



## **Access to Pivot Guide**

### **Create your Pivot Account**

To create your Pivot Account you must use your institutional email address as your user ID and create a password of your choosing.

Click on the appropriate link below for step-by-step instructions on how to access Pivot on-campus and off-campus.

[Pivot On-Campus Instructions](#)

[Pivot Off-Campus Instructions](#)

# Getting Started with Pivot on Campus

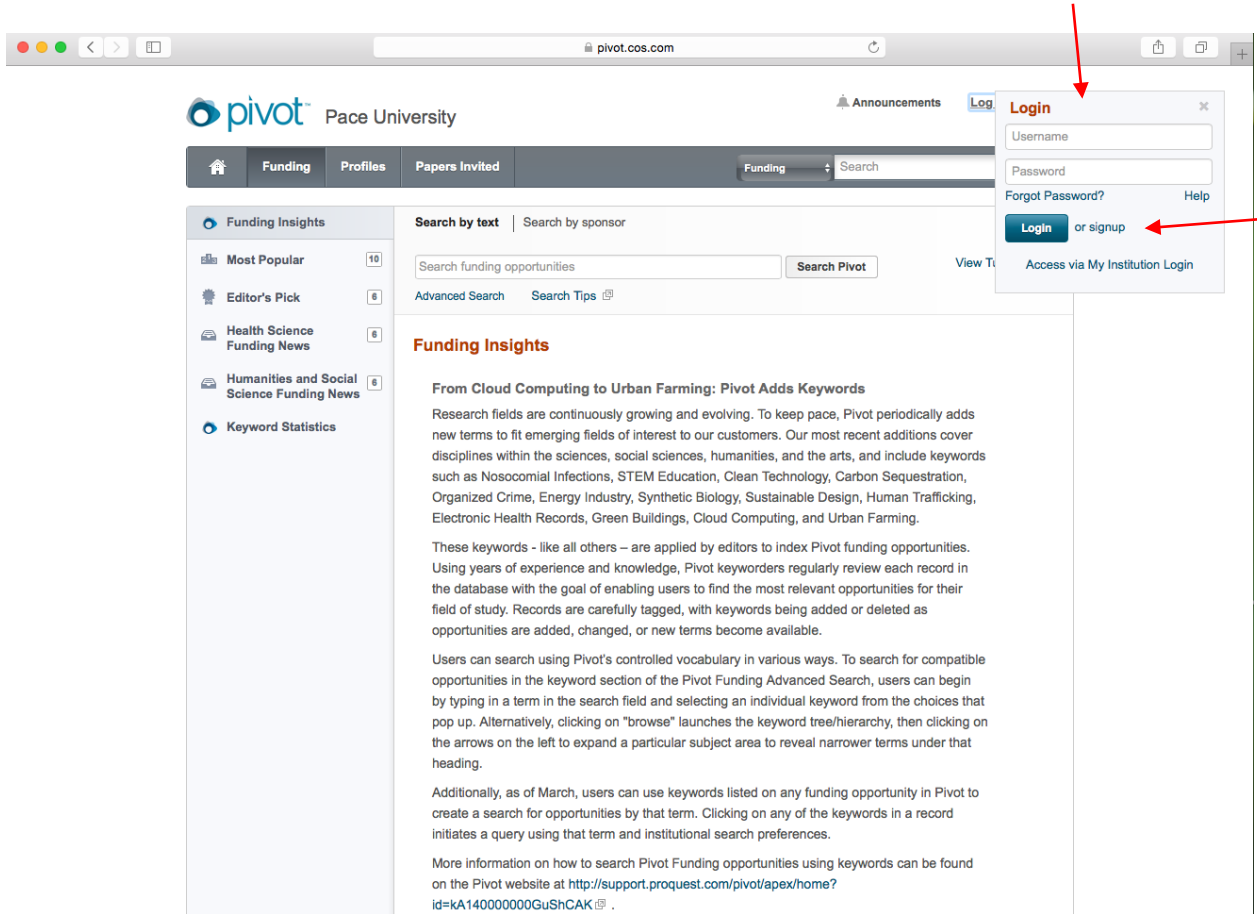
Welcome to Pivot! If you have **never registered before** (you do not have a Pivot username) please go to [https://pivot.proquest.com/funding\\_main](https://pivot.proquest.com/funding_main) and register an account in the system by clicking on the "Login" button on the upper right-hand corner of the homepage.

## Home page of Pivot

The screenshot shows the Pivot homepage in a browser. The address bar displays `pivot.proquest.com`. The page header features the Pivot logo and "Pace University". On the right side of the header, there are links for "Announcements", "Log in", and "Sign up". A red arrow points to the "Log in" link. Below the header is a navigation bar with "Funding" selected. The main content area includes a search bar with "Funding" in the dropdown, a search input field, and a "Search Pivot" button. Below the search bar, there are sections for "Funding Discovery" and "Browse by Keyword".

## Steps 2:

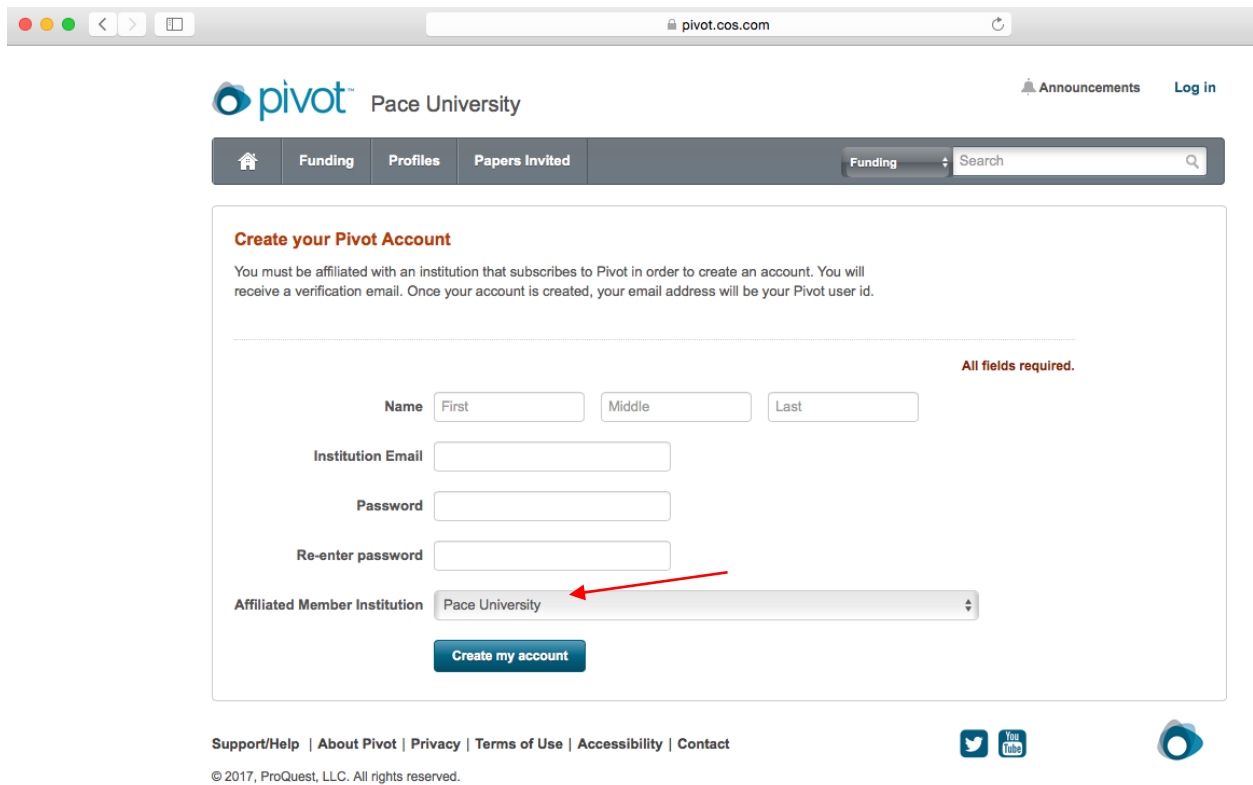
After clicking on the “Login” button on the upright hand corner, a window will pop-up. Click on the “sign up” link in this window.



The screenshot shows the Pivot Pace University website interface. A login pop-up window is open in the top right corner, titled "Login". The window contains fields for "Username" and "Password", along with links for "Forgot Password?" and "Help". A "Login" button and a "or signup" link are visible. A red arrow points to the "Login" button in the pop-up, and another red arrow points to the "or signup" link. The background shows the website's navigation menu with options like "Funding", "Profiles", and "Papers Invited". The main content area displays "Funding Insights" with a search bar and a list of funding opportunities.

### Step 3:

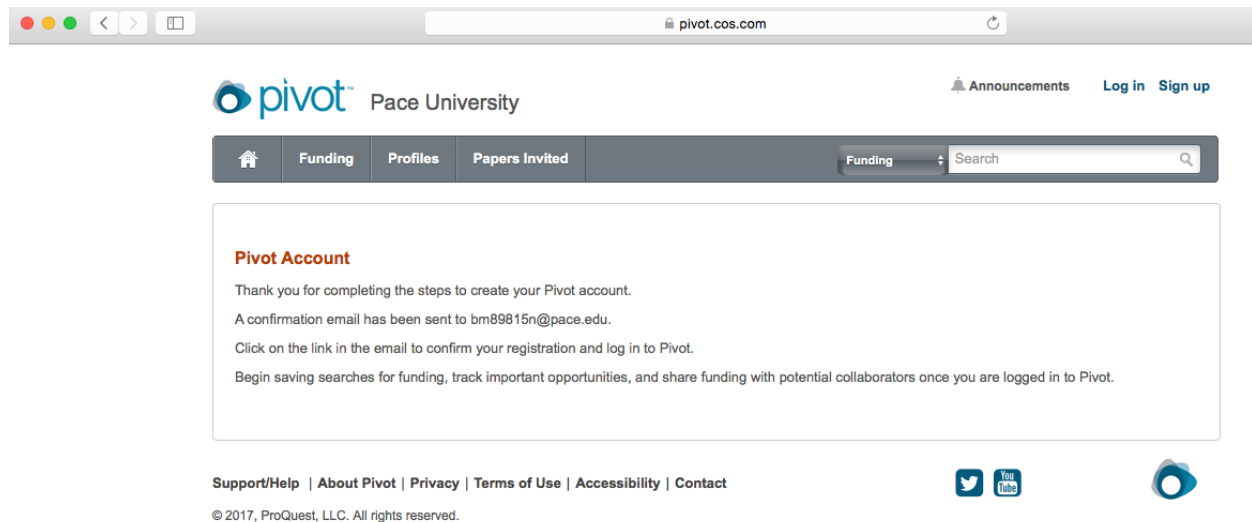
Please fill out your credentials. When creating an account on campus, the “Affiliated Member Institution” will be automatically filled-in.



The screenshot shows a web browser window with the URL `pivot.cos.com`. The page header includes the Pivot logo and "Pace University", along with "Announcements" and "Log in" links. A navigation bar contains "Funding", "Profiles", and "Papers Invited" tabs, and a search bar. The main content area is titled "Create your Pivot Account" and contains the following text: "You must be affiliated with an institution that subscribes to Pivot in order to create an account. You will receive a verification email. Once your account is created, your email address will be your Pivot user id." Below this is a form with the following fields: "Name" (split into "First", "Middle", and "Last" text boxes), "Institution Email" (text box), "Password" (text box), "Re-enter password" (text box), and "Affiliated Member Institution" (dropdown menu showing "Pace University"). A red arrow points to the dropdown menu. A "Create my account" button is at the bottom of the form. The footer includes links for "Support/Help", "About Pivot", "Privacy", "Terms of Use", "Accessibility", and "Contact", along with social media icons for Twitter and YouTube, and a copyright notice: "© 2017, ProQuest, LLC. All rights reserved."

#### Step 4:

Once the form is filled-in, then click on the “Create my account” button. You will then see a confirmation stating message stating your pivot account is created.



The screenshot shows a web browser window with the URL pivot.cos.com. The page header includes the Pivot logo and Pace University name, along with links for Announcements, Log in, and Sign up. A navigation bar contains Home, Funding, Profiles, and Papers Invited, with a search bar on the right. The main content area is titled "Pivot Account" and contains the following text:

**Pivot Account**

Thank you for completing the steps to create your Pivot account.

A confirmation email has been sent to [bm89815n@pace.edu](mailto:bm89815n@pace.edu).


Click on the link in the email to confirm your registration and log in to Pivot.

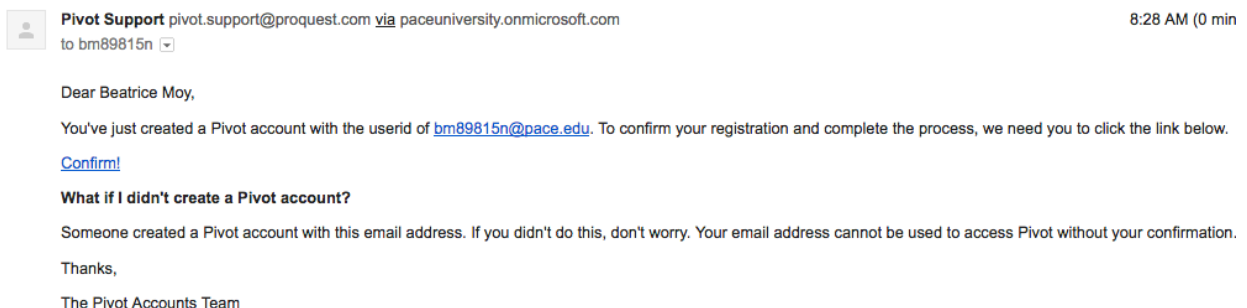
Begin saving searches for funding, track important opportunities, and share funding with potential collaborators once you are logged in to Pivot.

The footer includes links for Support/Help, About Pivot, Privacy, Terms of Use, Accessibility, and Contact, along with social media icons for Twitter and YouTube, and a copyright notice for ProQuest, LLC.

#### Step 5:

You will receive an email from Pivot asking for you to confirm your account. Click on the “Confirm” link in the message body to active your account.

Please confirm your Pivot account creation  Inbox x



The screenshot shows an email from Pivot Support (pivot.support@proquest.com) to bm89815n@pace.edu. The email body contains the following text:

Dear Beatrice Moy,

You've just created a Pivot account with the userid of [bm89815n@pace.edu](mailto:bm89815n@pace.edu). To confirm your registration and complete the process, we need you to click the link below.

[Confirm!](#)

**What if I didn't create a Pivot account?**

Someone created a Pivot account with this email address. If you didn't do this, don't worry. Your email address cannot be used to access Pivot without your confirmation.

Thanks,

The Pivot Accounts Team

Once clicked you will see following message in your web browser.

The screenshot shows the Pivot website interface for Pace University. At the top left is the Pivot logo and "Pace University". On the top right, there are links for "Announcements", "Log in", and "Sign up". Below this is a navigation bar with "Home", "Funding", "Profiles", and "Papers Invited" tabs, and a search bar. The main content area displays a confirmation message: "Your Pivot Account has been confirmed!" followed by "Thank you for confirming your Pivot account. Please login to continue." and "Thanks, The Pivot Accounts Team". At the bottom, there are links for "Support/Help", "About Pivot", "Privacy", "Terms of Use", "Accessibility", and "Contact", along with social media icons for Twitter and YouTube, and a copyright notice: "© 2017, ProQuest, LLC. All rights reserved."

### Step 6:

Now you can click on login at <https://pivot.proquest.com/session/login> and use your Pivot credentials to access your Pivot account. Happy searching! 😊

This screenshot is similar to the previous one but includes a "Login" modal window on the right side. The modal has a close button (X) and contains the following elements: "Username" and "Password" input fields, a "Forgot Password?" link, a "Help" link, a "Login" button, and the text "or signup". At the bottom of the modal is a link for "Access via My Institution Login". The background content of the website remains the same as in the previous screenshot.

# Getting Started with Pivot Off-Campus

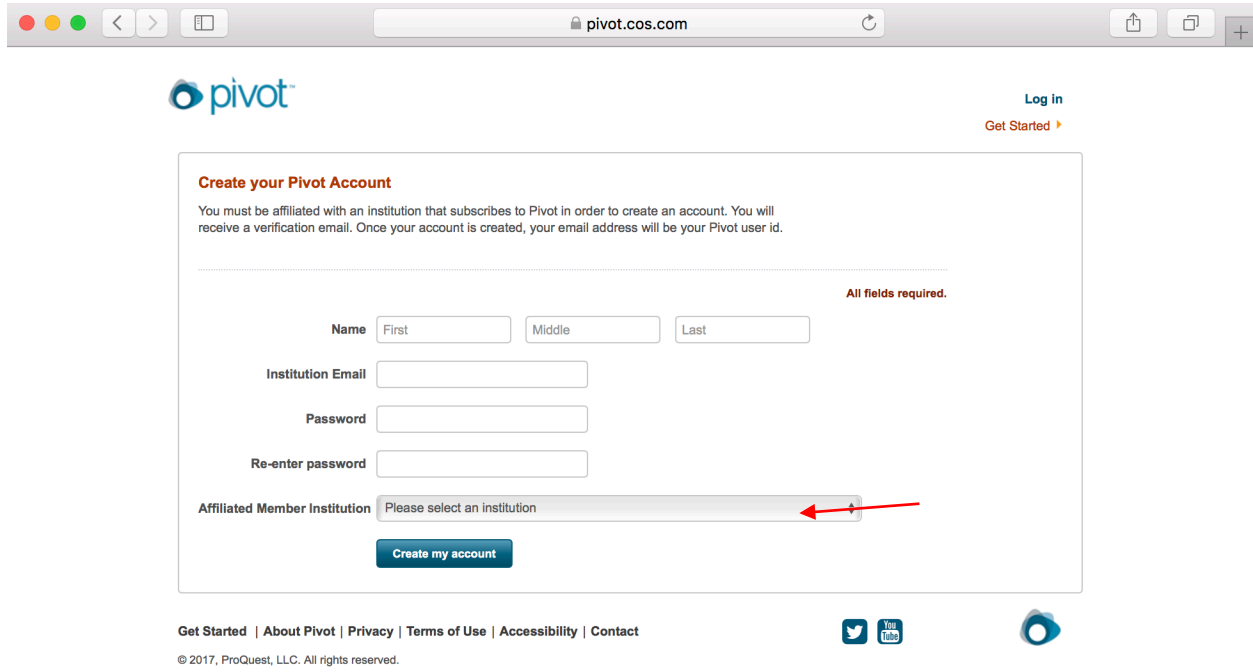
Welcome to Pivot! If you have **never registered before** (you do not have a Pivot username) please go to [https://pivot.proquest.com/funding\\_main](https://pivot.proquest.com/funding_main) and register an account in the system by clicking on the "Sign up" button on the upper right-hand corner of the homepage.

## Home page of Pivot

The screenshot shows the Pivot Proquest website homepage. At the top, the browser address bar displays "pivot.proquest.com". The website header includes the Pivot logo and "Pace University" on the left, and "Announcements", "Log in", and "Sign up" on the right. A red arrow points to the "Sign up" button. Below the header is a navigation bar with tabs for "Funding", "Profiles", "Papers Invited", and "Awards". A search bar is located to the right of the navigation bar. The main content area is titled "Funding Discovery" and features a search bar with the placeholder text "Search funding opportunities" and a "Search Pivot" button. Below the search bar are links for "Advanced Search" and "Search Tips". The "Funding Discovery" section includes a sub-section for "Browse by Keyword" with a "Take a Tour" link. The left sidebar contains a list of categories: "Most Popular" (10), "Editor's Pick" (4), "Health Science Funding News" (4), and "Humanities and Social Science Funding News" (4).

## Steps 2:

Fill out all the credentials, but do not click on “Affiliated Member Institution.” Click on the “Create my account” button.



The screenshot shows a web browser window with the URL `pivot.cos.com`. The page features the Pivot logo and navigation links for "Log in" and "Get Started". The main content is a "Create your Pivot Account" form. The form includes a note stating that users must be affiliated with an institution that subscribes to Pivot. The form fields are: Name (First, Middle, Last), Institution Email, Password, Re-enter password, and Affiliated Member Institution (a dropdown menu). A red arrow points to the dropdown menu. Below the form is a "Create my account" button. The footer contains links for "Get Started", "About Pivot", "Privacy", "Terms of Use", "Accessibility", and "Contact", along with social media icons for Twitter and YouTube, and a copyright notice for ProQuest, LLC.

**Create your Pivot Account**

You must be affiliated with an institution that subscribes to Pivot in order to create an account. You will receive a verification email. Once your account is created, your email address will be your Pivot user id.

**All fields required.**

Name  First  Middle  Last

Institution Email

Password

Re-enter password

Affiliated Member Institution  ←

[Create my account](#)

[Get Started](#) | [About Pivot](#) | [Privacy](#) | [Terms of Use](#) | [Accessibility](#) | [Contact](#)

© 2017, ProQuest, LLC. All rights reserved.



Please fill out the form again and select Pace University in the drop-down menu of the affiliated member institution



[Log in](#) [Sign up](#)

[Get Started](#) ▶

### Create your Pivot Account

You must be affiliated with an institution that subscribes to Pivot in order to create an account. You will receive a verification email. Once your account is created, your email address will be your Pivot user id.

All fields required.

Name  of

Institution Email

Password

Re-enter password

Affiliated Member Institution

ⓘ Please select an institution from the picklist

[Create my account](#)

[Get Started](#) | [About Pivot](#) | [Privacy](#) | [Terms of Use](#) | [Accessibility](#) | [Contact](#)



© 2017, ProQuest, LLC. All rights reserved.



**Create your Pivot Account**

You must be affiliated with an institution to receive a verification email. Click on your institution name to select it.

Name

Institution Email

Password

Re-enter password

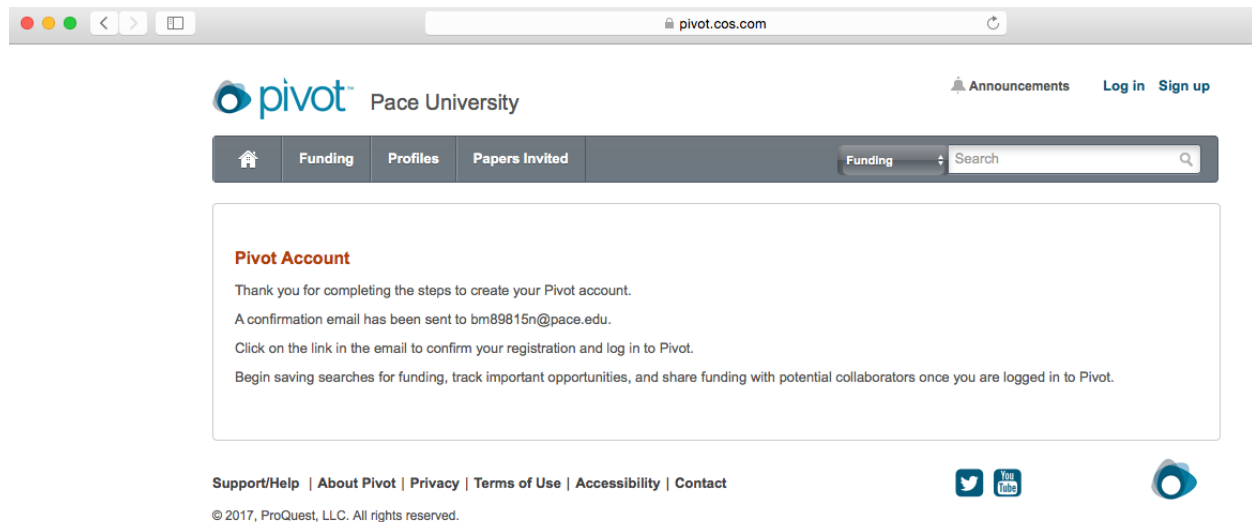
**Affiliated Member Institutions**

[Get Started](#) | [About Pivot](#) | [Privacy Policy](#)  
© 2017, ProQuest, LLC. All rights reserved.

- Medical College of Wisconsin Libraries
- Merrimack College
- Metropolitan State University of Denver
- Ministero della Salute
- Minnesota State University, Mankato
- Missouri University of Science and Technology
- Montclair State University
- Mount Sinai School of Medicine
- Museum of Islamic Art
- National Taiwan University
- Nazareth College of Rochester
- New College of Florida
- New Mexico Institute of Mining and Technology
- New Mexico State University
- New York City College of Technology, The City University of New York
- Norfolk State University
- North Carolina A&T State University
- North Dakota State College of Science
- North Dakota State University
- Northeastern University
- Northern Arizona University
- Northwestern University
- Northwestern University in Qatar
- Nova Southeastern University
- Oakland University
- Oficina de fomento empresarial del Municipio de Culiacan
- Ohio University
- OhioHealth Foundation
- Ospedale Pediatrico Bambino Gesù
- Ospedale San Raffaele, Milano
- Pace University**
- Paine College
- Philadelphia University
- Pomona College
- Pontificia Universidad Javeriana de Cali
- Pontificia Universidad Javeriana, Bogota
- Pontificia Universidade Catolica do Rio Grande do Sul
- Prairie View A&M University
- Princeton University
- ProQuest
- ProQuest Information Solutions
- Purdue University
- Purdue University Northwest
- Qatar Academy Al-Khor
- Qatar Academy Doha
- Qatar Faculty of Islamic Studies
- Qatar Finland International School
- Qatar Foundation

### Step 3:


Once the form is filled-in, then click on the “Create my account” button. You will then see a confirmation message stating that your pivot account is created.

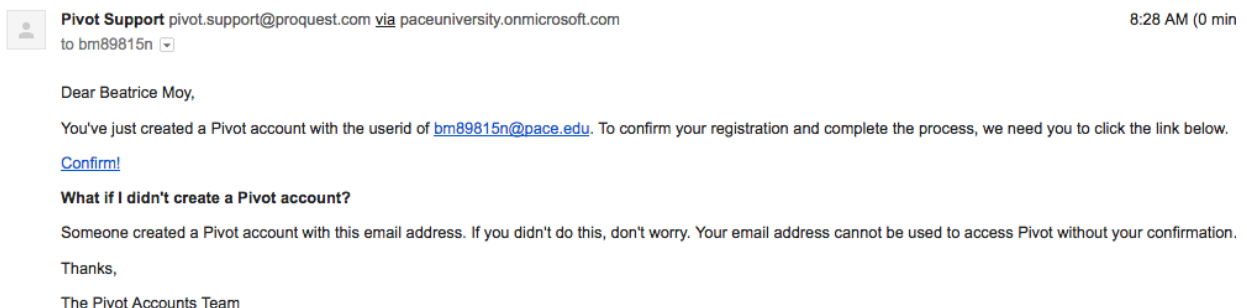


The screenshot shows a web browser window with the URL pivot.cos.com. The page header includes the Pivot logo and Pace University name, along with links for Announcements, Log in, and Sign up. A navigation bar contains Home, Funding, Profiles, and Papers Invited, with a search bar on the right. The main content area features a confirmation message titled "Pivot Account" with the following text: "Thank you for completing the steps to create your Pivot account. A confirmation email has been sent to bm89815n@pace.edu. Click on the link in the email to confirm your registration and log in to Pivot. Begin saving searches for funding, track important opportunities, and share funding with potential collaborators once you are logged in to Pivot." The footer includes links for Support/Help, About Pivot, Privacy, Terms of Use, Accessibility, and Contact, along with social media icons for Twitter and YouTube, and a copyright notice for ProQuest, LLC.

### Step 4:

You will receive an email from Pivot asking for you to confirm your account. Click on the “Confirm” link in the message body to activate your account.

Please confirm your Pivot account creation  Inbox x



The screenshot shows an email from Pivot Support (pivot.support@proquest.com) to bm89815n@pace.edu. The email body contains the following text: "Dear Beatrice Moy, You've just created a Pivot account with the userid of [bm89815n@pace.edu](mailto:bm89815n@pace.edu). To confirm your registration and complete the process, we need you to click the link below. [Confirm!](#) **What if I didn't create a Pivot account?** Someone created a Pivot account with this email address. If you didn't do this, don't worry. Your email address cannot be used to access Pivot without your confirmation. Thanks, The Pivot Accounts Team". The email is timestamped 8:28 AM (0 min).

Once clicked you will see following message in your web browser.

The screenshot shows the Pivot Pace University website. At the top left is the Pivot logo and "Pace University". On the top right, there are links for "Announcements", "Log in", and "Sign up". Below this is a navigation bar with "Home", "Funding", "Profiles", and "Papers Invited" tabs, and a search bar. The main content area displays a confirmation message: "Your Pivot Account has been confirmed!" followed by "Thank you for confirming your Pivot account. Please login to continue." and "Thanks, The Pivot Accounts Team". At the bottom, there are links for "Support/Help", "About Pivot", "Privacy", "Terms of Use", "Accessibility", and "Contact", along with social media icons for Twitter and YouTube, and a copyright notice: "© 2017, ProQuest, LLC. All rights reserved."

### Step 5:

Now you can click on login at <https://pivot.proquest.com/session/login> and use your Pivot credentials to access your Pivot account. Happy searching! 😊

This screenshot is similar to the previous one, but with a "Login" modal box open on the right side. The modal contains fields for "Username" and "Password", a "Forgot Password?" link, and a "Login" button. Below the button, it says "or signup" and "Access via My Institution Login". The background content of the website remains the same as in the previous screenshot.