



Establish a professional online presence

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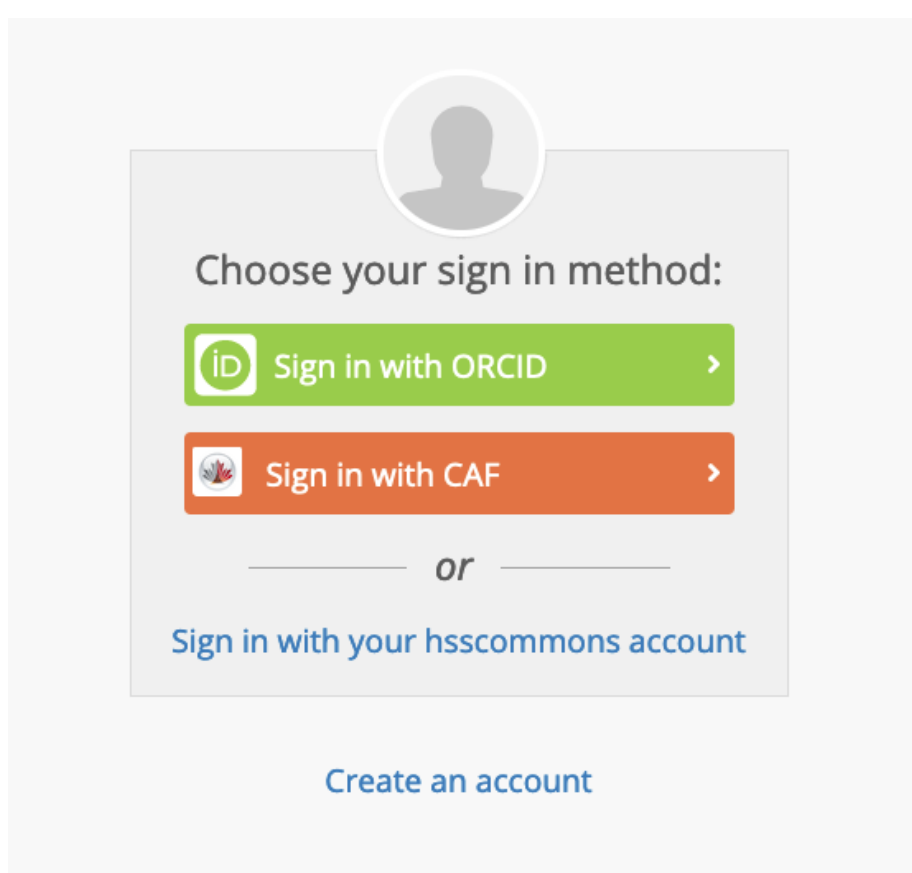
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How-To: Account Registration

Making an account for the Canadian HSS Commons gives you access to an abundance of resources and a space to connect, share, and collaborate with a growing community.

Follow these steps to get started:

1. Navigate to <https://hsscommons.ca/> in your browser.
2. At the top right of the page, click the dark-grey silhouette.
3. A [login page](#) will appear asking you to choose your sign-in method. At the bottom, under the box, click [Create an account](#).



4. This will open the [registration page](#), where there will be a form to fill out your account details.
 - You'll see an option to sign in with [ORCID](#) or sign in with Canadian institutional credentials through the [CAF](#) (or Canadian Access Federation) option. If either applies, select the appropriate option and follow the prompts to link your account. To continue manually, just scroll past to login information and continue following the steps below.

5. Submit your login information. Be sure to pick a username that you really like because it will be difficult to change once your account is created.
6. Fill out your personal information.

The only required field is your job title, but you might like to add your institution or other affiliation and your social media details so that other members can connect with you on other platforms too.

7. Fill out optional fields including:
 - Academic interests
 - A brief bio
 - Education
 - Memberships
8. Review all account info:
 - Write down the username and temporary password
 - Check that all details are accurate
 - Make sure there are no missing required fields
 - Complete the reCAPTCHA / “Human Check” field (if not signing in via ORCID or CAF, you may not have to complete this step)
9. Review Terms of Use and check “Yes, I have read and agree to the [Terms of Use](#)”.
10. Select **Create Account**.
11. You’ll receive an email to the address you provided. Open this email and follow the instructions to confirm your account registration.

- *Can’t find the email? Try checking your junk or spam folder.*

Having troubles?

If you clicked **Create Account** and received an error saying “Please correct the indicated invalid fields in the form below,” you might have to clear your cache in order to generate a new CAPTCHA for the human check. This can usually be done in your browser’s Preferences or Settings.

If you have any other difficulties setting up your account, you can check out the [Knowledge Base](#) to find solutions. If your problem persists, you can report a problem [here](#).

How-To: Profile Curation and Account Settings

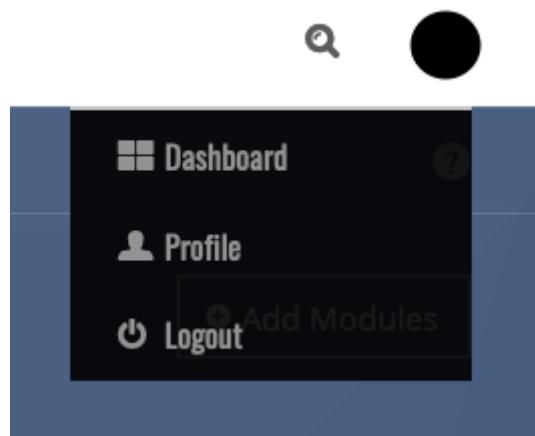
Once you've set up your Canadian HSS Commons account, you may want to add some more details about yourself and customize some site features to make the commons work for you!

Click [here](#) for an example of a researcher profile on the Canadian HSS Commons.

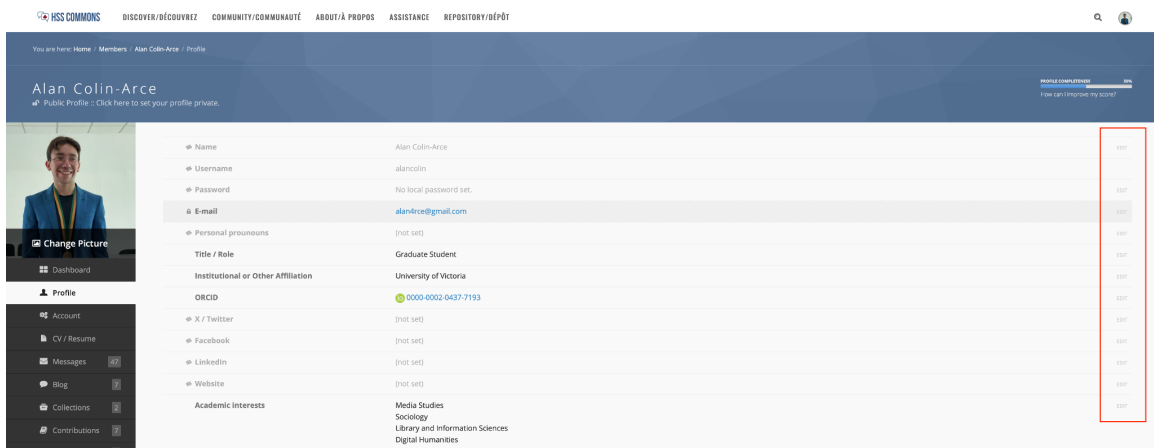
Updating your profile

Adding details about yourself can be helpful for other members of the Canadian HSS Commons to recognize you and reach out. This information is easy to update and change, and you can include as much or as little information about yourself as you like.

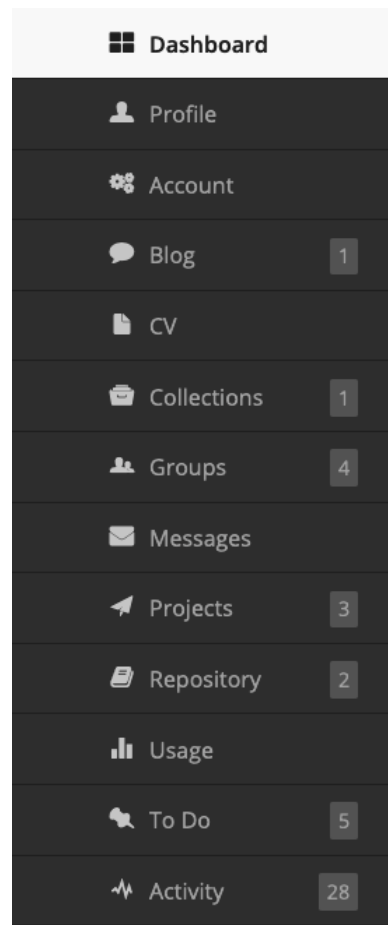
1. [Sign in](#) to your Canadian HSS Commons account.
2. In the top right corner, hover over the silhouette or your profile image and click **Profile**.



3. Click the grey **EDIT** button on the right side of each field.



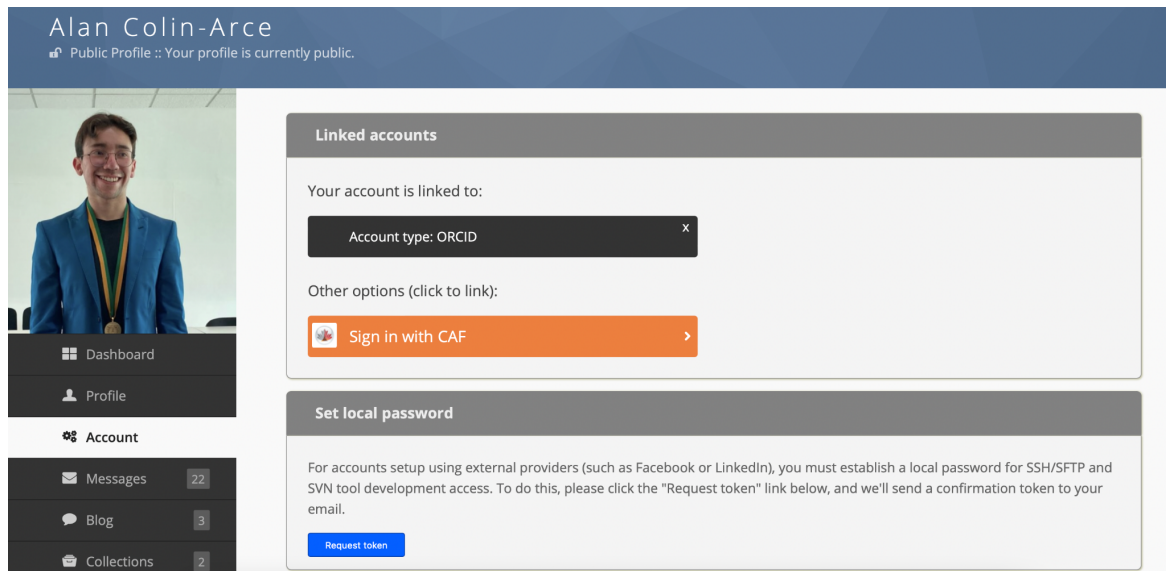
4. Fill out any information you would like to include. Under **Privacy** you can also change who can see each detail of your profile.
5. From this page, on the left side of the screen, you can also add a profile picture, update your account settings, add items to the repository, and more.



Updating your account settings

1. [Sign in](#) to your Canadian HSS Commons account.
2. In the top right corners, hover over the silhouette or your profile image and click **Profile** or **Dashboard**.

3. On the left side of the page, under the silhouette or your profile picture, click the tab that says **Account**.
4. Here you can:
 1. Link or unlink your [ORCID](#) or [CAF](#) (Canadian Access Federation) accounts. Either can be used as a login option.
 2. Update your password.



Customizing your dashboard

1. [Sign in](#) to your Canadian HSS Commons account.
2. In the top right corners, hover over the silhouette or your profile image and click **Dashboard**.
3. The dashboard is made up of a series of modules that summarize your activity on the Canadian HSS Commons. You can move these modules by simply clicking and dragging them, or you can delete them by clicking the **X** in the top right. You can add new modules to the dashboard by clicking the **Add Modules** button in the top right, selecting the desired module, and clicking **Install module** in the top right.
4. Customize your dashboard to suit you!

Add and share a CV or Resume


1. Click on the silhouette or your profile picture in the top-right corner of the page.
2. In the left column, click on **CV / Resume**.
3. Select a PDF file containing your CV or resume from your computer and upload it by clicking the **Choose file** button. You can also drag and drop the file.
4. Click on **Upload**.

HSS COMMONS DISCOVER/DÉCOUVREZ COMMUNITY/COMMUNAUTÉ ABOUT/À PROPOS ASSISTANCE REPOSITORY/DÉPÔT 🔍 👤

You are here: Home / Members / Alan Colin-Arce / CV / Resume

Alan Colin-Arce

Public Profile :: Your profile is currently public.



You have no CV / Resume on file. Please upload one using the form below.

Upload a CV / Resume (PDF only)

Note: If uploading a new resume, you may need to hard refresh the page to see the latest preview.

Attach file Choose File | no file selected

- Dashboard
- Profile
- Account
- CV / Resume
- Messages 58
- Blog 7
- Collections 2
- Contributions 7

- Once uploaded, your CV is private by default, but you can make it public by clicking **[+] Show my CV / Resume**.

Your profile and CV / Resume can't currently be viewed by others. [+] Show my CV / Resume

CV / Resume	Last Updated	Options
Alan Colin-Arce CV / Resume	22 Nov 2023	Delete

Upload a New CV / Resume (PDF only) (existing CV / Resume will be replaced)

Note: If uploading a new resume, you may need to hard refresh the page to see the latest preview.

Attach file Choose File | no file selected

- Confirm your decision by clicking **Show my CV / Resume**.

Your profile and CV / Resume can't currently be viewed by others.

Show my CV / Resume
Cancel

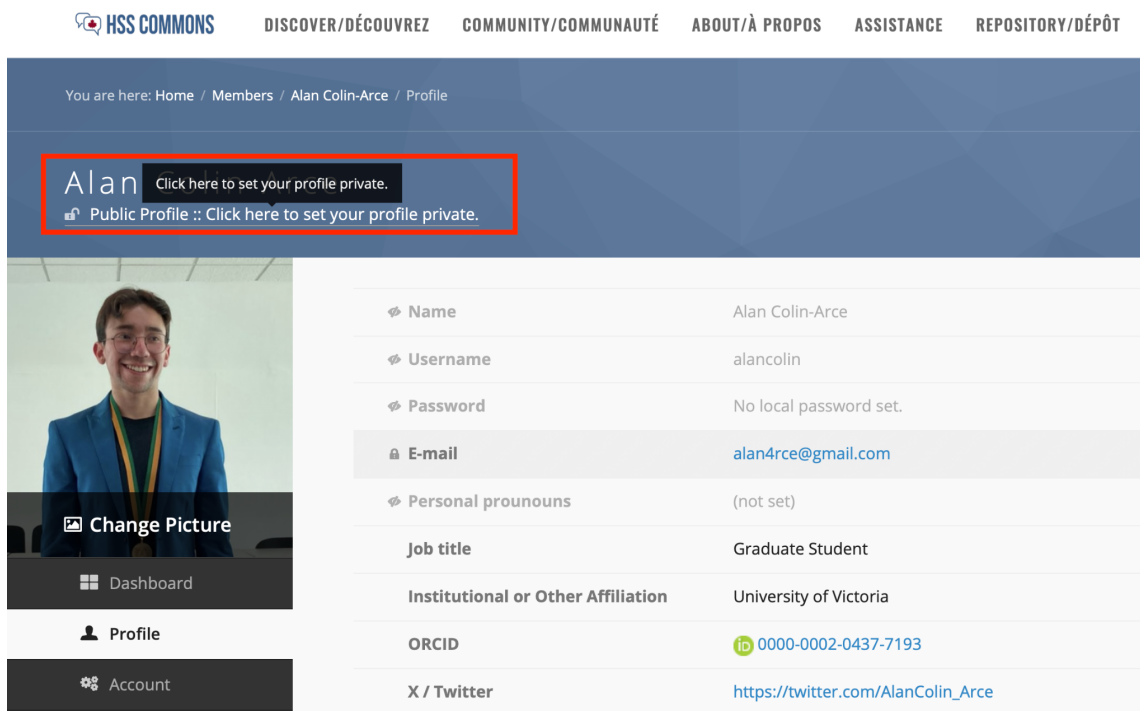
Note: If you want to update your CV/Resume, you can follow steps 1-4 of this module and add an updated file.

How can I make my profile public or private?

When you create your Canadian HSS Commons profile, it is public by default. If you wish to make your profile hidden from other Canadian HSS Commons users, please follow these steps:

- Log in to your account
- Click on the silhouette or your profile picture in the top-right corner of the page
- Click on **Profile**
- Once you are on your profile page, you will see **Public Profile** just under your name. Click here to set your profile to private (simply click on it, and it will change from Public to Private).


You can follow the same steps to change your profile from Private to Public.



HSS COMMONS DISCOVER/DÉCOUVREZ COMMUNITY/COMMUNAUTÉ ABOUT/À PROPOS ASSISTANCE REPOSITORY/DÉPÔT

You are here: Home / Members / Alan Colin-Arce / Profile

Alan Click here to set your profile private.
Public Profile :: Click here to set your profile private.

Name	Alan Colin-Arce
Username	alancolin
Password	No local password set.
E-mail	alan4rce@gmail.com
Personal pronouns	(not set)
Job title	Graduate Student
Institutional or Other Affiliation	University of Victoria
ORCID	 0000-0002-0437-7193
X / Twitter	https://twitter.com/AlanColin_Arce

Change Picture

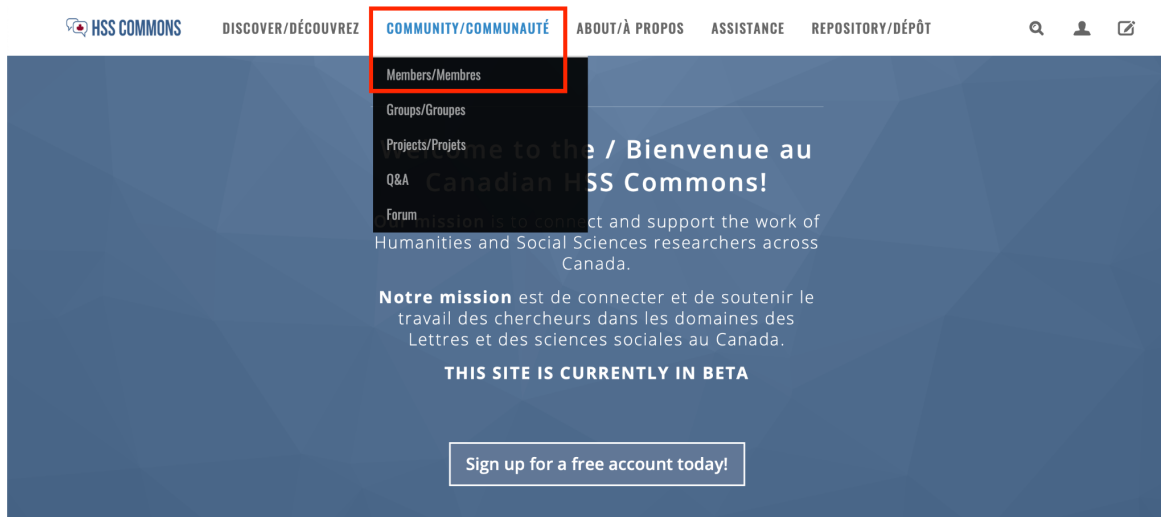
Dashboard

Profile

Account

Where do I find other profiles and connect with other members?

You can find members through the Search function, as well as on the [Members](#) page under the Community tab.



Who can blog?

Individual members or groups can run a blog. If you would like to develop a collaborative blog with another member, we recommend you create a group to do so.

Examples of a blog entry:

- [DHSI 2022 Institute Lecture: Is Open Scholarship Possible without Open Infrastructure? \(Spanish takeaways\)](#)
- [Global Equity in Open Access Publishing](#)

Create a blog

A blog is an update about achievements, goals, and aspirations in one's career.

The following blog types are available on the Canadian HSS Commons:

1. **Site Blog** - blogs created by site administrators for the whole website. These are displayed under <https://hsscommons.ca/blog>
2. **Group Blog** - blogs created by group members for the group. These are displayed under <https://hsscommons.ca/groups/yourgroup/blog>.
3. **Member Blog** - personal blogs by any member. These can be found under <https://hsscommons.ca/members/membertext/blog>.

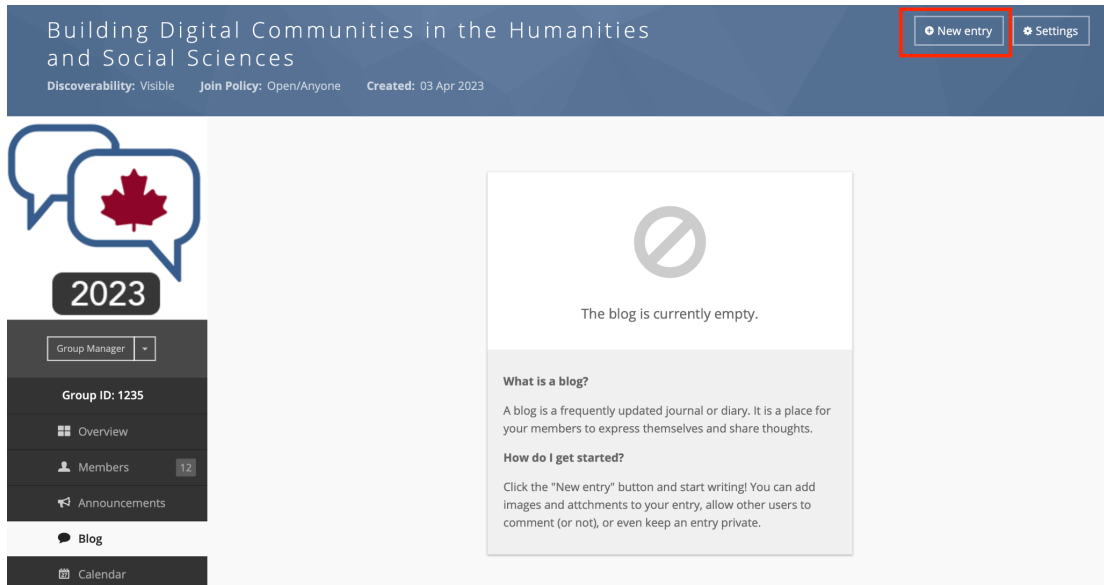
Creating a New Blog Entry

Whether you are adding a member blog post or a group blog post, the steps are the same, except for the entry point.

1. Navigate to the blog area you would like to post to:
 - For a member (profile) blog, that's <https://hsscommons.ca/members/membertext/blog> or open your dashboard and click on **Blog**.

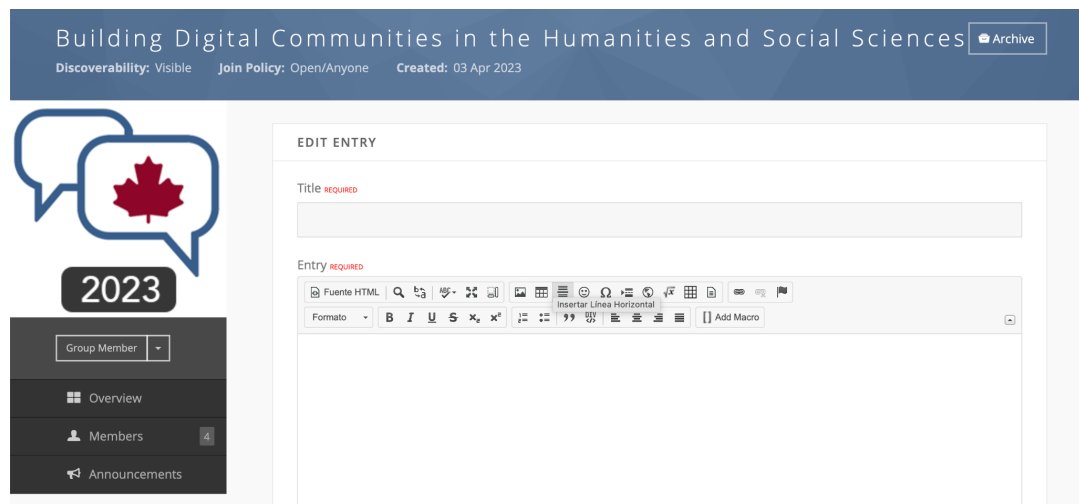
- For the group blog, it's <https://hsscommons.ca/groups/yourgroup/blog> or open the group you would like to blog from and click on **Blog**.

2. Click on **New Entry** to start a new post.

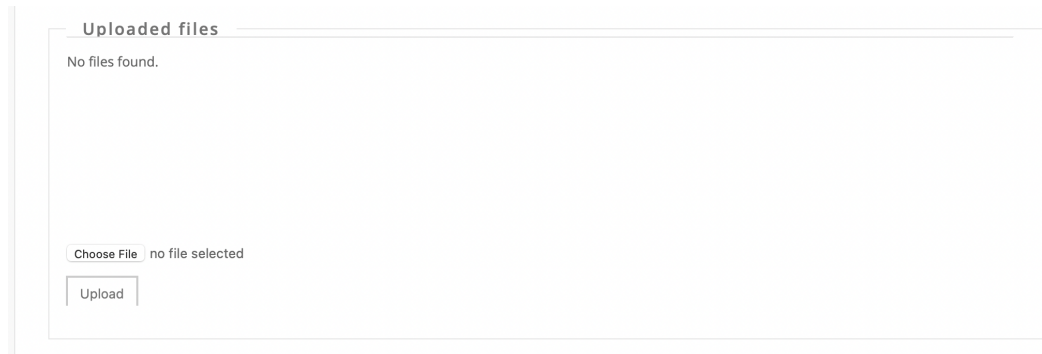


3. Fill in the title of the entry.

4. Write the content of the blog post in the entry box. This box has a toolbar to help with formatting your text.



5. Upload any files you would like to add to the blog through the **Uploaded files** area and use a macro (a line of code) to embed the file(s) on your blog post. Click **Add Macro** to see available macros.



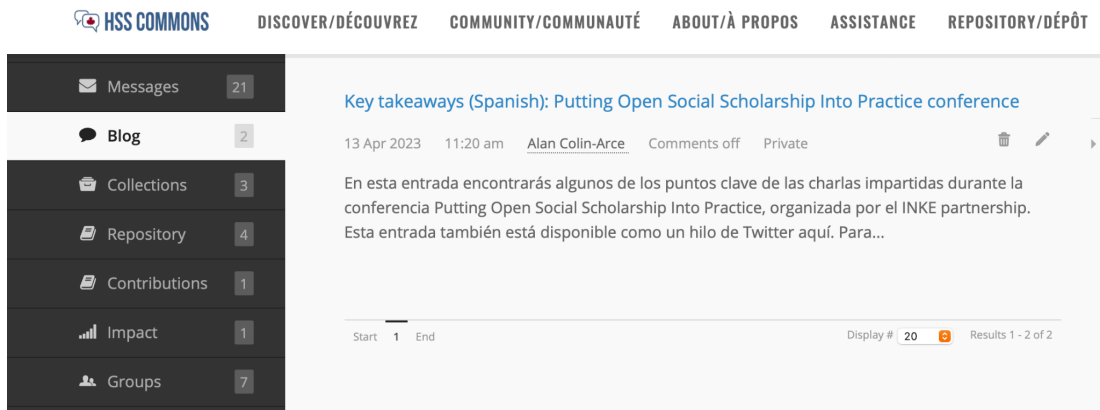
6. Add tags to make your blog more searchable on the Canadian HSS Commons.
7. By default, users can comment on your blog post, but you may disable comments by unchecking the box for Allow comments.
8. Select the state of privacy to **Public**, **Registered members**, or **Private**.
9. Select the times when the entry will be available to be viewed. Make sure to format the time with military time and the date to be year, month, and then date. If you leave the publish start and end fields blank, your blog post will be available immediately with no publish end date.
10. Click the **Save** button at the bottom of the page to post your blog.

Editing a Blog Entry

Note: You may only edit your own blog post.

- Navigate to the blog area where your post is listed:
 - For a member (profile) blog, that's <https://hsscommons.ca/members/membertext/blog> or the **Blog** button on your Dashboard.
 - For the group blog, it's <https://hsscommons.ca/groups/yourgroup/blog> or the **Blog** button on a group.
- Find the blog post you would like to edit and click on the **Edit** icon (symbolized by a pencil) for that post.
- Edit the content in the blog entry.

- Click the **Save** button at the end of the page to save the new changes.



Deleting a Blog Entry

Note: You may only delete your own blog post.

1. Navigate to the blog area where your post is listed:
 - For a member (profile) blog, that's `https://hsscommons.ca/members/membertextnumber/blog` or the **Blog** button on your Dashboard.
 - For the group blog, it's `https://hsscommons.ca/groups/yourgroup/blog` or the **Blog** button on a group.
2. Find the blog post you would like to delete and click on the **Delete** icon (symbolized by a trash can) for that post.
3. You will need to confirm that you want to delete your blog post, along with all associated comments. After confirming, your post will be deleted.

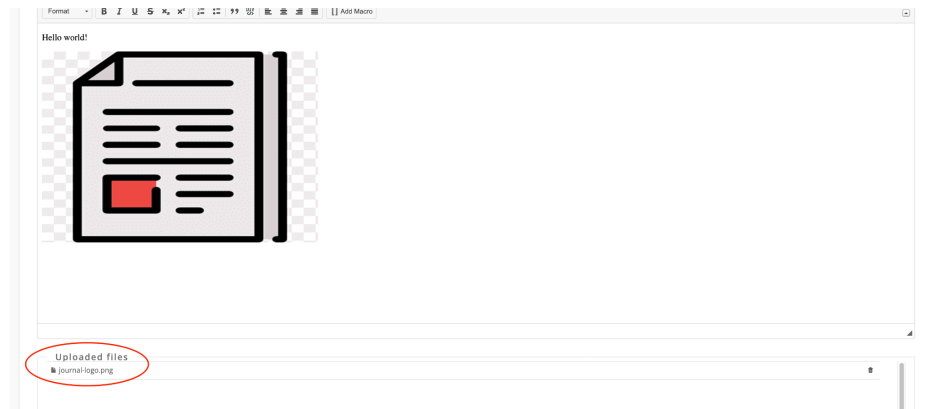
How do I share my blog?

Both blogs and individual blog posts are designated with a shareable URL.

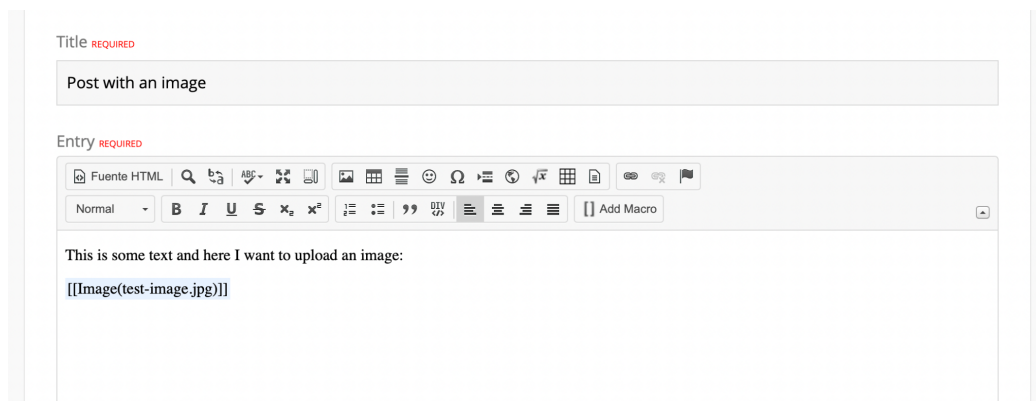
How do I add images to personal blog posts?

To add images to personal blog posts from your computer, simply do the following:

- When creating or editing a blog post, navigate to the **Uploaded files** section below the main text field and click **Choose File**.
- Select the image you'd like to add from your computer, click **Open**, and then press the **Upload** button. The image should now be listed just under the **Uploaded files** heading.



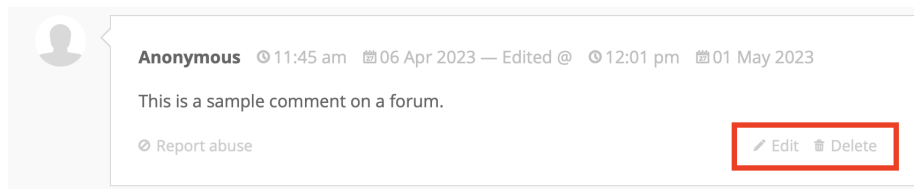
- Finally, click on the **Add Macro** button in the toolbar. Copy and paste the following line: `[[Image(your-file-name.jpg)]]`
- Replace `your-file-name` with the name of the image you uploaded.



- Click the **Save** button at the end of the page to publish your blog post.

Can I edit or delete my blog and forum posts and comments?

Yes, you can do this by clicking on the **Edit** or **Delete** buttons at the end of your post. Please keep your comments polite and on-topic; any offensive posts will be removed.



What are collections?

Collections function as your personal library for posts shared across the Canadian HSS Commons. Using collections, you can make your own post to organize and keep track of your own resources and you can gather posts shared across the commons by other members.

How-To: Collections

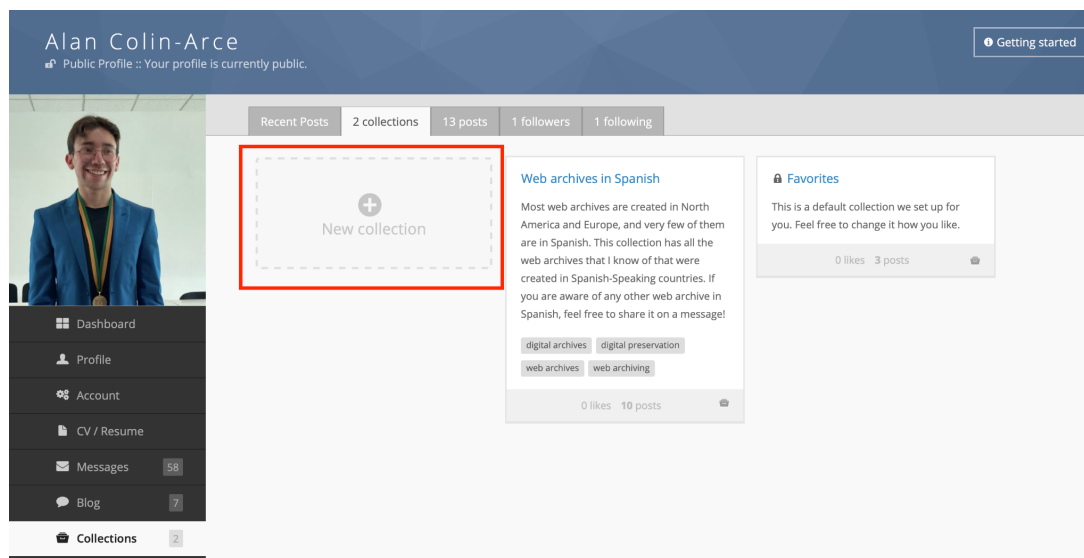
Collections are an excellent way to organize and keep track of your publications, resources, and other materials. You can share collections with other members of the Canadian HSS Commons or keep them to yourself.

Examples of collections:

- [My Publications \(Graham H. Jensen\)](#)
- [Web archives in Spanish](#)
- [Early Modern Digital Review: List of Projects Reviewed](#)
- [Environments of Change Research Portal](#)

Creating a collection:

1. In the top right corner, click the silhouette of your profile image.
2. On the left side of the page under your profile image, click [Collections](#).
3. Click the second tab that says [#] collections.
4. Click the outlined box that says **New collection**.



5. Select who should be allowed to see your collection using the drop-down under **Privacy**.
6. Add a title.
7. Provide a brief description of your collection.
8. Add all relevant tags (Remember: Tags will help other members find your publications.)
9. Decide how you would like the posts to be displayed and sorted.
10. Click **Save**.

NEW COLLECTION

Privacy
Public (anyone can see this collection)

Title REQUIRED

Description

Fuente HTML 🔗 📎 📧 📧 **B** **I** **U** **S** ✖ ✖ ⋮ ⋮

Tags

Enter tags separated by commas (e.g. one, two).

Layout of posts How posts are sorted
Grid Created date (newest to oldest)

Note: Currently, posts can be reordered only while in *list* layout with a *defined ordering* sort. These options can be selected when viewing a collection's contents.

Save
Cancel

Adding posts to a collection:

1. In the top right corner, click the silhouette of your profile image.
2. On the left side of the page under your profile image, click [Collections](#).
3. Click the third tab that says **[#] posts**.
4. Click the outlined box that says **New post**.

Alan Colin-Arce
 Public Profile :: Your profile is currently public.

Getting started

Recent Posts | 2 collections | 10 posts | 0 followers | 1 following

New post

Archivo de la web española
<https://www.bne.es/es/colecciones/archivo-web-espanola>
 external link

The Spanish Web Archive is the collection formed by the websites (including blogs, forums, documents, images, videos, etc.) that are collected in order to preserve the Spanish documentary heritage on the Internet and ensure access to it.

Due to the enormous size of the Internet and the technological means currently available, it is currently impossible to aspire

Spanish Revolution 2011
<https://archive-it.org/collections/2648>
 external link

Archivo y Documentación Acampada Sol. The movement is also being referred to as "15-M" or "Toma la Plaza".

0 likes 0 reposts

Alan Colin-Arce onto [Web archives in Spanish](#)
 12:28 pm 13 Apr 2023

Santiago de Compostela Train Accident
<https://archive-it.org/collections/3800>
 external link

This is a collection of news sites, articles, blogs, and social media related to the train

5. Attach relevant files. You can include images that go along with your post.
6. Include relevant links.
7. Add a title.

8. Add a description.
9. Select the collection you would like to add your post to.
10. Add all relevant tags.
11. Click **Save**.

The image shows a 'NEW POST' form with the following elements:

- Two dashed boxes at the top: 'Click or drop file' and 'Click to add link'.
- A 'Title' text input field.
- A 'Description' section with a rich text editor toolbar (including 'Fuente HTML', bold, italic, underline, strikethrough, link, unlink, list, and indent) and a text area.
- A 'New collection' field with a red 'REQUIRED' label and a placeholder 'Create a collection for this post to go in.'.
- A 'Tags' field with a placeholder 'Enter tags' and a note 'Enter tags separated by commas (e.g. one, two)'.
- A green 'Save' button at the bottom center.

Search and follow other collections:

1. Go to Discover > [Collections](#) to view all public collections shared on the Canadian HSS Commons.
2. You can search through collections using keywords.
3. Hover over the post you are interested in with your cursor.
4. Click **Collect** to add a post or collection to a new or existing collection of your own.
5. Click **Follow** to add the collection to your following tab so you can access the collection more easily.

When you access collections from your dashboard, you can use the “followers” and “following” tabs to view the collections put together by members you are connected with on the Canadian HSS Commons.

How can I make my collections public, private, or accessible only to registered members?

If you are creating a new collection

When you create a new collection, you can choose to make it available to the public, only to registered members, or just to yourself. To do so, click on the **New collection** button in **Collections** and use the drop-down menu titled **Privacy** at the top of the page.



If you wish to change the privacy of an existing collection

Log in to your account and click on your profile picture or the silhouette to go to your Dashboard. Click on **Collections** in your Dashboard. Here, you will be able to see all of your collections. Now, hover over a collection and click on the **Edit** button. Now you will be able to see a drop-down menu titled “Privacy” on the top of the page. Using this **Privacy** menu, you can change the privacy of your collection. Don’t forget to click the **Save** button at the bottom of the page to save any changes.

