



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 items (after appropriate authorization has been assigned to a user account) and subscribe to specific repository collections (i.e., you will be able to sign up to receive email updates whenever a new item is added to a specified collection of interest).

Non-STTI Members

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

STTI Members

If you are an STTI member and are 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 your password (last seven digits of your constituent number or self-selected password).

If you are unsure of your STTI member email address 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).

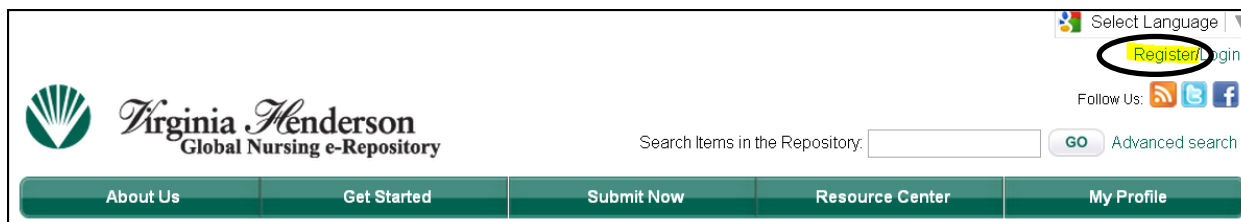
Your initial login sets your account in the Henderson Repository, but you will not be able to submit to a collection until you contact the repository staff. See Step 6 below to complete the authorization process.

If you want to use an email address other than the one listed in your STTI member account, please follow the registration instructions below.

Henderson Repository – Registration Instructions

Step 1 – Go to the repository home page: www.nursingrepository.org.

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

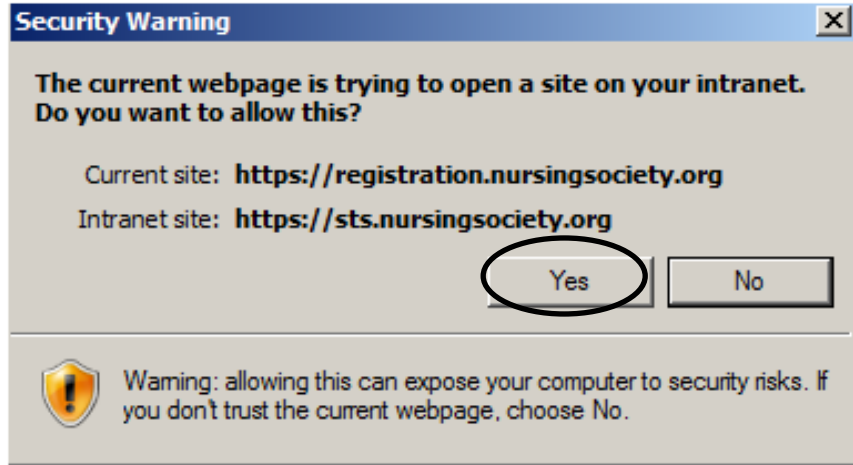


Step 3 – Enter the required information. An example screenshot appears below.

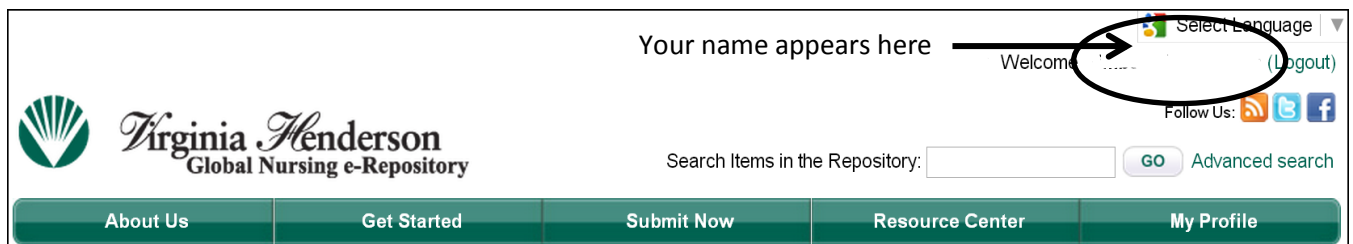
Enter a preferred email address and create a password that is at least seven characters in length. Select the “**Submit**” option after completing the information.

A screenshot of the 'Register Today' form on the Virginia Henderson Global Nursing e-Repository website. The form is titled 'Register Today' and contains several input fields: 'Given Name: (First Name)', 'Family Name: (Last Name)', 'E-mail:', 'Confirm E-mail:', 'Password:', and 'Confirm Password:'. A yellow 'Submit' button is located at the bottom of the form. To the right of the form, there is a section titled 'Register with the Henderson Repository!' which provides information about becoming a registered user and mentions 'STTI members' and 'Free!' registration.

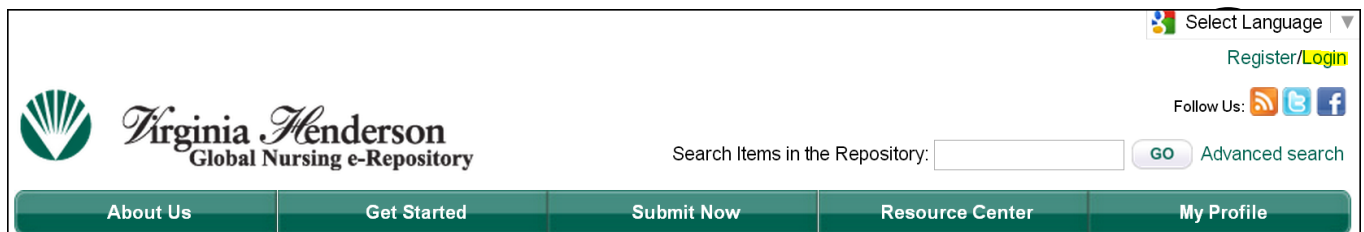
Step 4 – Security Warning. Depending on your computer settings, you may receive the following or similar security warning after selecting the “Submit” button. Please select “Yes.”



Step 5 - Upon completing 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 shown in the following image.



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