**SSRN for Faculty**

*Helpful SSRN Links*

* SSRN Home Page [http://www.ssrn.com/](https://webmail.nccu.edu/owa/redir.aspx?C=75baaafbeba54e0d99cc594a603115d9&URL=http%3a%2f%2fwww.ssrn.com%2f)
* Legal Scholarship Network (LSN) Homepage [http://www.ssrn.com/lsn/index.html](https://webmail.nccu.edu/owa/redir.aspx?C=75baaafbeba54e0d99cc594a603115d9&URL=http%3a%2f%2fwww.ssrn.com%2flsn%2findex.html)
* Frequently Asked Questions [http://www.ssrn.com/update/general/ssrn\_faq.html](https://webmail.nccu.edu/owa/redir.aspx?C=75baaafbeba54e0d99cc594a603115d9&URL=http%3a%2f%2fwww.ssrn.com%2fupdate%2fgeneral%2fssrn_faq.html)

*Registration:*

1. Click on “Free Registration”.
2. In the “New Members” section on the right hand side, enter your email address and click on “Join SSRN”.
3. Enter your information and click on “Create Account”.
4. You will need to validate your email address.  SSRN will send you an email.  Open the email and follow the link to validate your address.
5. After the verification process, click "Continue".  You are now ready to sign in to your SSRN account.

*Add North Carolina Central University as your Affiliation:*

1. Log in to your SSRN Account.
2. Click on “Personal Info”.
3. Towards the center of the page, look for “Primary Affiliation” and click on the fray “Edit/Add Affiliation Info” button.
4. Type “North Carolina Central University” and click “Search”.
5. Click “See Departments”.
6. Click on “School of Law” and enter your information and click “Submit”.  *Please note: You will not be able to change the default address listed unless you uncheck the box next to “Update this information when an organization information is updated in SSRN's system (Uncheck this box to customize your affiliation information)”.  You don’t need to do this unless you want to.*
7. Once your receive the message that updating your Affiliation was successful, click “Close Me”.

*Upload your Scholarship*

For a tutorial on how to upload your scholarship, go to [http://www.ssrn.com/update/general/ssrn\_faq.html#include\_paper](https://webmail.nccu.edu/owa/redir.aspx?C=75baaafbeba54e0d99cc594a603115d9&URL=http%3a%2f%2fwww.ssrn.com%2fupdate%2fgeneral%2fssrn_faq.html%23include_paper)

1. Log in to your SSRN Account.
2. Click on “My Papers”.
3. Click on “Start New Submission”.
4. Read the copyright clause and click “Continue”.
5. “Click on Upload Full Text Document?” *Please note: Every document you submit through this process must be a PDF.*

You will need to scroll through each section of the “Abstract Preview” to complete the upload.  The sections will become highlighted in yellow, and you will be able to enter the necessary information.  You must complete the following sections:

* 1. Paper Title
  2. Author(s)
  3. Paper Date
  4. References
  5. Abstract
  6. eJournal Classifications

1. Click on “Browse” and attach your document.  (This is similar to attaching a document to an email).
2. Click on “Title” and enter the title of your paper.
3. If you need to add additional authors, click where your name appears.  Type the author’s last name in the search filed.  A list of authors registered with SSRN will begin to populate, select the appropriate name or click “Enter New Author” to the right of the search box to add the additional author and fill in the information.
4. Click on “Paper Date” and enter the date the paper was written (this date may be different than your upload date).
5. Click on “References”.
   1. WPS is the default option.  If your article is a work in progress, leave WPS selected.  If your article has been accepted for publication, select APS.  If you select APS, you will be able to type in the name of the journal where your article was accepted.  If the journal is not listed in the SSRN drop down menu, you can click “Enter New Reference” on the right-hand side of the search box to add the journal to their database.
6. Click on “Abstract” to enter the abstract for your article.
   1. You can also select if you want your paper submitted publicly or privately in this section.
7. Click on “eJournal Classifications”.
   1. You can select up to 12 subject matter classifications.  We recommend LSN (Legal Scholarship Network) as one.
   2. Alternatively, you can select “Have SSRN select eJournal Classifications for this Paper”.
8. Check the paper submission status on the right hand side of the screen.  You should see green completes next to each section.  If you do, click “Submit to SSRN”.
   1. If you any of your sections are listed as incomplete, please revisit the section to make sure the necessary fields have been completed.
9. You will receive an authorization notice.  Read it and check the box and click “Submit to SSRN”.
10. You can check the status of any of your submissions by going to the “My Papers” page.

*Subscribing to eJournals:*

For a tutorial on how to subscribe to eJournals go to [http://www.ssrn.com/update/general/ssrn\_faq.html#subscrDemo](https://webmail.nccu.edu/owa/redir.aspx?C=75baaafbeba54e0d99cc594a603115d9&URL=http%3a%2f%2fwww.ssrn.com%2fupdate%2fgeneral%2fssrn_faq.html%23subscrDemo)

1. Log on to your SSRN Account.
2. Click on “Subscriptions” on the left hand side of your screen.
3. Scroll down to the bottom of the page and click “Join”.
4. Enter “North Carolina Central University” in the search box and click “Search”.
5. Click “See Departments”.
6. Click “Join” next to “Law Library”.
7. Check the box under “Availability” and click “Submit” then click “Close”.
   1. You may be asked for your email address again.
8. Return to the Subscription page and scroll down to the Legal Scholarship Network and click “Click Here” to subscribe to journals in the network.
9. Click on the triangles to get to a drop down list of journals in each subject area.  Anything in **BLUE** is free to join.
   1. Alternatively, you can select the “Expand All” button to see the complete list of journals.
10. Place a checkmark in the box next to each journal that you are interested in receiving updates from.
    1. To unsubscribe, return to this page and remove the checkmark.
    2. You will now receive updates from your selected journal(s).

*Receiving Author Alerts:*

You can receive author alerts about yourself or someone else.

1. Log in to your SSRN Account.
2. Click on the “SSRN” banner above “User Home.”
3. Click “Search”
4. Enter the author’s name in the author field and click “Search”.
5. Click on the author’s name.  You will be directed to the author’s profile.
6. Click on the orange “RSS Feed” icon.  You will be directed to a page that will let you select which RSS Feed reader you would like to use.  You can follow feeds on your computer by using “Live Bookmarks.”  Google Reader [www.google.com/reader](https://webmail.nccu.edu/owa/redir.aspx?C=75baaafbeba54e0d99cc594a603115d9&URL=http%3a%2f%2fwww.google.com%2freader) is also very popular.
7. You will now receive updates every time the author adds content to SSRN.