

# Registering with our Journal:

To register with our journal, click the Register link on the upper right corner.

The screenshot shows the homepage of the Journal of Public Knowledge. At the top right, there are links for 'Register' and 'Login'. The main header contains the journal title 'Journal of Public Knowledge' and navigation links for 'Announcements', 'Current', 'Archives', and 'About'. A search bar is located on the right side of the header. Below the header, there are two columns of news items. The left column features 'Did you know...?' dated 2016-07-29 with the text 'Did you know that OJS 3 is coming soon?' and a 'Read More' link. The right column features 'More Great News!' dated 2016-07-29 and 'Welcome' dated 2016-07-21. Below the news items, there is a 'Current Issue' section for 'Vol 1 No 1 (2016): The First Issue'. On the right side, there are sections for 'Language' (English, Français (Canada)) and 'Information' (For Readers, For Authors, For Librarians).

This will open the Registration Form for you to complete with all required information.

The screenshot shows the registration form on the Journal of Public Knowledge website. The header is identical to the homepage. The main content area shows the breadcrumb 'Home / Register' and a 'Profile' section with the following fields: 'First Name \*' (Apostolos), 'Middle Name' (empty), 'Last Name \*' (Mishkin), 'Affiliation \*' (University of Toronto), and 'Country \*' (Canada). The right side of the page contains the same 'Language' and 'Information' sections as the homepage.

All fields with an asterisk (First Name, Last Name, Affiliation, Country, Email, Username, Password, Repeat Password) are mandatory. If the journal is multilingual, you will need to select your preferred language.

You will be automatically registered as a Reader and an Author. You will be given the option to register as a Reviewer as well.

You will not be able to self-register for an Editorial Role (e.g., Editor, Section Editor, Copyeditor, Layout Editor, Proofreader, or Journal Manager).

# Viewing and Changing your Profile

To view and edit your profile, log in and click your Username link from the upper right corner. Choose the View Profile link.

The screenshot shows the user profile page for 'dbarnes' in the 'Journal of Public Knowledge' system. The page has a dark blue header with the OJS logo and navigation links. A sidebar on the left contains menu items like 'Tasks', 'Submissions', 'Issues', 'Settings', 'Users & Roles', and 'Tools'. The main content area is titled 'Profile' and has several tabs: 'Identity' (selected), 'Contact', 'Roles', 'Public', 'Password', and 'Notifications'. The 'Identity' tab contains the following fields:

- Username:** dbarnes
- Name:** Three input fields for 'First Name \*' (containing 'Daniel'), 'Middle Name', and 'Last Name \*' (containing 'Barnes').
- Salutation:** An empty input field.
- Initials:** An input field containing 'DB'.
- Suffix:** An empty input field.
- Gender:** A dropdown menu.

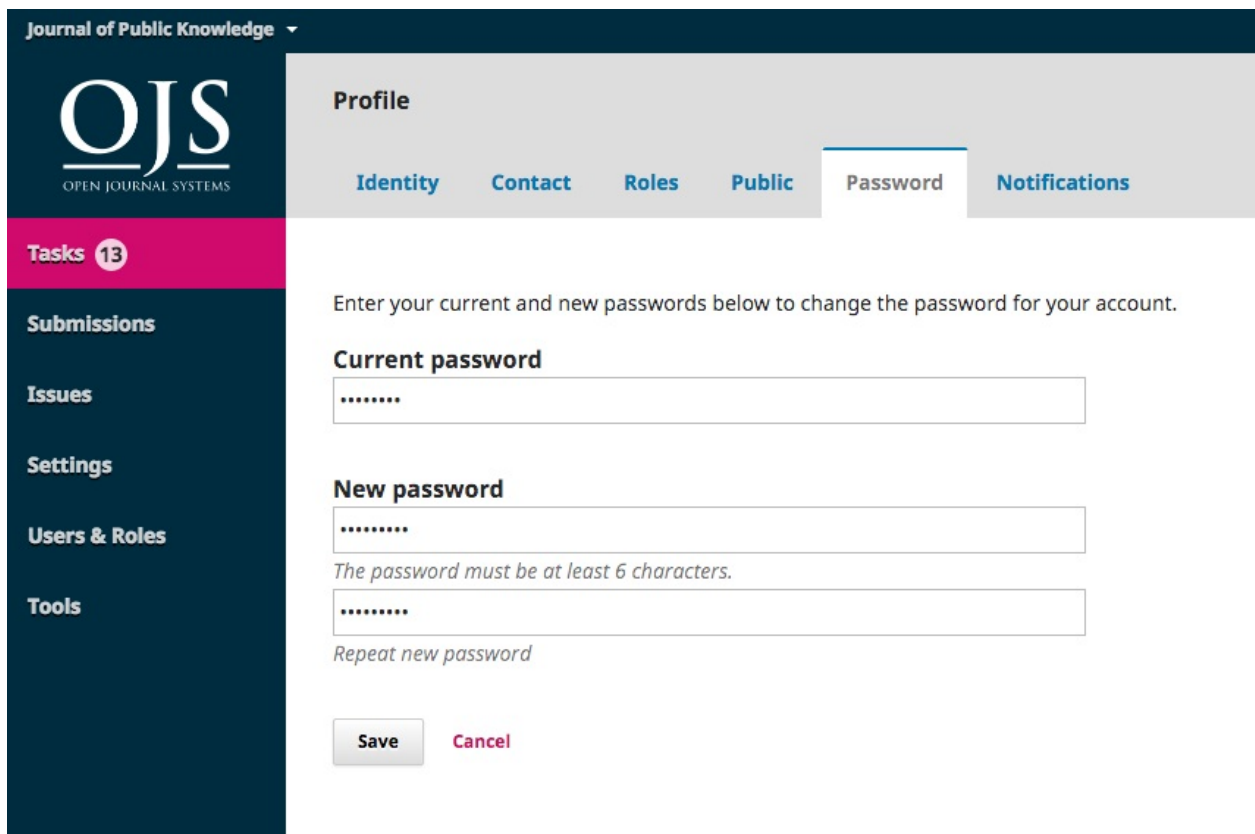
A 'Save' button is located below the fields. A note at the bottom states '\* Denotes required field'.

From here, by choosing the different tabs, you can update your personal details, contact information, change your roles, add a personal image, determine your notification settings, or update your password.

# Resetting your Password

You can reset your password by:

1. Logging into the journal
2. Selecting your username and View Profile from the upper right corner of the screen
3. Choosing the Password tab
4. Entering your current password and then your new password twice
5. Hitting Save



The screenshot shows the user profile page for 'Journal of Public Knowledge'. The left sidebar contains navigation links: Tasks (13), Submissions, Issues, Settings, Users & Roles, and Tools. The main content area is titled 'Profile' and has tabs for Identity, Contact, Roles, Public, Password, and Notifications. The 'Password' tab is active. The form contains the following elements:

- Instruction: Enter your current and new passwords below to change the password for your account.
- Field: **Current password** (password masked with dots)
- Field: **New password** (password masked with dots)
- Text: *The password must be at least 6 characters.*
- Field: **Repeat new password** (password masked with dots)
- Text: *Repeat new password*
- Buttons: **Save** and **Cancel**

Your password is now changed.