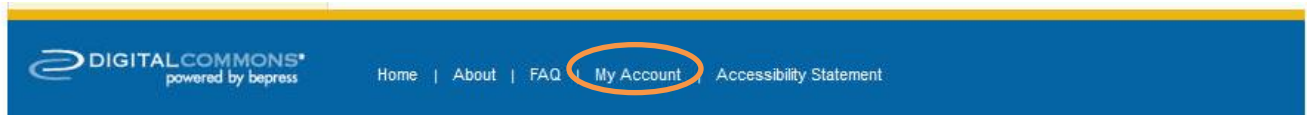


## Setting up your online account for *The Foundation Review*

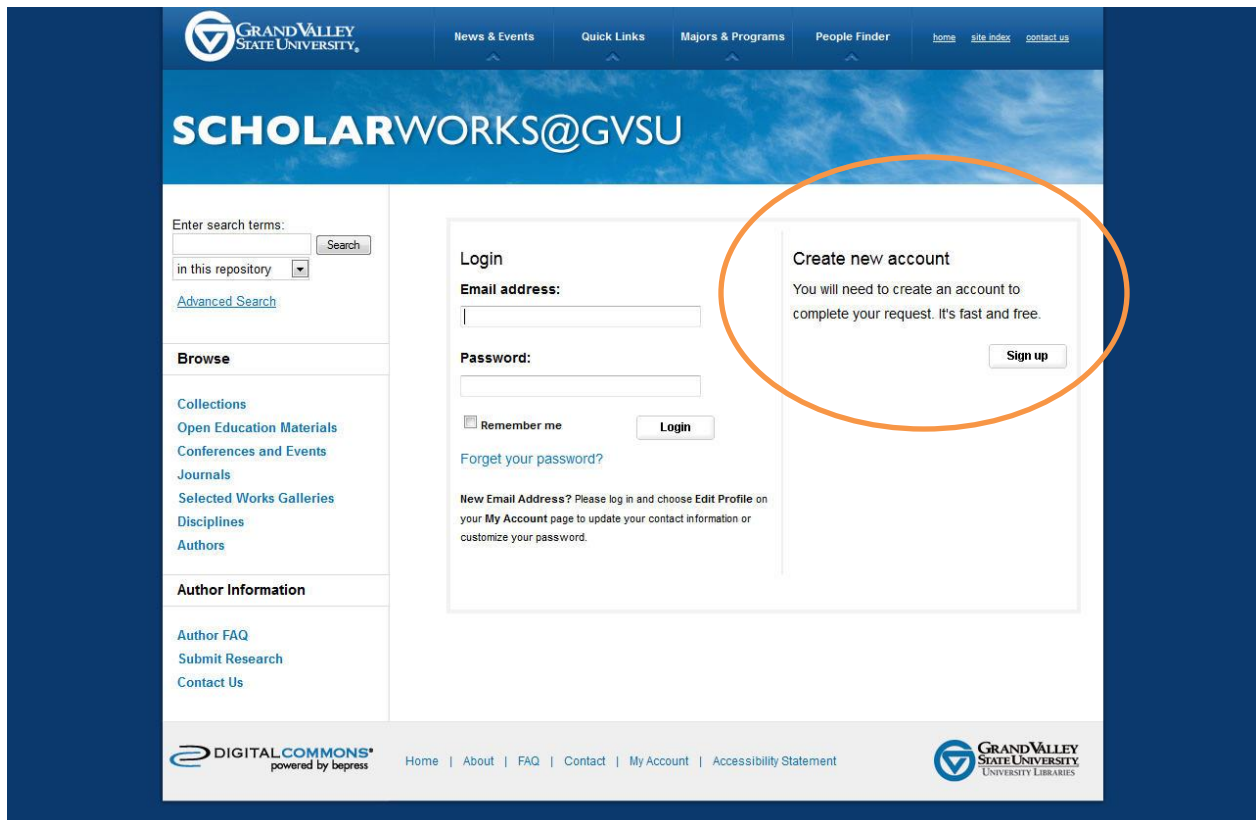
Please note: New subscribers and trial users will receive online access within three business days of signing up.

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 [www.scholarworks.gvsu.edu/tfr](http://www.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. At the top, there is a navigation bar with the Grand Valley State University logo and links for News & Events, Quick Links, Majors & Programs, People Finder, home, site index, and contact us. Below the navigation bar is a blue banner with the text "SCHOLARWORKS@GVSU".

The main content area is divided into two columns. The left column contains a search bar with the text "Enter search terms:" and a "Search" button, a dropdown menu for "in this repository", and a link to "Advanced Search". Below this is a "Browse" section with links for Collections, Open Education Materials, Conferences and Events, Journals, Selected Works Galleries, Disciplines, and Authors. Underneath is an "Author Information" section with links for Author FAQ, Submit Research, and Contact Us.

The right column contains a registration form. It starts with a disclaimer: "Please complete this form to create your user account. Use proper casing for names and institution as these fields may be displayed for publication purposes. Bepress neither sells nor rents contact information to third parties." Below this is a note: "You will receive an email confirmation shortly." The form includes a heading "Required fields are marked with an \*:" and several input fields: "Email address \*", "First/Given Name \*", "Middle Initial", "Last/Family Name \*", and "Suffix". There is also a dropdown menu for "Institutional Affiliation" with the text "Not on list? Please enter name in full." and a "Begin typing..." input field. The form concludes with "Password \*", "Re-enter Password \*", and a "Sign up" button.

At the bottom of the page, there is a footer with the Digital Commons logo (powered by bepress), a navigation menu (Home | About | FAQ | Contact | My Account | Accessibility Statement), and the Grand Valley State University University Libraries logo.

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

ScholarWorks@GVSU: Account Confirmation for First Last

Inbox x



support@dc.bepress.com

9:42 AM (6 minutes ago) ☆



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Thank you for your interest in creating a free account in The Berkeley Electronic Press ("bepress") system. Academics, researchers, and site administrators use their bepress accounts to access a wide range of services, publications, institutional repositories, and research portals.

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<http://scholarworks.gvsu.edu/cgi/myaccount.cgi?cc=JCEYuHkf&login=1839361>

Still having trouble logging in? Please email us at [support@dc.bepress.com](mailto:support@dc.bepress.com).



Click here to [Reply](#) or [Forward](#)

- 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**

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**Johnson Center**  
 at Grand Valley State University

## Setting up your Institutional Access to *The Foundation Review*

There are two types of authentication for an institutional subscriber. Both require different information but setting up any of them is the same.

The two 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.

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.