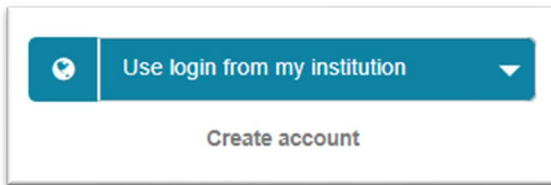


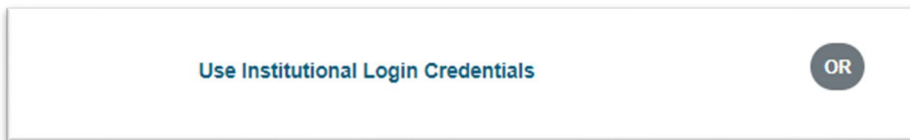
How to Create a Pivot Account

1. Visit <https://pivot.proquest.com/>
2. Click the grey “**Create account**” text under the blue-green dropdown box on the right side of the page.



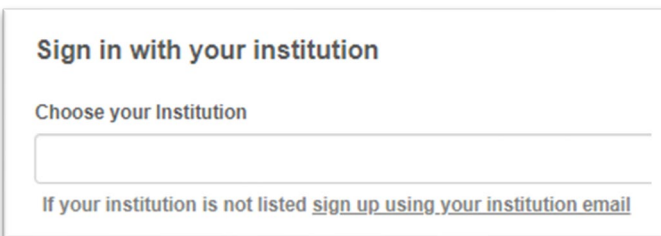
A screenshot of a login options dropdown menu. At the top, there is a blue button with a white globe icon and the text "Use login from my institution" followed by a downward arrow. Below this button, the text "Create account" is displayed in a smaller, grey font.

3. Click the “Use Institutional Login Credentials” option.



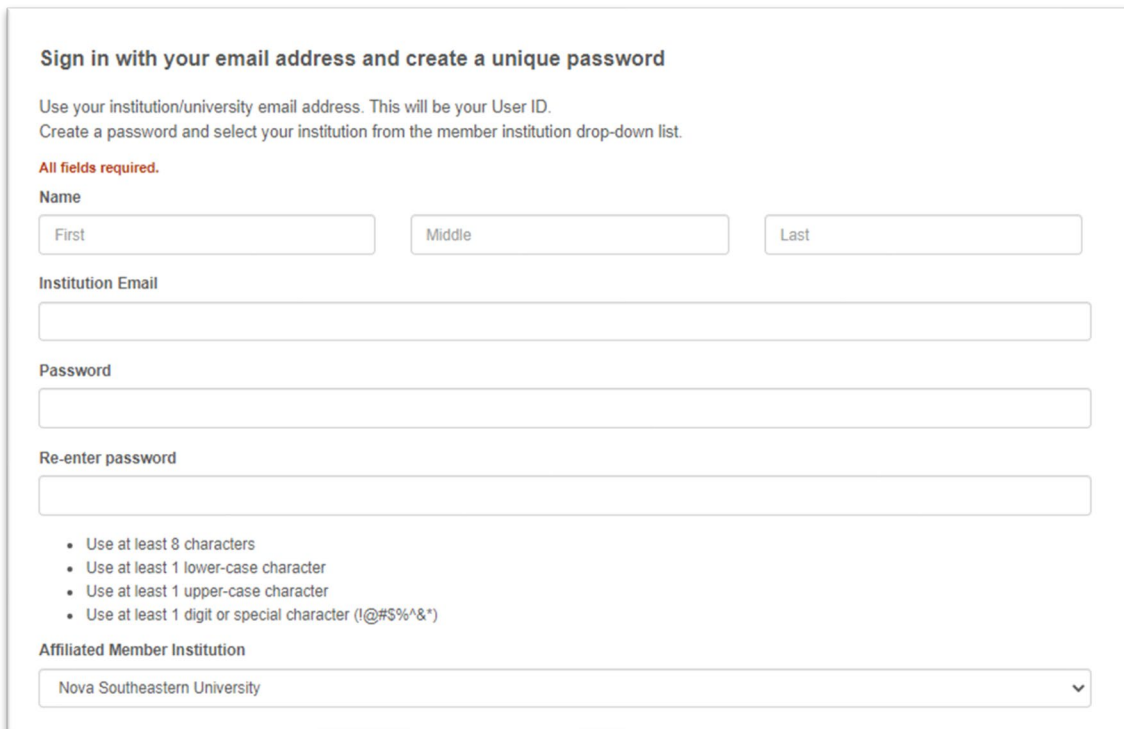
A screenshot of a button with the text "Use Institutional Login Credentials" in blue. To the right of the text is a circular icon containing the word "OR" in white.

4. Under the “Sign in with your institution” option, do not use the dropdown menu. Instead, click the option below it that says “**sign up using your institution email.**”



A screenshot of the "Sign in with your institution" section. It features the heading "Sign in with your institution" in bold. Below the heading is the text "Choose your Institution" followed by a text input field. At the bottom of the section, there is a link that reads "If your institution is not listed [sign up using your institution email](#)".

5. On this screen you will create your Pivot account using your NSU email and password, and choose Nova Southeastern University from the bottom dropdown menu under “Affiliated Member Institution.”



A screenshot of the account creation form titled "Sign in with your email address and create a unique password". The form includes the following elements:

- Instructions: "Use your institution/university email address. This will be your User ID. Create a password and select your institution from the member institution drop-down list."
- A note: "All fields required."
- Name fields: Three input boxes labeled "First", "Middle", and "Last".
- Institution Email: A single input box.
- Password: A single input box.
- Re-enter password: A single input box.
- Password requirements list:
 - Use at least 8 characters
 - Use at least 1 lower-case character
 - Use at least 1 upper-case character
 - Use at least 1 digit or special character (!@#S%^&*)
- Affiliated Member Institution: A dropdown menu with "Nova Southeastern University" selected.