



Virginia Henderson Global Nursing e-Repository

Virginia Henderson Global Nursing e-Repository (“Henderson Repository” or “the repository”)

Registration Instructions

Registration or member login allows **all** Henderson Repository users to submit an item to the repository (after appropriate authorization has been assigned to a user account), and subscribe to specific repository collections (meaning that you will be able to sign up to receive email updates whenever a new item is added to a specified collection or collections of interest).

Non-STTI Members

All users who are **not** members of the Honor Society of Nursing, Sigma Theta Tau International (STTI) must first register with the Henderson Repository by following the steps below. Please pay special attention to **step 6** as submission authorization to any collection in the repository requires an email to repository staff. Submission authorization is **not** automatic with registration.

STTI Members

If you are an STTI member and current on your dues, you may skip registration and select the “Login” option. Log in to the repository by entering your email address on record with STTI member services and password (i.e., last seven digits of constituent number or self-selected password).

If you are unsure of your STTI member email and/or password, or your membership has lapsed, email memserv@stti.iupui.edu or call 888.634.7575 (U.S./Canada toll-free) or +1.317.634.8171 (International).

Your initial login sets your account in the Henderson Repository, but you will not be able to submit to a collection until you contact the repository staff:

repository@stti.org. Please provide the following information in your email message:

- Subject line: Henderson Repository Submission Access Requested
- Name
- Credentials
- Email used to log in
- Name of collection(s) to which you wish to submit

If you wish to use an email other than the email listed in your STTI member account, please follow the registration steps below.

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Step 1 - Visit the repository home page: www.nursingrepository.org.

Step 2 - Click on “**Register**” in the upper right-hand corner, as depicted below:



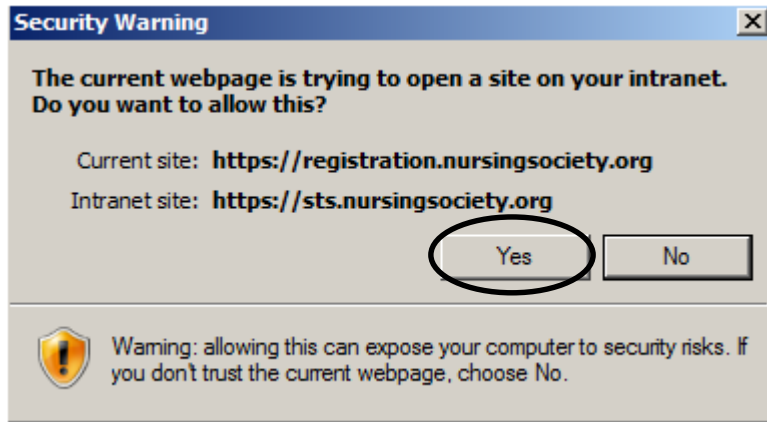
Step 3 – Enter the required information. An example screenshot appears below.

Enter a preferred email address and create a password that is at least seven characters in length. Select the “**Submit**” option after completing the information.

A screenshot of the registration form on the Virginia Henderson International Nursing Library website. The form is titled 'Register Today' and contains several input fields: 'Given Name', 'Family Name', 'E-mail', 'Confirm E-mail', 'Password', and 'Confirm Password'. A 'Submit' button is located at the bottom of the form. To the right of the form, there is a section for 'Sigma Theta Tau International Members' with a note about using an email address and password to access the STTI family of websites.

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Step 4 – Security Warning. Depending on your computer settings, you may receive the following or similar security warning after selecting the “Submit” button. Please select “Yes.”



Step 5 - Upon completion of your registration, you should be taken to the repository home page and your name should appear in the upper right-hand corner of the screen as in the following example:



Depending on your system/computer setup, you may be taken back to the home page and see the normal login request image as shown in the example below. Click on “Login” and type in your email and password to access the system.



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Step 6 - After you register, you will **not** be able to submit to a collection until you contact the repository staff: repository@stti.org. Please provide the following information in your email message:

- Subject line: Henderson Repository Registration Completed, Submission Access Requested
- Name
- Credentials
- Email used to register
- Name of collection(s) to which you wish to submit