

emerald **insight**



This is your
journey

How can I create my own
Emerald Insight user profile?

www.emerald.com/insight



How can I tailor my journey with a user profile?

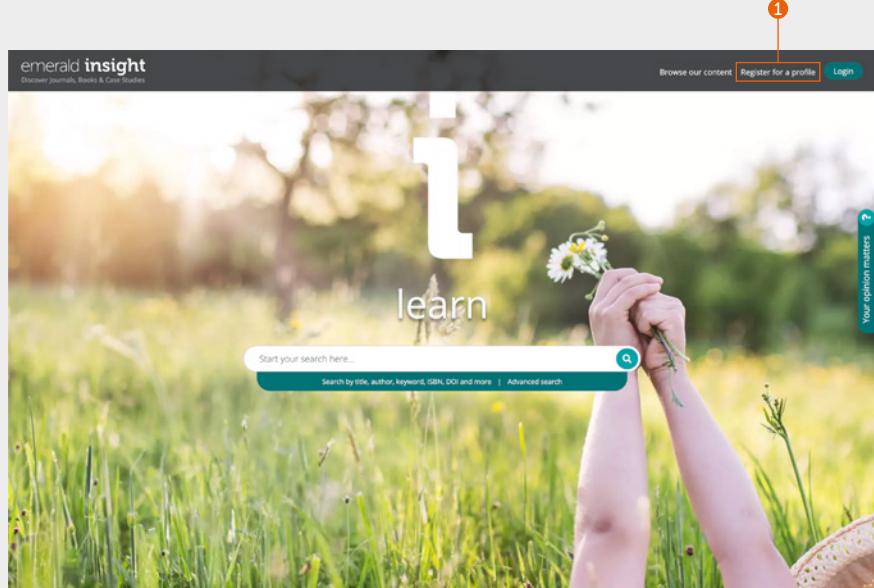
With a user profile you can set up content alerts and save searches to review later. In some cases, a user profile is used to access content that you are entitled to through your institution.

Registering a new profile

[emerald.com/insight/register](https://www.emerald.com/insight/register)

Anyone can create a profile on Emerald Insight and it is quick and easy. But remember, a user profile doesn't enable instant and automatic access to content (unless using it with an OAN, see next page). To access content, you must also be authenticated via your institution's chosen method.

1. From the Homepage select 'Register'.



Register a new profile

continued...

2. Enter your details into the fields.
3. Enter your Organisation Access Number (if relevant, see below for more information on OANs).
4. Tick the box if you are happy to receive marketing emails.
5. This information describes what a user profile will enable you to do.
6. Tick the box to agree to our Terms & Conditions and Privacy Policy, then click 'Register'. You will see confirmation that an email is being sent to you. Then look for the activation email.

The screenshot shows the 'Register for an Emerald Profile' page. The form fields are outlined with red numbers:

- 2**: Name * (text input)
- 3**: Country (dropdown menu)
- 4**: Role (dropdown menu)
- 5**: Email Address * (text input)
- 6**: Institution / place of work (dropdown menu)
- 7**: Organisation Access Number (Optional) (text input)
- 8**: Marketing consent checkbox: "Yes, I'm happy for you to send me marketing communications to the personal email address I have provided"
- 9**: Terms and Conditions checkbox: "I have read and agree to the Terms and Conditions"

A sidebar on the right lists benefits of creating a profile and notes for subscribers/guests:

- Creating a profile will enable you to:**
 - Receive Table of Content (TOC) alerts, Expert Briefings daily alerts and relevant notifications
 - Save your searches
 - Access the content you're entitled to by linking your Emerald profile to your organisation's subscription via the addition of its Organisation Access Number (OAN) to your account
 - Share your ideas, test and provide feedback on platform development
- Please note the following points before creating a profile:**
 - For subscribers:** Please check with your library first as this may not be an option for you. Registering an OAN in your Profile will not provide automatic access to the Teaching Notes for Emerald's Case Collections
 - For guests:** Please note that creation of a Profile doesn't enable instant and automatic access to all our content. We encourage you to browse our growing collection of Open Access content.

Linking your profile to an Organisation Access Number (OAN) to access content

An OAN is an access code provided by your librarian or organisation administrator. The code links your personal account to your institution or organisation so that you can access their Emerald resources off-campus or from home. In most cases, off-campus access will be automatically set up by your institution (for example, via Shibboleth, Open Athens or CASA), but if this cannot be arranged you will need an OAN to access the resources. This will be provided by your library administrator.

Activation email

1. Click the 'Login' link to set and confirm your password.

You will automatically be redirected to emerald.com/insight and given the option to save your details.

The image shows an activation email template. At the top right is the emerald PUBLISHING logo, which consists of a stylized green 'e' icon followed by the text 'emerald PUBLISHING'. Below the logo is a large teal heading 'Activate your Emerald Insight Profile'. Underneath the heading is a message: 'Take advantage of your access to Emerald Insight. Please click the button below to set your password and login.' A teal button with the word 'Login' and a right-pointing arrow is centered. An orange line with a small orange circle at its end points to the 'Login' button. Below the button, the text 'Kind regards' is followed by 'Emerald Publishing' and a blue link 'emerald.com/insight'.

Login to your profile

[emerald.com/insight/login](https://emeraldinsight.com/insight/login)

If you have selected 'Remember my email' and 'Remember my password' boxes when creating a user profile, then the login process will be much faster whenever you visit Emerald Insight.

All registered profiles on the previous emeraldinsight.com platform have been migrated along with the alert preferences that were previously selected. If you have not activated your profile on the new site, please go to emerald.com/login and select the 'Forgot your password' option to set a new password and reactivate your profile.

1. If you have previously selected to remember your email, this will automatically appear in the green box.
2. Otherwise, enter the same email address used to register your profile.
3. You can register profiles using multiple email addresses. Click the link to create a profile using a new email or view previously used logins.

The screenshot shows two main sections. On the left, under 'Access through your institution', there is a blue button labeled 'Access through your institution'. On the right, under 'Login to your profile', there are two buttons: 'Login with user account' (highlighted with a red box and numbered 1) and 'Login with another email address' (highlighted with a red box and numbered 3). Below these buttons is a link 'No profile? Register here'.

This screenshot is similar to the one above but includes a red circle numbered 2 around the 'Login with registered email' button, which is also highlighted with a red box. The other buttons ('Access through your institution' and 'Login with user account') are also highlighted with red boxes.

The screenshot shows a large input field for entering an email address, with the letter 'I' typed in. To the right of the input field is a 'Next' button. Below the input field is a checkbox labeled 'Remember my email' with the 'Learn More' link next to it.

Login to your profile

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3. If you have also previously selected to remember your password, you will be automatically logged in after clicking the green box from the previous page.
4. Otherwise, enter your password when instructed.
5. If you forget your password, simply click the link to receive an email with your reset instructions.

The screenshot shows a password entry form. At the top, it says "Enter password" and "Enter your password for email@institution.com below". Below this is a large input field with a placeholder "Enter password". To the right of the input field is a "Next" button. Below the input field are two buttons: a blue "Remember my password" button with a "Learn More" link, and a red "Forgot your password? Click here to reset it" button. Red numbers 3 and 5 are placed next to the "Remember my password" and "Forgot your password?" buttons respectively, corresponding to the steps in the list above.

Enter password
Enter your password for email@institution.com below

Remember my password [Learn More](#) 3

[Forgot your password? Click here to reset it](#) 5

Next

Set up content alerts through your user profile

Use your profile to keep up to date with the latest journals, book series and Expert Briefings content without having to search or browse.

Journals and books content alerts

Ensure you are logged in to your user profile.

1. Browse all journals and book series until you find a title you want to set up an alert for.

[emerald.com/insight/browse/publications](https://www.emerald.com/insight/browse/publications)

You can also navigate back to journals and books from specific content returned by search.

1

The screenshot shows a search results page for 'Books and journals'. There are four main items displayed:

- Research in Competence-Based Management, Volume 7**
Cover image: 'Cover coming soon'
Editor: Ron Sanchez, Aimé Heene
Subject: Management science & operations > Management science/operations research > Decision sciences
[View book](#)
- inTOXICating FOLLOWERSHIP**
Author: Wendy M. Edmonds
Subject: Health & social care > Mental health > Social inclusion
[View book](#)
- 'Purpose-built' Art in Hospitals: Art with Intent**
Author: Judy Rollins
Subject: Health & social care > Health education > Health promotion
[View book](#)
- Advances in International Management, Volume 16**
Cover image: 'Cover coming soon'
Editor: Michael A. Hitt, Joseph L.C. Cheng
Subject: Management science & operations > Management science/operations research > Operational research
[View book](#)

On the right side, there are two search filters:

- Title**: A dropdown menu with letters A through Z.
- Subject**: A dropdown menu with various academic and professional subjects listed.

Journals and books content alerts

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On the table of contents page for your selected journal or book series, you will have the option to create an alert.

2. Click the 'Subscribe to table of content alerts' button to set up alerts.
3. This will turn the button white. If you choose to unsubscribe, just click the button again (from this point, you will stop receiving any further alerts).
4. You will receive an alert email as soon as new content is published for your selected titles.

This screenshot shows a notification for a new issue of the 'British Food Journal'. It includes a link to view the issue online and download PDFs. A note at the top states that users need to log in to access full content. Below the note, it says 'We are pleased to announce that *British Food Journal* has new content available on Emerald Insight:'. A bulleted list shows two new issues: 'Volume 123, Issue 9' and 'Volume 123, Issue 13'. At the bottom, there's a note about where open access articles appear.

This screenshot shows the table of contents for the 'Advances in International Management' series. It lists four volumes: 'Breaking up the Global Value Chain, Volume 30', 'Global Entrepreneurship: Past, Present & Future, Volume 29', 'Emerging Economies and Multinational Enterprises, Volume 28', and 'Orchestration of the Global Network Organization, Volume 27'. Each volume has a thumbnail image. On the right side, there's a sidebar with the journal's DOI (10.1108/aimnew), editors (Leolu Thinali and Torben Pedersen), and a 'Subscribe to table of contents alerts' button, which is highlighted with a red box and number 2.

This screenshot shows the table of contents for the 'Accounting, Auditing & Accountability Journal'. It lists issues from Volume 1 to Volume 34. A specific issue, 'Volume 34, Issue 9' (Special Issue: The Future of Food: Responsible Production, Acquisition, Consumption, and Disposal), is highlighted. The sidebar on the right includes the journal's ISSN (0951-3574), online date (1988), and copyright holder (Emerald Publishing Limited). A red box and number 3 highlight the 'Unsubscribe from table of contents alerts' button. A red box and number 4 highlight the search bar.

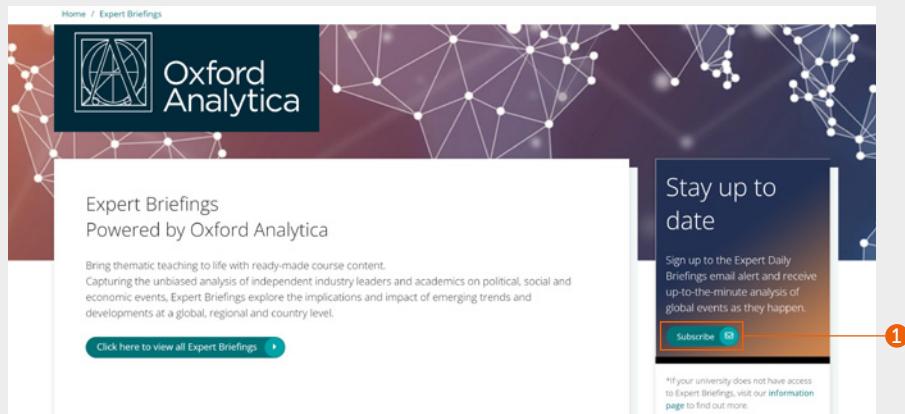
Expert daily briefings email alerts

Ensure you are logged in to your user profile.

1. Visit emerald.com/insight/content/briefings and click the 'Subscribe' button to set up alerts. This will turn the button white. If you choose to unsubscribe, just click the button again (from this point, you will stop receiving any further alerts).

You will then begin to receive the Expert Daily Briefings email alert.

[View full Expert Daily Briefings guide](#)



Manage your user profile

Within your profile area, you can review and unsubscribe to your alert preferences.

Click the 'Profile' link at the top of the page.

1. Within your profile area, you can view your full list of content alerts.
2. You can also change your password and add OANs (if relevant).

The screenshot shows the 'Profile' section of the emerald insight website. At the top, there is a search bar with placeholder text 'Enter your search terms here' and a magnifying glass icon. Below the search bar, the breadcrumb navigation shows 'Home / Profile'. The main heading is 'Welcome to your Profile'. Under 'Personal Information', there is a note: 'Please note, to edit the information below please contact our customer services via the following email support@emerald.com'. Below this, there is an 'Email' field containing 'email@institution.com'. To the right, under 'Manage account', there are two buttons: 'Change password' (with a key icon) and 'Add Organisation Access Number' (with a barcode icon). A red box highlights the 'Add Organisation Access Number' button, and a red number '2' is placed next to it, corresponding to the second point in the list above. On the left side of the screenshot, a red circle with the number '1' is placed near the 'Content Alerts' section, which is also highlighted by a red box. This section lists four journals with 'Unsubscribe' buttons: 'Accounting, Auditing & Accountability Journal', 'Advances in Management Accounting', 'Journal of Accounting Literature', and 'Technological Sustainability'.

Save searches through your user profile

The save search function is especially useful when search criteria used are complex. This allows you to save the results to review again later.

1. You can save any search by clicking on the 'Save this search' link.
2. Searches can be retrieved and managed with the 'Saved searches' link on the top navigation bar.



If you are having trouble accessing content on insight please contact your library administrator.

insight guides

To view all guides for emerald.com/insight visit:
emeraldbigrouppublishing.com/how-to/use-emerald-insight

