET-UP IN PIVOT**

*Excerpted from PIVOT Help Documentation. All rights reserved.*

PIVOT is a subscription database of more than 25,000 funding opportunities from numerous sponsors across all disciplines. Auburn faculty, students, and staff can search the database and create custom email funding alerts based on the criteria provided by the individual PIVOT user. You can also share funding opportunities with groups, and save and track opportunities.

[PIVOT Scholars](#) enables researchers to identify potential research partners inside or outside of Auburn. Successful matches require researchers to update their Pivot profiles so that they accurately reflect research interests. In this article, the focus will be on two topics for getting started: “Logging in to PIVOT” and “Creating and Updating Your Profile.”

#### **Logging in to PIVOT**

The PIVOT login is presented in the top right-hand corner of the pages in PIVOT. You must be logged in to:

- View your homepage
- View funding opportunities shared with you or the status of those you have shared with others
- Save a search
- Add an opportunity to Active or Tracked
- Share a funding opportunity
- View matching funding for a profile, or matching profiles for a funding opportunity

Click the Log in and enter your username and password in the Login box to start your PIVOT session and complete the actions listed above.

If you do not have a current account:

- Click on the signup link
- Complete the required fields including the name of the subscribing institution to which you belong (this would be Auburn University)
- Click the Create my account button
- You will receive a verification email at the address entered in the account creation process which will include a link to PIVOT
- Your email address and the password you entered during account creation will be your PIVOT username and password

Additional help regarding Logging in to PIVOT can be found at the following link:  
<https://pivot.desk.com/customer/en/portal/articles/381724-your-pivot-account>

## **Creating and Updating Your Profile**

In most cases, you should already have a profile already created for you in PIVOT. Once you log in, you can click on your name to see a drop down list of account options. If you have a profile linked to your account, you will see the option, “*Your profile.*” Click on this link to view your profile in full. If you wish to update your profile, click on the Update profile link. If you do not have a profile linked to your account, when you click on your name you will see the Claim profile link to either claim an existing profile or create a profile.

To claim an existing profile:

- Log in to Pivot
- In the upper right-hand corner, your name is displayed. Click on the arrow to display the options. If you see a Claim profile link, you know there is not a profile linked to your Pivot account. Click the Claim profile link
- A list of potential profile matches may be displayed
- If you locate your profile from the results list, click the “This is me” button to the right of the profile name. If no results display or none of the possible matching profiles is yours, click the Create a Profile link that is located either in the center of the page when there are no results or located to the left of the results list
- After clicking on the “This is me” button, a message will be displayed informing you that you that a new window will be opening to complete the profile claim process
- If the email on the profile you are claiming matches the email on your Pivot account, you will see a message that a verification email has been sent to you. Otherwise, you will then be asked to confirm whether or not you still have access to the email address listed on your Pivot profile
- If you confirm that you still have access to the email on your profile, you will receive verification email at that address that will link your profile to your account and will grant you access to update your profile
- You must click through on the link in the verification email to complete the claiming process
- If you do not have access to one of the emails displayed, select I no longer have access to any of the above email addresses, hit the submit button and you will be taken to a form to complete to request access to edit your profile. The information submitted is reviewed by our editorial team and once validated, you will receive an email at the new email address submitted which links your profile to your account and grants you access to update your profile

Updating your Pivot profile:

Pivot provides the capability for you to update certain fields or areas of your profile. Updating your profile can increase the quality of the funding matches recommended for you.

You can currently update the following sections of your profile:

- Name
- Email address(es)
- Photo: Add or change a photo

- Webpages or documents (with publications, CV, or other information)
- ORCID: ORCID® (Open Researcher and Contributor ID) is an open, non-profit, community-driven effort to create and maintain a registry of unique researcher identifiers and a transparent method of linking research activities and outputs to these identifiers. Learn more at [www.orcid.org](http://www.orcid.org)
- ISNI: Click the edit icon to enter your ISNI ID. Not sure what an ISNI ID is? ISNI (International Standard Name Identifier) is an ISO standard developed as a global identification system of public identities across all fields of creative activity. Simply put, it's a unique identifier that is used by libraries, publishers, databases, and rights management agencies as a way to identify millions of contributors to creative works including researchers, inventors, writers, and more. Learn more at [www.isni.org](http://www.isni.org)
- Expertise: Add information here to improve your Pivot Advisor
- Affiliations (both past and present): Listing all your previous and current affiliations will assist in the publication linking process
- Education
- Keywords
- Languages
- Associations
- Honors

Publications are updated through PIVOT's linking process. You cannot currently update your publications, however, you can link to a publication page on your website. Any publication or CV links you add are indexed and searchable (as are webpages). In addition, you can upload a document that reflects your publication link. These also are indexed and discoverable immediately.

Change submissions are immediately visible once you save them.

Additional help regarding Creating and Updating Your Profile can be found at the following link: <https://pivot.desk.com/customer/en/portal/articles/1783371-creating-updating-your-profile>

Finally, the Office of Proposal Services and Faculty Support has provided a [webpage](#) reflecting quick training resources that are available to assist you.

Have additional questions? Do not hesitate to contact Marc Haon @ [haonmar@auburn.edu](mailto:haonmar@auburn.edu) or 334-844-5929.