

How to Create Your Pivot New Pivot Account

1. Visit <http://pivot.cos.com> from an on-campus computer (or a computer connected to Drake University's internet or wi-fi service)
2. Click on "Log in" in the upper right-hand corner of the screen
3. Click on "Login help"
4. When the new screen opens, select "Create your Pivot account"
5. On the new screen, complete the form and click "Create my account" (be sure to use your Drake email address)
6. You will then be sent an verification email with a link to verify your account

How to Claim Your (Scholar) Profile on Pivot

1. Once you have created your Pivot account, login
2. On the profile home page, click on the "Claim profile" link next to your name
3. Pivot will conduct a search in the database for your name. If you see your name in the results, click "This is me"
4. If your profile is not listed, click on "Suggest a scholar" on left side of the page and you will be able to complete a form to suggest a scholar and you will be able to claim the profile upon its approval (important: this process can take up to two weeks).
5. After selecting "This is me," Pivot will then display the email address they have on file for the profile. If the email displayed is still valid, select it and click "next." If you no longer have access to the email address, select "I no longer have access..." and you will fill out a form requesting a manual verification.
6. After you have claimed your profile, it may take 7-10 business days for this to be verified. When this process is complete, you will receive an email confirmation and be able to update your profile. (Important: all updates are reviewed and verified, and so take approximately two weeks before they will be published on the database).