Change or Update Your Pivot Profile

1. Open your browser and go to https://pivot.proquest.com Click on your name to display the options.

2. In the upper right corner, click on your name and then select "Your profile".

3. Click the "Edit Profile" button to the far right of your name.

4. Clicking the Continue button will take you out of Pivot and into our profile editing system.
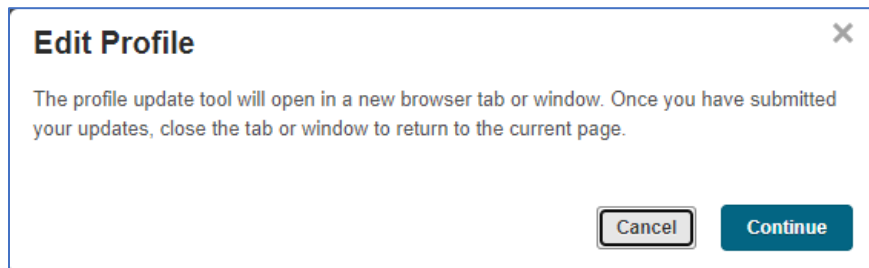
5. Click the Edit button.

6. You will see various buttons or icons that will allow you to edit, add, and re-order information related to your profile. Click the edit button or edit icon to modify the information in a specific section of your profile. You must click the Save or Add button for each field after making changes, adding new information, or removing information. You cannot move to another field until you either save or cancel your changes.
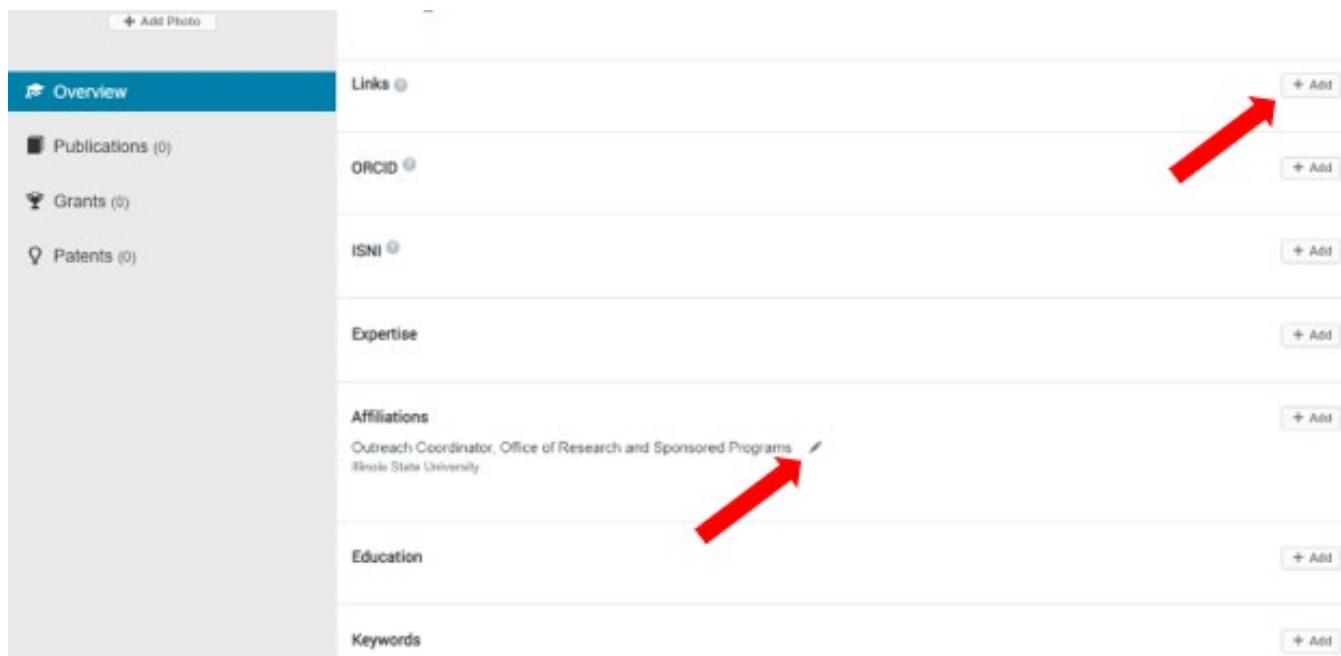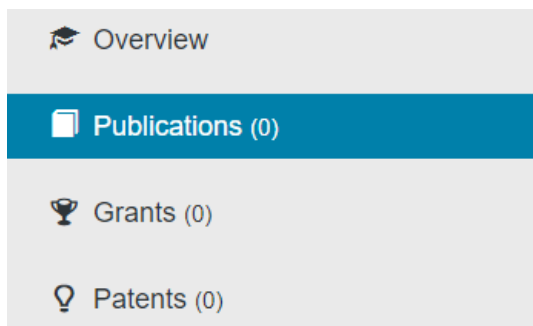

7. When you are done editing, click the Done button at the top to exit the edit view and review the changes you have made.
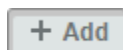
You can also add publications to your profile

1. On the left side of the screen, click on the "Publications" tab.

2. Click on the "+ Add" button

3. Select the appropriate Publication Type
4. Start typing the title in the "Title" box. As you type the title, Pivot will search for associated articles.
    a. For more efficient/effective searching, you can also copy the publication titles from your CV and paste them in the "Title" box.
5. Select the appropriate publication and Pivot will autocomplete the remaining fields.
6. Click on the "Add" button to add the publication to your profile