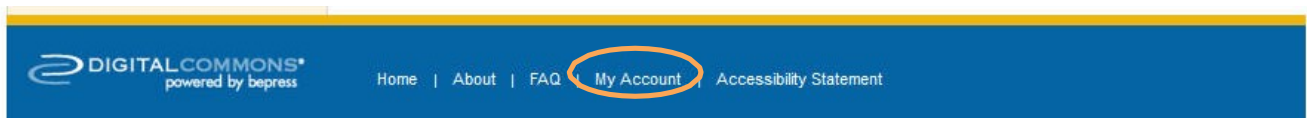


## Setting up your online account for *The Foundation Review*

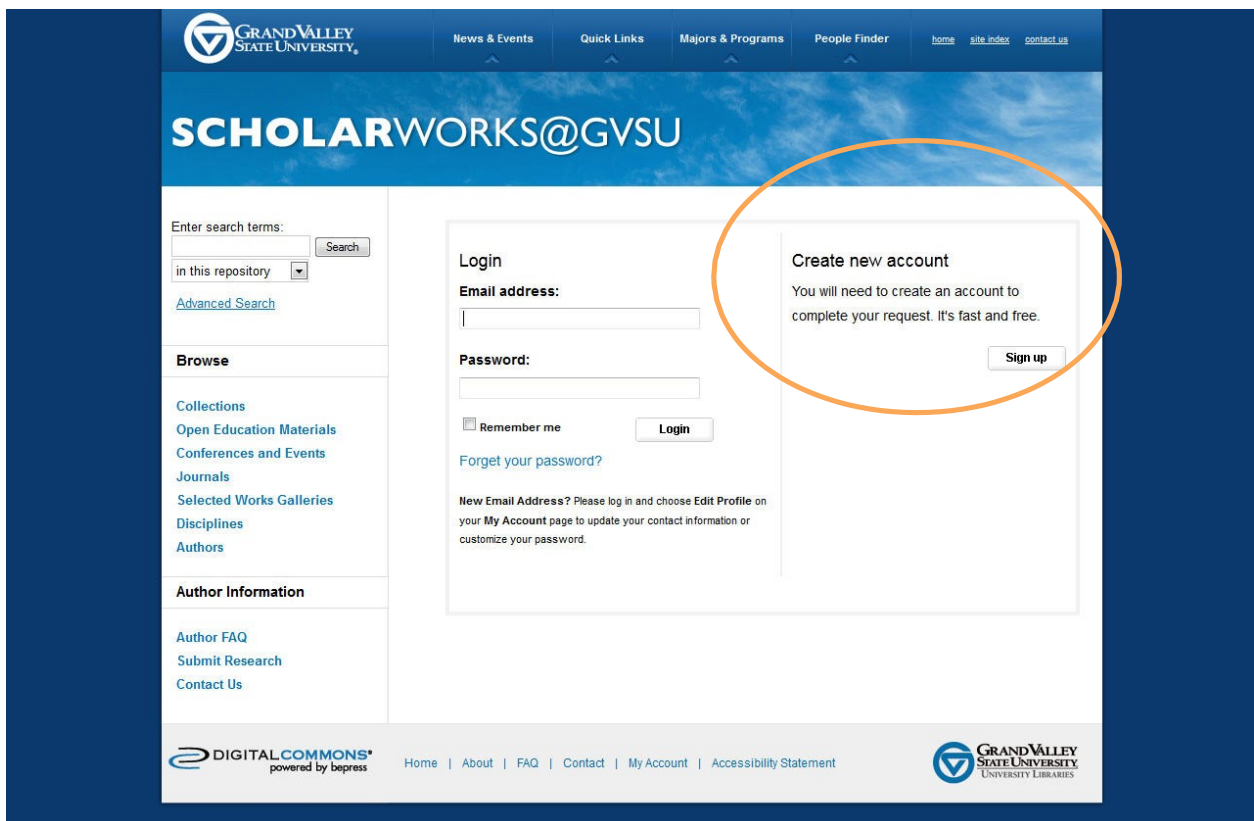
Please note: New subscribers and trial users will receive online access within three business days of signing up.

If you have followed these directions and are still have issues gaining access, please contact [info@foundationreview.org](mailto:info@foundationreview.org) or [scholarworks@gvsu.edu](mailto:scholarworks@gvsu.edu).

- Go to <http://scholarworks.gvsu.edu/tfr>
- Scroll to the bottom and click *My Account*



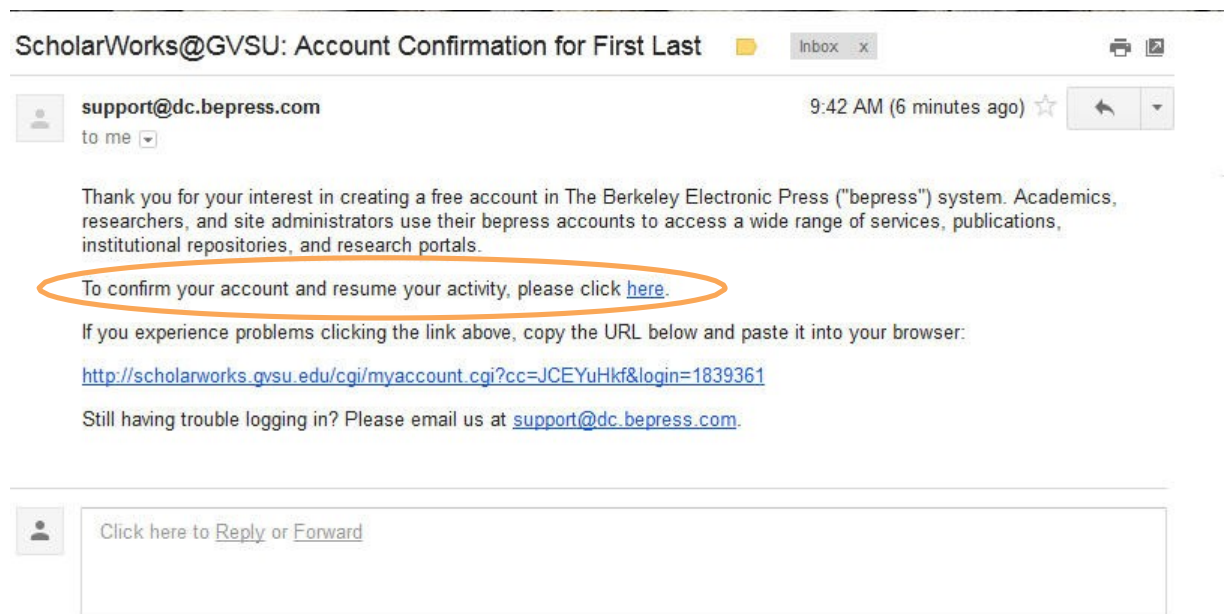
- Click *Sign up* under *Create new account*



- Fill out the form using the email address associated with *The Foundation Review* subscription.

The screenshot shows the ScholarWorks@GVSU registration page. On the left, there is a search bar and a 'Browse' menu with links to Collections, Open Education Materials, Conferences and Events, Journals, Selected Works Galleries, Disciplines, and Authors. Below that is an 'Author Information' section with links for Author FAQ, Submit Research, and Contact Us. The main registration form on the right contains the following fields: Email address \*, First/Given Name \*, Middle Initial, Last/Family Name \*, Suffix, Institutional Affiliation (with a dropdown menu and a note 'Not on list? Please enter name in full.'), Password \*, and Re-enter Password \*. A 'Sign up' button is located at the bottom of the form. The page header includes the Grand Valley State University logo and navigation links for News & Events, Quick Links, Majors & Programs, and People Finder. The footer contains the Digital Commons logo, navigation links (Home, About, FAQ, Contact, My Account, Accessibility Statement), and the Grand Valley State University Libraries logo.

- An email will be sent, follow the link to confirm the account



- Once the account has been confirmed, your account details will be listed. From this page, the link for *The Foundation Review* home page is on the left under *Journal Home*

**THE FoundationReview**

Home > TFR

**My Account** [Log Out](#)



FIRST LAST	ACCOUNT SETTINGS
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## Setting up your Institutional Access to *The Foundation Review*

There are three types of authentication for an institutional subscriber. Each requires different information, but setting up any of them is the same.

The three different types are:

**IP Address:** This can be a range or a specific IP address.

**Email domain:** This grants access to anyone who created an account or logs in with a matching email domain. For example, if your email domain is yourschool.edu, and a visitor logs in with bob@yourschool.edu, the visitor would be authenticated.

**User name:** This is a list of usernames (users' email addresses) and grants access if they are in the list of approved accounts.

Once you have decided on a type of access for your institution, please contact [info@foundationreview.org](mailto:info@foundationreview.org) or [scholarworks@gvsu.edu](mailto:scholarworks@gvsu.edu) to set up institutional access.