



## UP COMMONS: A STEP-BY-STEP GUIDE TO REGISTRATION

### Welcome to UP Commons

As a member of the Association of University Presses, you are invited to join UP Commons, the professional network built for the AUPresses community. Let's set up your account!

#### Please note:

- If you have previously joined UP Commons, either through an earlier discussion group invitation or through Association service on a committee, you do not need to re-register for UP Commons. Go to [UP Commons](#) and log-in to access discussion groups and other resources.
- If you have an existing account at Humanities Commons (HC) or at one of the platform's partner societies (MLA, CAA, AJS, ASEES) please opt-in to UP Commons by [filling out this form](#). The HC support team will connect your existing account to UP Commons. Please allow several days for the connection to be finalized by support staff. Once your accounts have been connected, you will be able to access UP Commons by logging in to your HC (or other society) account.

### How to Register

1. Follow this link to UP Commons: <https://up.hcommons.org/>, and click on the red "Register" button in the upper right corner.
2. This takes you to an outline of each step in the registration process. Each step listed represents a page you'll encounter during registration. You'll find details on each step below, along with tips to assist you with your UP Commons registration.
  - **Enter the primary e-mail address associated with your AUPresses membership.** This should be your press-specific email address. **Please note:**
    - Registered [www.aupresses.org](http://www.aupresses.org) accounts will not transfer to the Commons platform. The Commons and aupresses.org are separate platforms and they do not interact.
    - Existing email discussion lists are managed by external systems at volunteer presses; subscriptions do not mean AUPresses has a current email on file.
  - **Confirm your email address.**
  - **Choose an UP Commons username.** Choose carefully! Your username is displayed with your activity on the Commons – it should be professional and permanent. Tip: Select a username that does not explicitly reference your current press so that your profile can stay current if you change AUPresses employers and/or should you wish to stay active on Humanities Commons in your post-AUPresses life. You won't have

access to UP Commons groups and private items if you leave the Association, but you can maintain a full Humanities Commons network profile for professional and scholarly endeavors.

- **Choose a way you'd like to log in to the platform going forward.** You can log in through Humanities Commons, Twitter, or Google. Whichever log-in method you select, please remember to always sign in using the same method going forward.

After reviewing the instructions on this webpage, click on the “Let’s get started” button at the bottom left.

3. You'll be asked to enter your name, email address, and agree to the Terms & Conditions on this page. When completed, click on the “Submit” button the bottom right side of your screen.
4. Next, you'll be asked to verify your email address. Check your email for a message with the subject line "Activate your UP Commons Account". Please click on the link in that message to complete the registration process.
5. Now, select your log-in method of choice: Humanities Commons, Twitter, or Google.
  - **Humanities Commons:** Select “Click here to create a new Humanities Commons log-in,” which is in blue at the bottom of the page. If you choose this option you will proceed directly to choosing your username and password for the Humanities Commons log-in.
  - **Twitter or Google:** If you choose to log in with Twitter you will first be asked to enter your Twitter\* username and password before selecting your Humanities Commons username. The same goes for Google—if you choose to log in with Google, you will first be asked to enter your Gmail address and password before selecting your Humanities Commons username. \*If you are logged onto Twitter it may just grab the active credential, so be careful if you manage multiple accounts.

**Reminder:** Make sure you always sign in to the Commons using the same method.

**Note:** By registering for UP Commons you are also registering for Humanities Commons. You will have an account on Humanities Commons regardless of the credentials you select for logging-in.

### **Congratulations!**

You are now registered for UP Commons. You will automatically be redirected to the Commons, where you can begin setting up your profile and exploring how you can use the Commons as a member of the AUPresses community

Want more tips and guidance on all things UP Commons? Read "[UP Commons: A User's Guide](#)."

If at any point during your registration or exploration you are unsure whether you are operating on UP Commons or Humanities Commons (or another society's Commons), your location is designated at the top of the screen – HC/Humanities Commons or HC/UP Commons. If on HC or elsewhere, simply click "Return to UP Commons" link at the top left.

**Thank you!**