

[LOGIN]

1. On the cIRcle homepage at circle.ubc.ca, click on “My Account” (Step 1) in the left sidebar.

The screenshot shows the cIRcle homepage. At the top, there are navigation links for 'Campuses', 'UBC Directories', and 'UBC QuickLinks'. The main header includes the UBC logo, the slogan 'a place of mind', and the text 'THE UNIVERSITY OF BRITISH COLUMBIA' and 'UBC LIBRARY'. Below the header is a search bar with the text 'All of cIRcle' and a 'Go' button, along with a link to 'Advanced Search' and 'cIRcle Home'. The left sidebar contains a 'Browse' section with links for 'All of cIRcle', 'Communities & Collections', 'Issue Date', 'Authors', 'Titles', and 'Subject'. Below this is the 'My Account' section, which is highlighted with a callout box labeled 'Step 1' pointing to the 'My Account' link. Other links in the sidebar include 'Login', 'Register', and a 'Questions?' section with links for 'About cIRcle', 'Read our FAQs', and 'Contact cIRcle'. The main content area features a large banner for 'UBC's Information Repository' with the cIRcle logo and the text 'Your University Your Research'. Below the banner is a 'Welcome to cIRcle' message and a 'News' section with a 'Top 3 Items' tab and a 'Did you know?' section. The 'Did you know?' section contains three items: 'You might be asking, What is Bill C-32?', 'Ranking Web of World Repositories', and 'Now available in cIRcle'. To the right of the main content area, there are two sections: 'What is cIRcle?' and 'Who's contributing to cIRcle?'. The 'Who's contributing to cIRcle?' section lists various UBC entities and programs, including 'Faculties and Schools', 'Graduate Theses and Dissertations', 'Granting Agency Mandates', 'Institutes, Centres, and Programs', 'Journals@UBC Library', 'Office of the President', 'Offices of the Vice-Presidents', 'Students', 'UBC Affiliates', 'UBC and the 2010 Olympic and Paralympic Games', 'UBC Okanagan', 'UBC Press', and 'University Archives'. At the bottom of the page, there is a footer with the UBC logo, the slogan 'a place of mind', the text 'THE UNIVERSITY OF BRITISH COLUMBIA', and links for 'UBC Library | Hours | Site Map | Contact Us'. On the right side of the footer, there is contact information for the UBC Library, including the address '1961 East Mall, Vancouver, B.C., Canada V6T 1Z1', the telephone number 'Tel: 604-822-6376', and the fax number 'Fax: 604-822-3893'.

[UPDATE PROFILE]

2. Under “My Account”, click on “**Profile**” (Step 2).

3. On your “**Update Profile**” (Step 3) page, fill in the “Email Address”, the “First Name”, “Last Name” and “Contact Telephone” fields. [Note: The email address should be the same email address that was used to create your cIRcle login account.]

4. Under “**Email Subscriptions**” (Step 4), select a collection or number of collections to which you would like to receive daily email alerts of newly added items. You can subscribe to as many or as few collections as you wish. Another alternative to daily email alerts is to use the **RSS feeds** available for all collections.

The screenshot shows the 'Update Profile' page in the cIRcle system. The page is divided into several sections:

- Identify:** This section contains form fields for 'Email Address' (julia.thompson@ubc.ca), 'First Name' (Julia), 'Last Name' (Thompson), and 'Contact Telephone' (604-827-3923). A callout labeled 'Step 3' points to these fields.
- Subscriptions:** This section includes a text box explaining that users can subscribe to collections for daily email alerts. Below this is a list of collections with checkboxes and an 'Add' button. A callout labeled 'Step 4' points to this list.
- Left Navigation Menu:** This menu includes 'Browse', 'My Account', 'Reporting Suite', 'File Conversion', and 'Questions?'. A callout labeled 'Step 2' points to the 'Profile' link under 'My Account'.

The top of the page features the UBC logo, the slogan 'a place of mind', and navigation links for 'Campuses', 'UBC Directories', and 'UBC QuickLinks'. The breadcrumb trail shows 'cIRcle Home > Update Profile >'.

[UPDATE PROFILE – continued]

5. Under “**Security**” (**Step 5**), you can enter a new password in the “Password” box and confirm it by typing it again into the second box. It should be at least six characters long.

6. Click on “**Update Profile**” (**Step 6**) button.

[Note: To exit/logoff cIRcle, click on “Logout”.]

Security

Optionally, you can enter a new password in the box below, and confirm it by typing it again into the second box. It should be at least six characters long.

Password: **Step 5**

Retype to confirm:

Update Profile **Step 6**

Authorization groups you belong to

Anonymous
COLLECTION_206_SUBMIT
COLLECTION_206_WORKFLOW_STEP_2
COLLECTION_205_WORKFLOW_STEP_2
COLLECTION_205_ADMIN
COLLECTION_204_ADMIN
COLLECTION_205_SUBMIT
COLLECTION_204_SUBMIT
COLLECTION_204_WORKFLOW_STEP_2