



Universität
Zürich^{UZH}

Universitätsbibliothek

Register as a submitter

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Register as a submitter

- Log in to ZORA and access your «Profile».
- Click on the «Become a submitter» button.

Update Profile

Become a submitter

The following steps will be taken once you press the 'Become a Submitter' button:

- We recommend that you save the department(s) in which you are employed as a 'Favourite Collection' in your ZORA profile. This will allow you to conveniently link your entries to it when you enter them.
- Your personal email will be set as the default value as contact email address. This allows full text requests from outside UZH if publications are not Open Access.
- Your user role will be changed from User to Submitter.
- You will receive an e-mail with information about submitting publications to ZORA.
- You can change your personal data in your profile at any time.

Become a submitter

Favourite collections

To ensure that your institute/clinic is displayed at the top of the collections list when submitting, we strongly recommend adding it as your “favourite collection”.

- Go to your **profile**
- Scroll down until the “**Favourite collections**” section
- Click on the button “**Add favourite collections**”

Favourite collections

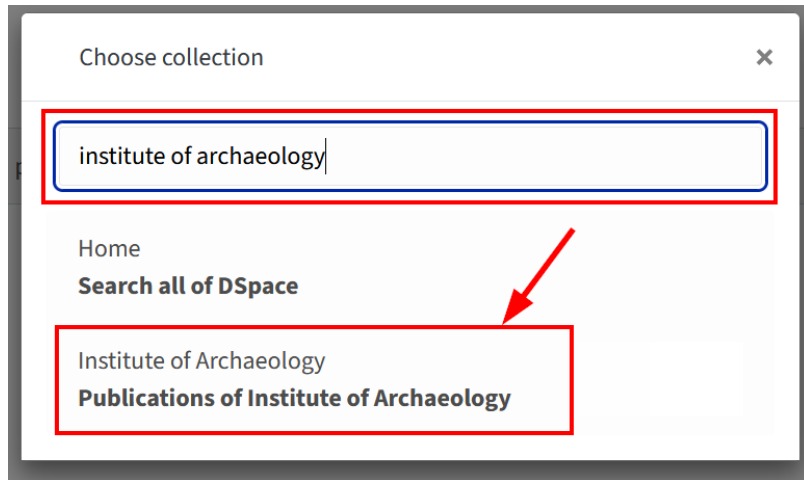


+ Add favourite collections

Favourite collections

Tip the name of your institute/clinic in the search bar and click on the corresponding collection to select it.

The collection name is always “Publications of *Name of the Institute*”.



Favourite collections

Publications of Institute of Archaeology



+ Add favourite collections

Favourite collections

It is possible to add more than one favourite collection.

Click on the button “Add favourite collection”, tap the name of the institute in the search bar and click on the corresponding collection to select it.

Favourite collections

Publications of Institute of Archaeology

Publications of Institute of Romance Studies

+ Add favourite collections

You can delete a collection by clicking the bin icon.