

On INQUIRIES

Creating and Editing User Accounts

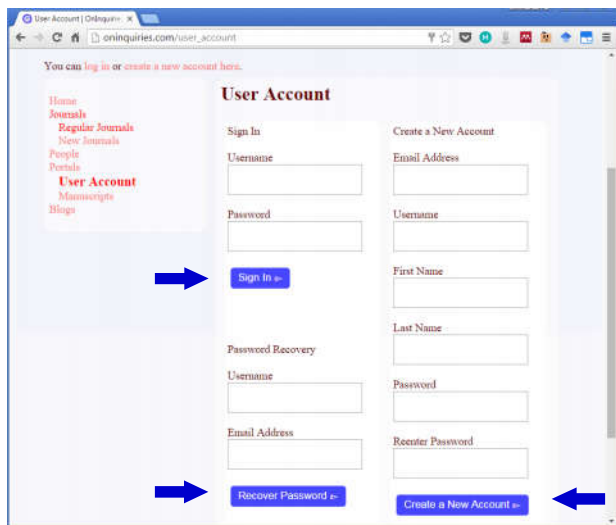
1. Visit our homepage OnInquiries.Com

2. Click “(See) User Account”.



3. At the “User Account” page, you can

- * Sign In
- * Create a New Account or
- * Reset Your Password



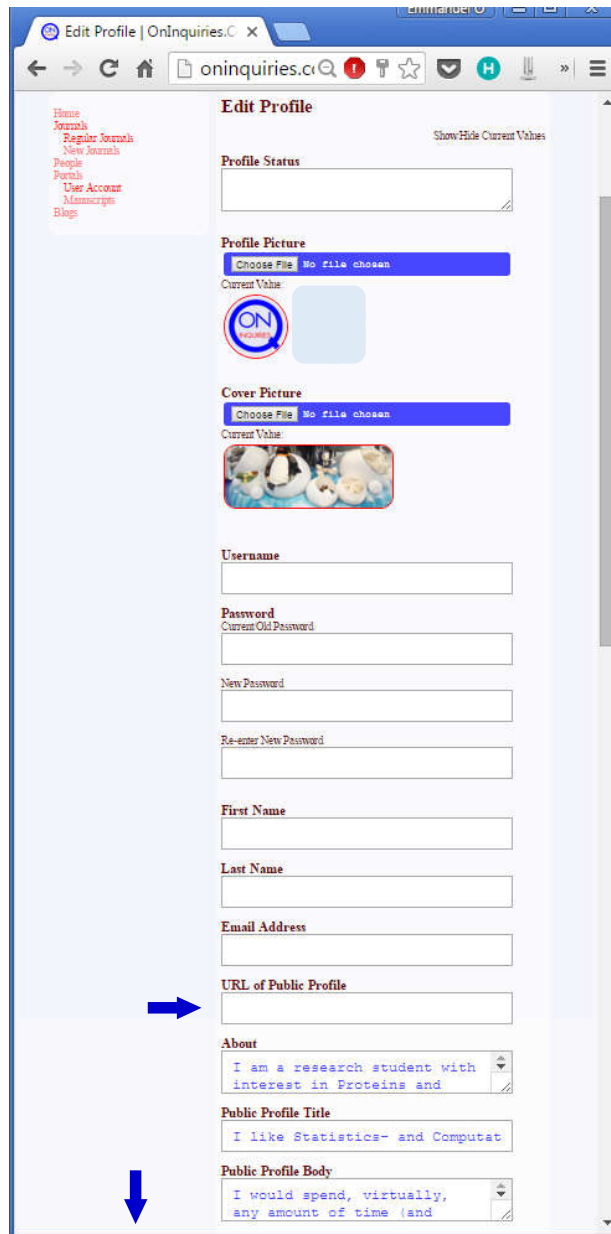
NOTE:

If you have just **created a new account**, you will be **automatically logged in**

4. Once you are **logged in**, the **logout option** will be active and displayed.

5. You can **edit your account** at any time. For example, you can

- * change your **username** and **password**
- * add profile picture(s)
- * add your awards information
- * add your publications list
- * etc.




NOTE:

1. You can also **add a URL value** so that your publications list can be publicly viewable by others.

2. “URL of Public Profile” must be a few characters long (such as YourFirstName_YourLastName) and must not contain space.
3. Your profile will not be publicly available if you do not add “URL of Public Profile”

7. To view your public profile,
 - a. go to OnInquiries.Com/people
 - b. then, click on the link in front of your name



8. A Public Profile should be similar to the one on the right → 
NB: Your profile is publicly viewable ONLY if you set a URL (URL of Public Profile) value under “Edit Profile” (see #5 above).
9. If you require any assistance at any time whatsoever, please, feel free to be in touch (and connect with us).

E: Help@OnInquiries.Com
T: +18133888836

FB: <https://goo.gl/kUc4CO>
G+: <https://goo.gl/MZtTrE>
TW: <https://goo.gl/1tYcB5>
LI: <https://goo.gl/WUkyUE>

