

# How to register

In order to be able to upload manuscripts to AU Library Scholarly Publishing Services, you first need to register. Do this by clicking the link 'Register' in the upper right corner or the similar link in the middle of the home page.

The screenshot shows the homepage of AU Library Scholarly Publishing Services. The header is dark blue with the title 'AU Library Scholarly Publishing Services' and navigation links for 'Catalog', 'About', and 'How to...'. In the top right corner, there are links for 'Register' (circled in red) and 'Login'. A search bar is also present. The main content area features a large heading 'AU Library Scholarly Publishing Services E-books' and a 'Register' link circled in red. Below this, there is a 'Login' link. The text explains that users need to register to upload manuscripts. A sidebar on the right contains sections for 'Information', 'Browse', 'Series', and 'New Content'. The 'New Content' section lists 'A10M 1.0', 'RSS 2.0', and 'RSS 1.0'.

Then complete the relevant fields. Please note that the fields marked with a red asterisk must be completed.

The screenshot shows the registration page for AU Library Scholarly Publishing Services. The page has a dark blue header with the site name and navigation links. The main content area is white and contains a registration form with several sections: Profile, Login, and checkboxes for terms and conditions. A right-hand sidebar contains links for Information, Browse, Series, and New Content.

**Header:** Register Login

**Navigation:** Catalog About ▾ How to? Search

**Breadcrumbs:** Home / Register

**Profile**

Given Name \*

Family Name

Affiliation \*

Country \*

**Login**

Email \*

Username \*

Password \*

Repeat password \*

Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Yes, I would like to be notified of new publications and announcements.

[Login](#)

**Information**

- [For Readers](#)
- [For Authors](#)
- [For Librarians](#)

**Browse**

- [New Releases](#)

**Series**

- [Doctoral thesis](#)
- [Ph.D. dissertations](#)
- [Proceedings](#)
- [Reports](#)
- [Working Papers](#)
- [Anthologies](#)
- [Monographs](#)
- [Other](#)

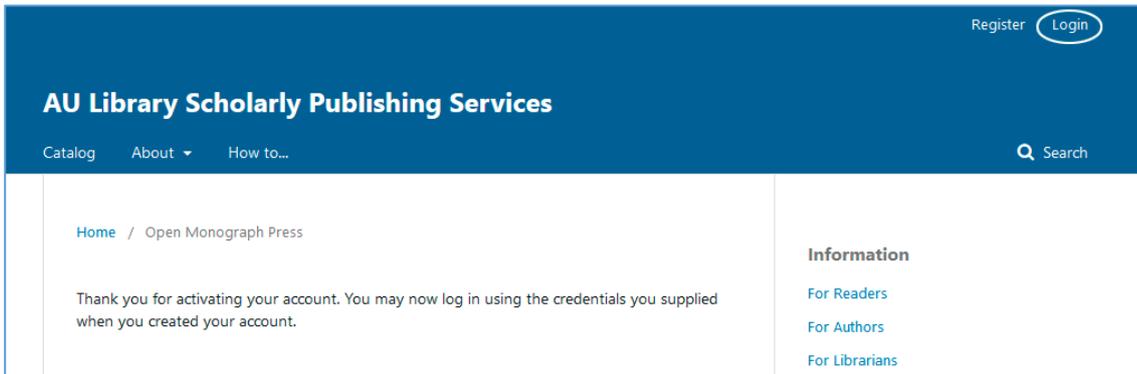
**New Content**

- [ATOM 1.0](#)
- [RSS 2.0](#)
- [RSS 1.0](#)

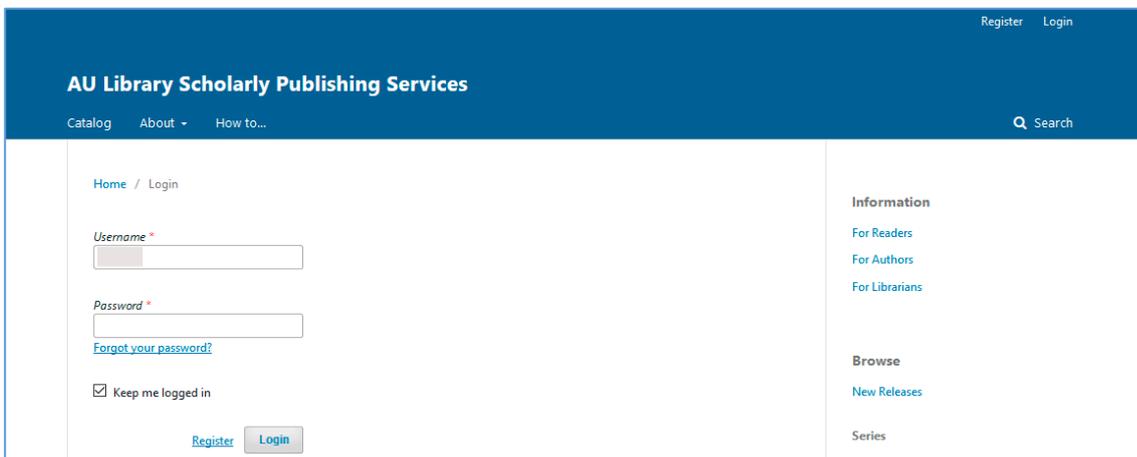
After clicking the 'Register' button, a confirmation email will be sent to you.

To validate your new account with AU Library Scholarly Publishing Services you have to follow the link inserted in the email.

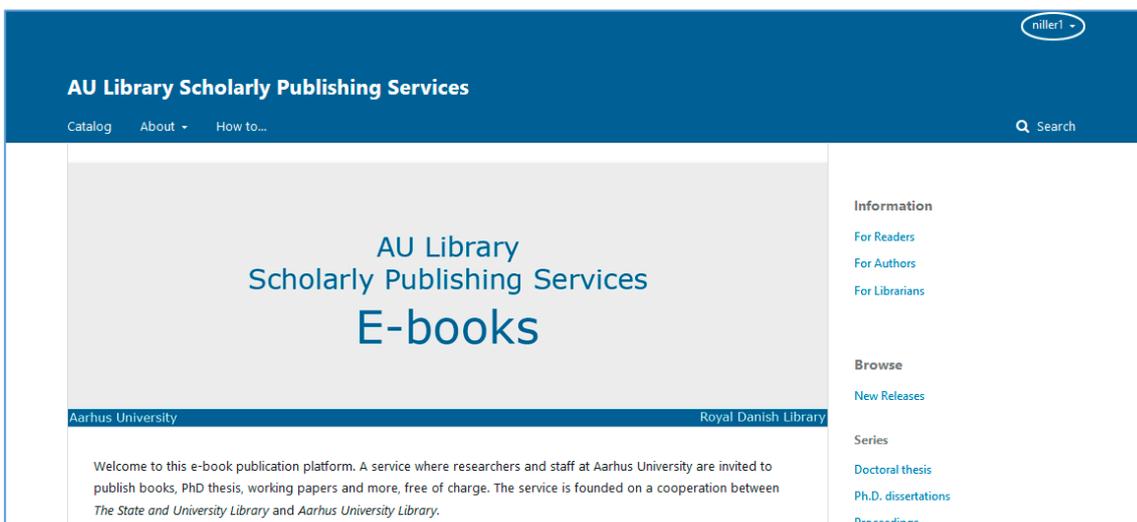
The email link will lead you to the following page. You are now registered as a user. However, the registration is not yet complete.



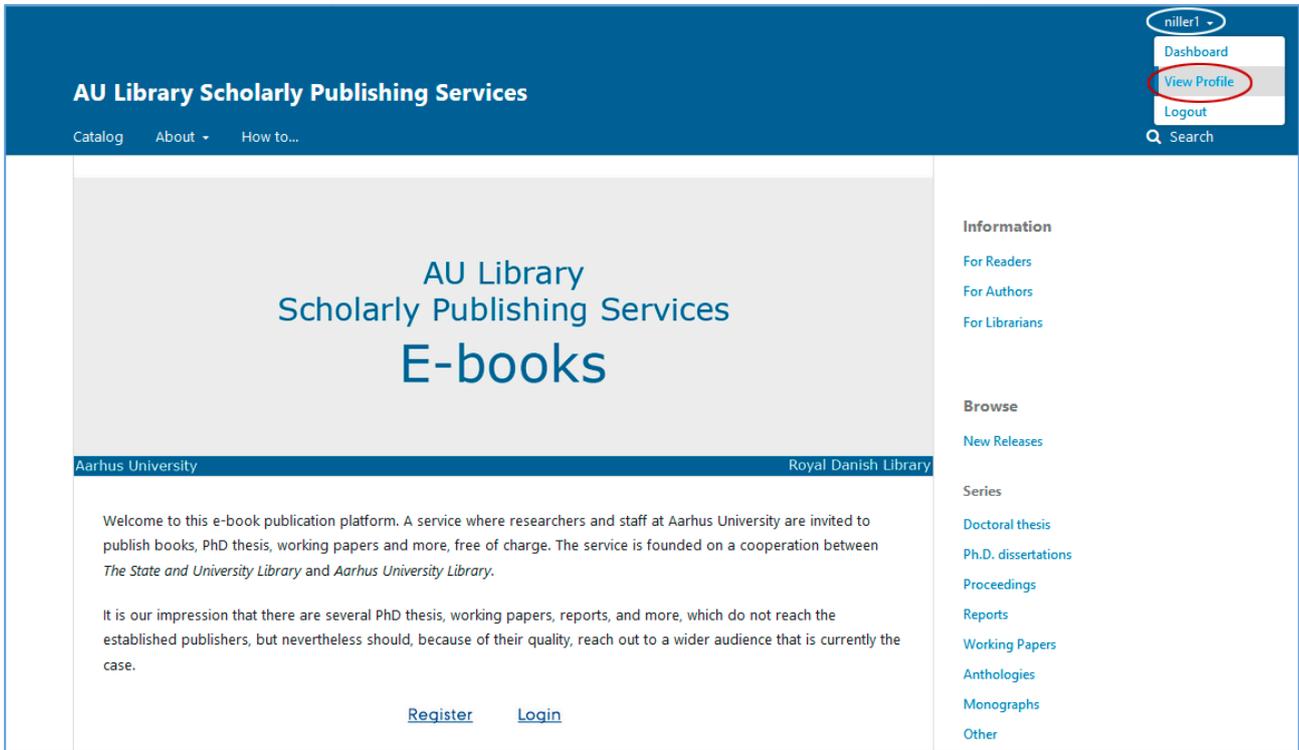
First, you have to login using the credentials you supplied when you created your account.



When logged in, your username will appear in the upper right corner

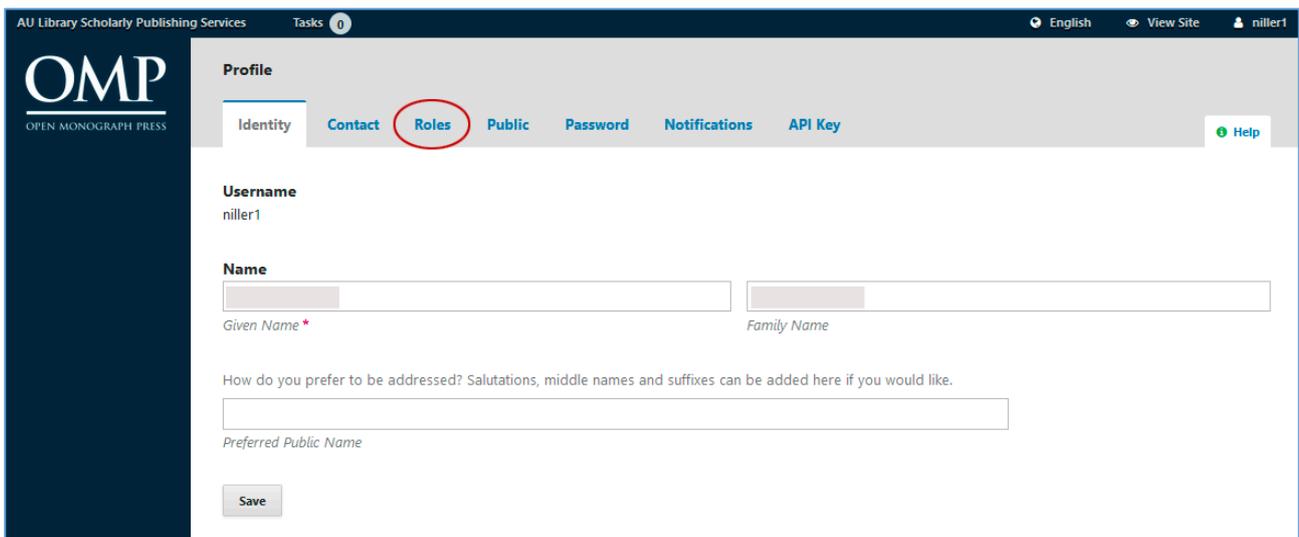


Please move the cursor over your username in the upper right corner and choose the link 'View Profile'.

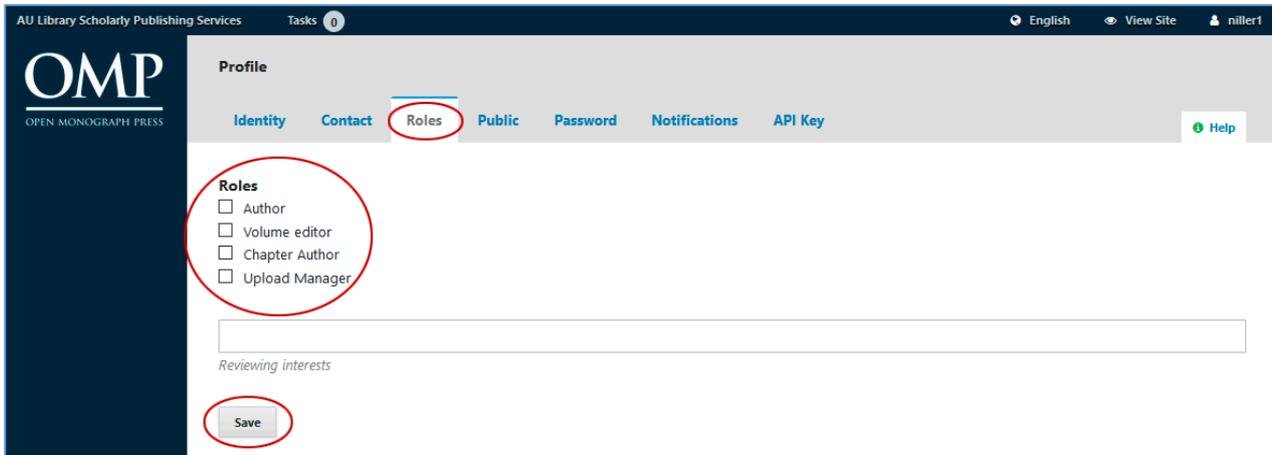


As soon as you login to your profile the user interface changes. You hereby move from the Reader Interface to the Editorial Interface. The Reader Interface is the Royal Danish Library's own design, while the Editorial Interface is the design of the underlying program.

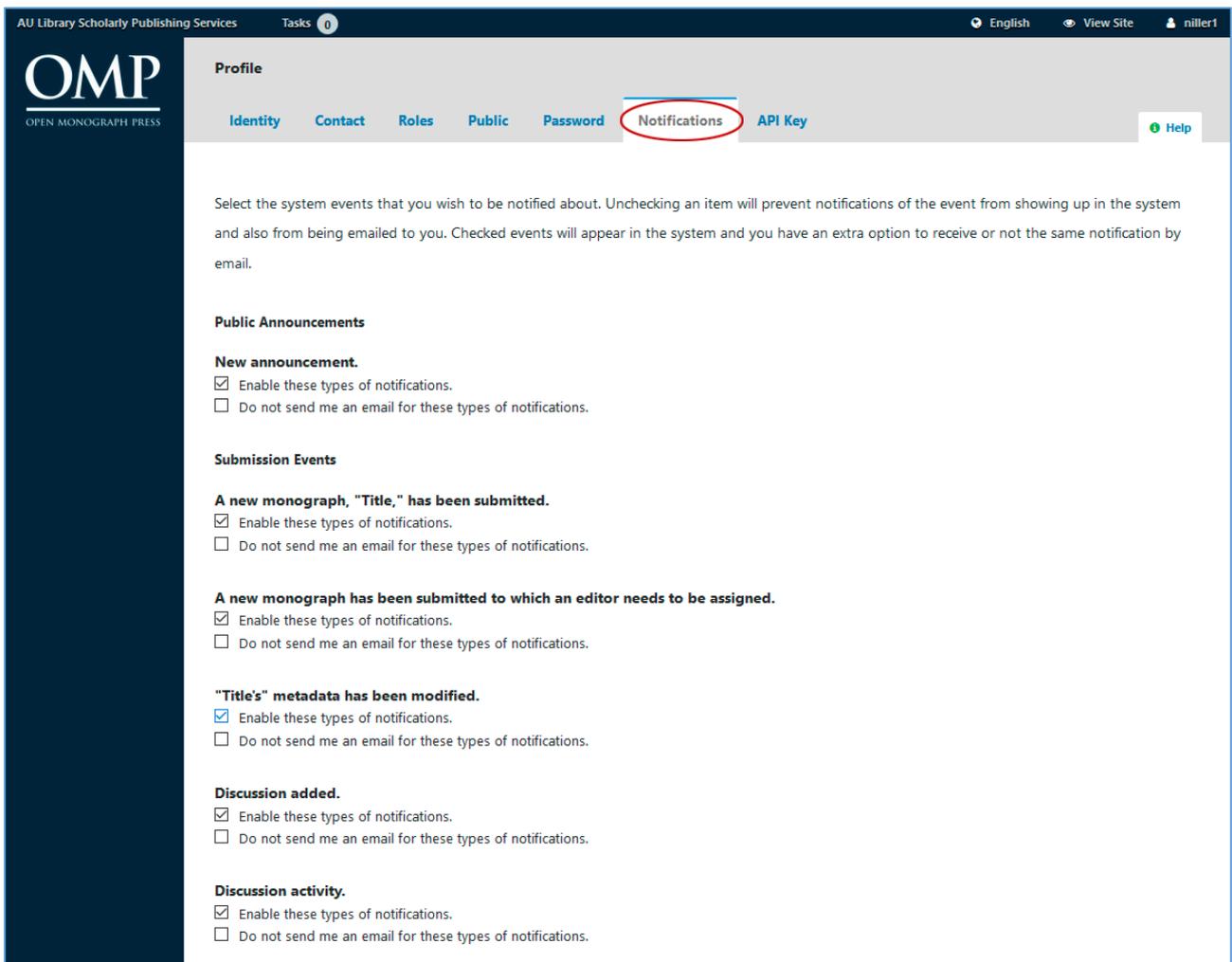
On your profile page, you must first enter the tab 'Roles'



Here you choose the role(s) you want.



We also recommend to look more closely at the 'Notifications' page. Here you may prefer to deselect some of the pre-selected notification services, especially all the 'Submission' and 'Reviewing Events'.



You should now be ready for your first submission.

For further guidance, see the following:

1. Guidelines for employees at Aarhus University who want to upload manuscripts/monographs
2. Guidelines for employees at Aarhus University who want to upload an edited volume with contributions from several authors, e.g. proceedings or anthologies

If you have any questions concerning the above, please write to: Niels Erik Frederiksen, [nef@kb.dk](mailto:nef@kb.dk)