

User Registration

[Enfermería Nefrológica is the official journal of the Spanish Society of Nephrology Nursing]

User Registration

“Enfermería Nefrológica” Journal

Introduction

Welcome to the platform for the “Enfermería Nefrológica” journal. Please register for journal submissions, notifications, consultations and to access as a potential reviewer.

To register:

- Visit the website: www.enfermerianefrologica.com
- From the homepage you can log in to the journal ("Login") or create new account ("Register").

Creating a new account

If you would like to create a new account on our website you must click on “Register” (create new account).

A screenshot of the user registration form. The form has a header with 'Home / Login'. It contains two 'Username' input fields, two 'Password' input fields, and a 'Forgot your password?' link. There is a checkbox labeled 'Keep me logged in'. At the bottom, there are two buttons: 'LOGIN' and 'REGISTER'.

Once you have done that, click on “Register” and the registration form will appear.

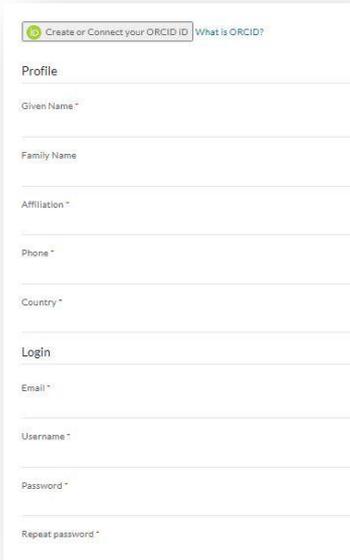
New users can also register with their Orcid identifier, as explained below.

Complete the form with the details required: name (given name), surname(s) (family name), work centre or membership (affiliation), country, e-mail address, user name and password.

Please write your surname exactly as you would like it to appear for publication.

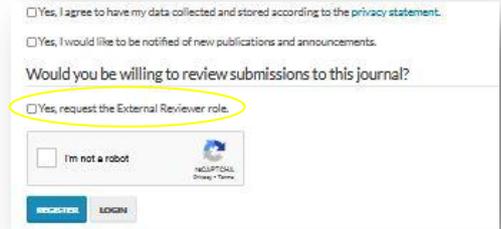
The user name field only allows lower case and numbers. Do not write any word in this field that would identify the author such as name or surname.

At the bottom you will be asked to accept the terms of the Data Protection Act, as well as indicate whether you would like to receive notifications sent by the website (this option is for those who would like to receive updates regarding journal news and publication of the various issues).



Remember that your registration details will be used to identify you when you send articles to the platform for publication.

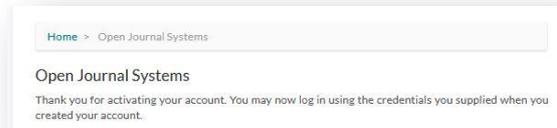
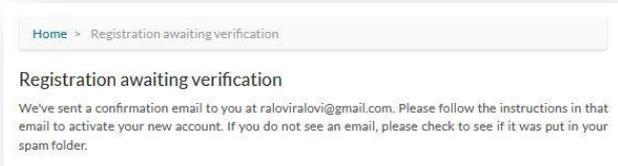
Although the submission reviewers are selected by the editorial committee, on occasion external reviewers can apply. Therefore, although this is not usually the case, on occasion the journal provides the option of registering by clicking on the option: “yes, request the external reviewer role”.



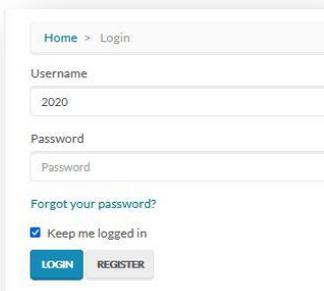
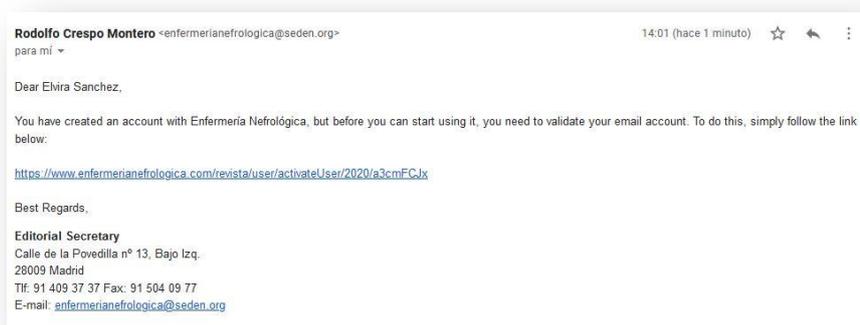
In the case of review interests, it will be necessary to specify the subject in which we are experts in order for the assignment to be on this subject.

At the bottom there is also a CAPTCHA field “I’m not a robot” to complete and a blue button to click on that says “Register”.

The platform will send you an email to activate the account that you have just registered.

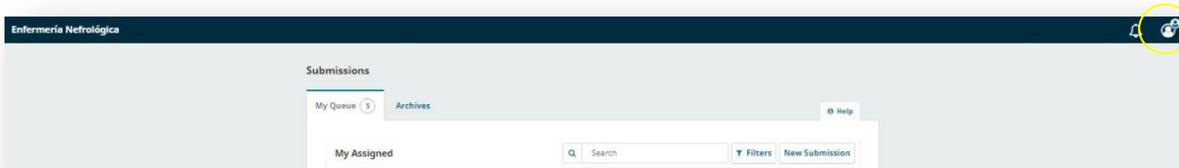


Once you click on the link in the email you receive, registration will be complete.



Having completed the registration, click on “Login” at the top right of the website, and enter your username and password. Now you are inside the platform.





As this is your first visit, go to “View Profile” to leave everything set up for subsequent visits.

Editing your profile

Your profile is divided into separate sections. It is a good idea to complete all of them.

There is also a small help button at the top right of the page if you need it.



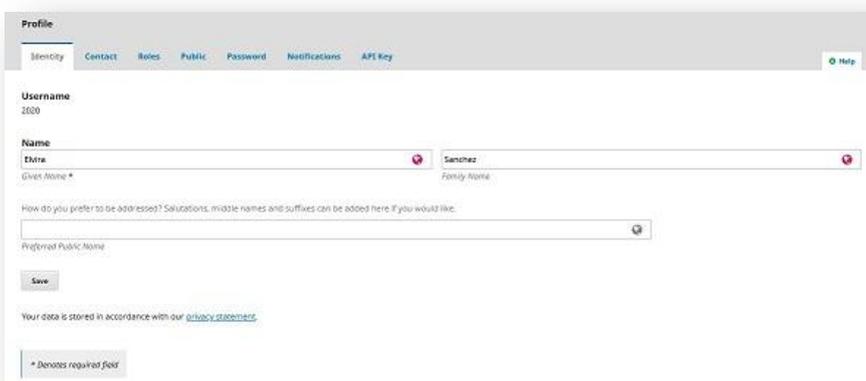
The various sections of the profile include:

- Identity
- Contact
- Roles
- Public
- Password
- Notifications
- API key



Identity

In this section you can modify your personal details and even adopt a username. Remember that your name and surname(s) must appear as you, the author, want to be recognised by the scientific community, normally using one surname or two surnames together with a hyphen in the middle.



Contact

In this section you can enter your personal details: email, telephone number, place of work etc. as well as your language

preferences (Spanish or English).

The screenshot shows the 'Identity' tab of a user profile settings page. At the top, there are navigation tabs: Identity, Contact, Roles, Public, Password, Notifications, and API Key. The 'Identity' tab is active. The form contains the following fields and sections:

- Email:
- Signature:
- Phone:
- App/Institution:
- Mailing Address:
- Country:
- Working Languages: English, Español (Español)
- Footer: Your data is stored in accordance with our [privacy statement](#).
- Legend: * Denotes required field
- Save button

Roles

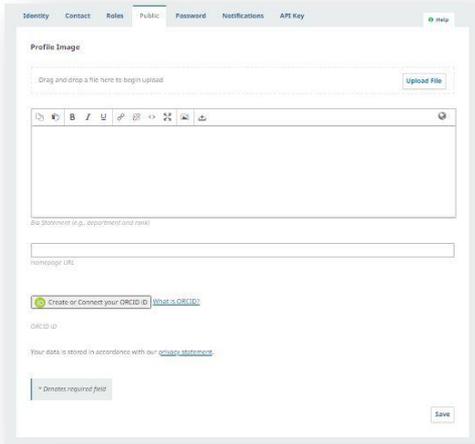
This section shows you the type of user that you have been registered as for the journal. By default the platform registers you as a user (reader), and therefore, if you would like to submit any articles you have to register as an author. In the event that you have been registered by a reviewer, the external reviewer box must be ticked.

The screenshot shows the 'Roles' tab of a user profile settings page. At the top, there are navigation tabs: Identity, Contact, Roles, Public, Password, Notifications, and API Key. The 'Roles' tab is active. The form contains the following fields and sections:

- Roles: Reader, Author, Reviewer
- Reviewing interests:
- Footer: Your data is stored in accordance with our [privacy statement](#).
- Legend: * Denotes required field
- Save button

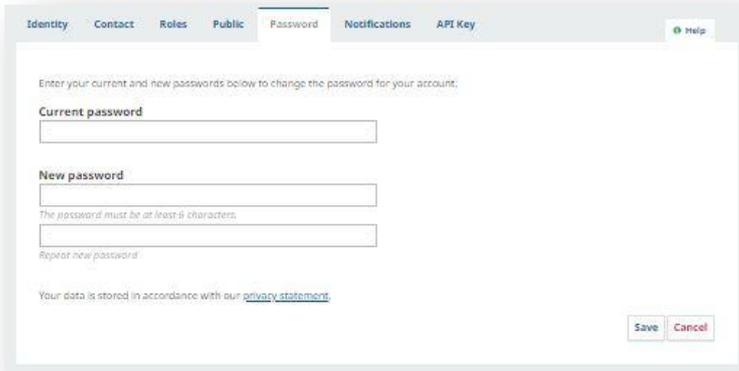
Public

Here you can enter details on your profile that will be visible to others, such as a profile picture, a small bibliography or your Orcid identifier.



Password

This is where you can change the password for your profile.



Notifications

This section will allow you to configure the way you would like to receive notifications from the application.



Public notices

You can choose between the two options for each of the items:

New notice

- Enable these types of notifications
- Do not send an email for these types of notifications

Issue published

- Enable these types of notifications
- Do not send an email for these types of notifications

Submission events

You have sent a new article: "Title"

- Enable these types of notifications
- Do not send an email for these types of notifications

You have sent a new article which must be assigned an editor

- Enable these types of notifications
- Do not send an email for these types of notifications

The metadata has been modified for “Title”

- Allow this type of notification to appear in my notifications area
- Do not send an email for these types of notifications

New discussion

- Enable these types of notifications
- Do not send an email for these types of notifications

Discussion activity

- Enable these types of notifications
- Do not send an email for these types of notifications

Review events

A reviewer has made comments on “Title”

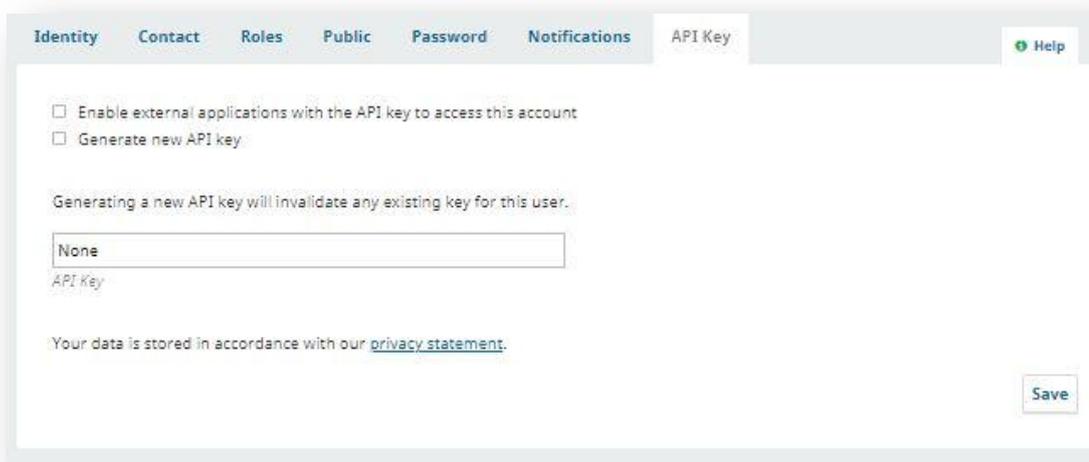
- Enable these types of notifications
- Do not send an email for these types of notifications

Statistical report summary

- Enable these types of notifications
- Do not send an email for these types of notifications

API key

Allow access to external applications through an API key, which must be provided by these accounts.



The screenshot shows a user interface for managing API keys. At the top, there is a navigation bar with tabs for Identity, Contact, Roles, Public, Password, Notifications, and API Key. A Help icon is visible in the top right corner. The main content area contains two checkboxes: "Enable external applications with the API key to access this account" and "Generate new API key". Below these is a warning message: "Generating a new API key will invalidate any existing key for this user." There is a text input field containing the word "None" with the label "API Key" underneath it. At the bottom left, there is a link to a "privacy statement". A "Save" button is located in the bottom right corner.

Registration with an Orcid identifier

The website allows you to register using an Orcid identifier. Why this option?
At the top of the form, there is option to register with an Orcid identifier.

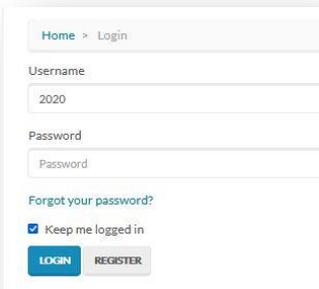
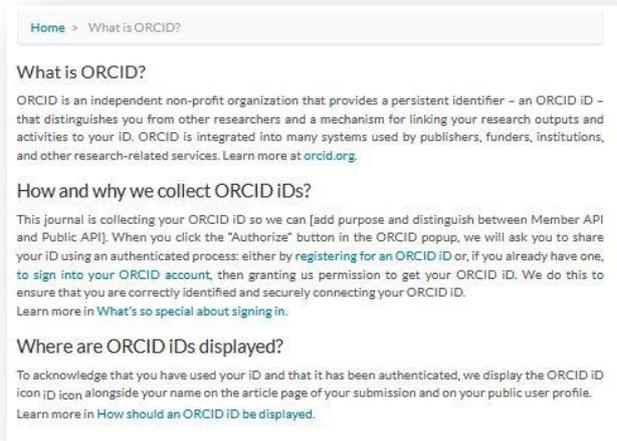


For those of you who are unfamiliar with Orcid, there is a link explaining the identifiers: “What is Orcid?”, “How and why we collect Orcid iDs?”, and “Where are Orcid iDs displayed?”.

If you decide to register by connecting with an Orcid identifier, you will have the advantage of being able to export the articles published on the “Enfermería Nefrológica” journal website to this platform.

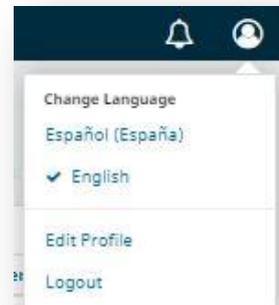
To register in this way, you have to click on the button “Create or connect your ORCID identifier”, which will take you to the ORCID website <https://orcid.org> where you have to log in by entering your email address and password.

Once you have accessed the profile created in Orcid, leave the page open, and return to the journal website to register as you would normally. Once you have registered you have to validate the registration. Go to your email account, and look for the email you will have received from the journal. Open the email and click on the link to complete the activation of your account.



Go back to the main page of the journal and click on “Login”, and then enter your username and password.

Once you are in the platform, go to your profile. At the top right of the page, click on your user.

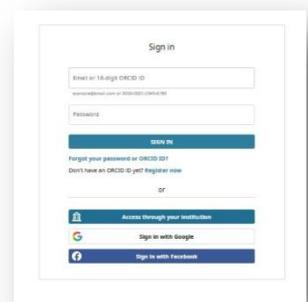


Under “View Profile” there is a section “Public”. Click on there to create and connect your Orcid identifier, by entering

your username and password and you will see that your Orcid number is linked on the platform.



By synchronising your Orcid identifier with your journal registration you can make your Orcid visible on the website. This displays relevant information to connect with other researchers, as well as exports the details from your articles published on the Enfermería Nefrológica journal to the Orcid platform. It also



automatically registers it on your website profile, so that the publications associated with the author code are unified. Synchronisation also allows you to import and export database references and other Orcid-associated academic information such as DOI or Scopus.

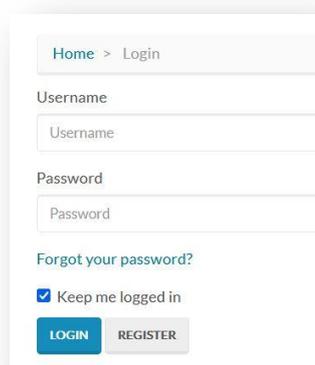
If you would like to learn more about ORCID you can consult our document [here](#).

If you would like to register by connecting to Orcid you can watch this [video](#).

Log in

Once you have registered on the “Enfermería Nefrológica” website once, you will never have to do it again.

Should you forget the password, the website will provide you with a recovery option.



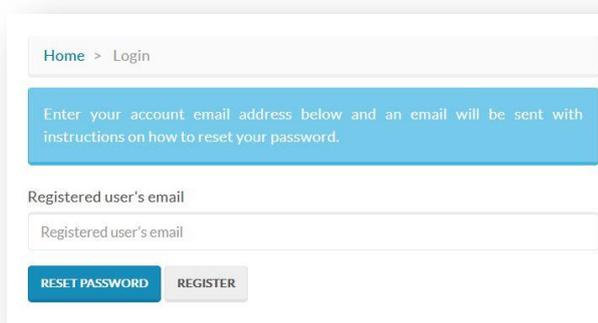
Home > Login

Username

Password

[Forgot your password?](#)

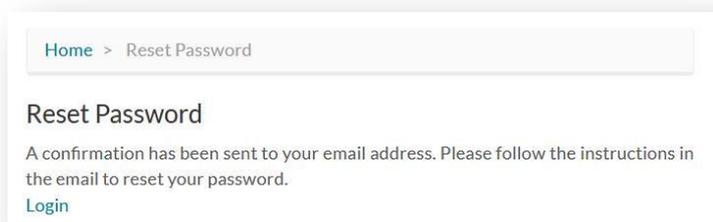
Keep me logged in



Home > Login

Enter your account email address below and an email will be sent with instructions on how to reset your password.

Registered user's email



Home > Reset Password

Reset Password

A confirmation has been sent to your email address. Please follow the instructions in the email to reset your password.

[Login](#)

Those who have only registered to receive journal notifications to learn when the new issues are coming out, will be emailed this information and will not have to log in to consult the journal, as it is published under an open code governed by the distribution and use licence “Creative Commons Attribution 4.0 International” (BY NC 4.0).

Those who have registered to submit an article or as a reviewer must log in to the platform in order to access the private area of their profile on the website.