

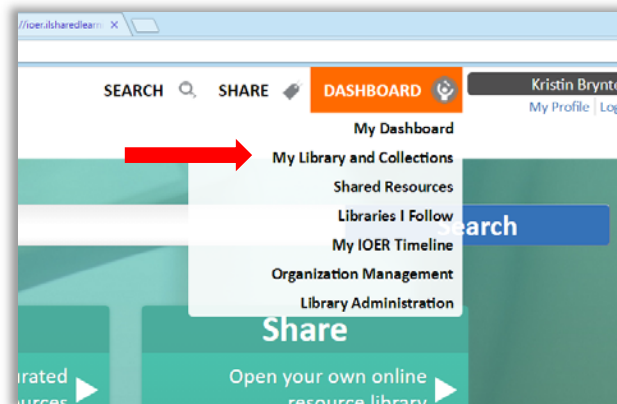


Manage Your Personal Library

Every registered user on IOER had a personal library for curating and organizing resources. You control the settings and structure of your personal library and can change or update them at any time.

Update Settings

1. Open your library using the Dashboard menu at the top of the screen. Select *My Libraries/Collections*.



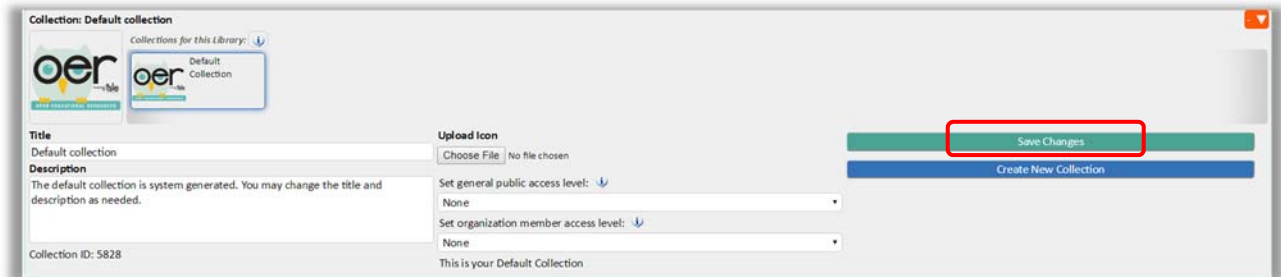
2. Select the Settings Tab to update your library settings.

Give your library a name and description. Note: You must add an image for your library.

Designate the Access Levels. None, keeps your library private. Read Only does not allow contributions. Or select Contributions with or without approval.



3. Click *Save Changes* when complete.



4. Return to the *Settings* tab if you need to update library settings or create or update a collection.

5. To access your library at any time, use the Dashboard menu at the top of your screen. Then select *My Library and Collections*.

