I. HOW TO ACCESS YOUR OIEx PROFILE USING YOUR UNIVERSITY CREDENTIALS

1. Go to OhioInnovationExchange.org
2. Menu
3. Select Edit My Profile
4. Select your institution for University-specific Instructions
5. Select then Submit your university from dropdown
6. When prompted log in with your university credentials
II. HOW TO EDIT YOUR OIEx PUBLIC PROFILE

7. Edit your Profile

8. to manage, add, edit
   - Photo
   - Publications
   - Overview

9. OIEx dynamically looks for your indexed publications based upon your name, university and email grouping what it finds into three categories. You can review and Manage Publications by following the onscreen instructions...

Note that name, title, appointment info is managed centrally and cannot be changed directly by users.
III. HOW TO ADD PUBLICATIONS TO YOUR OIEx PROFILE

10. **Publications** that OIEx has dynamically identified as yours can be added to your profile by prompting you to **Claim Now**.

11. Publications are divided into three categories based on previous user activity or system automations:

   - **Claimed**
   - **Pending**
   - **Rejected**

12. Any **Pending** publication that has not been added can then be selected to:

   ![Add Publication Options](add_publication_options.png)

   - **REJECT**
   - **CLAIM**
IV. HOW TO OPTIMIZE AUTOMATION OF PUBLICATION CLAIMING

13. Click on research identifiers to maximize automatic claiming of your publications.

14. Inside the Automatic Claiming you will be presented with three options:
   
   a. Do these identify you?

   b. Add external profiles

   c. Add email addresses

15. Simply click Yes, No or Ignore to append these digital identifiers to your OIEx profile to distinguish you from other researchers.
15. If you choose to add an external profile identifiers, email addresses, click on the options and complete as instructed.