

# Setting up an Account on the PCSI Abstract Submission Website

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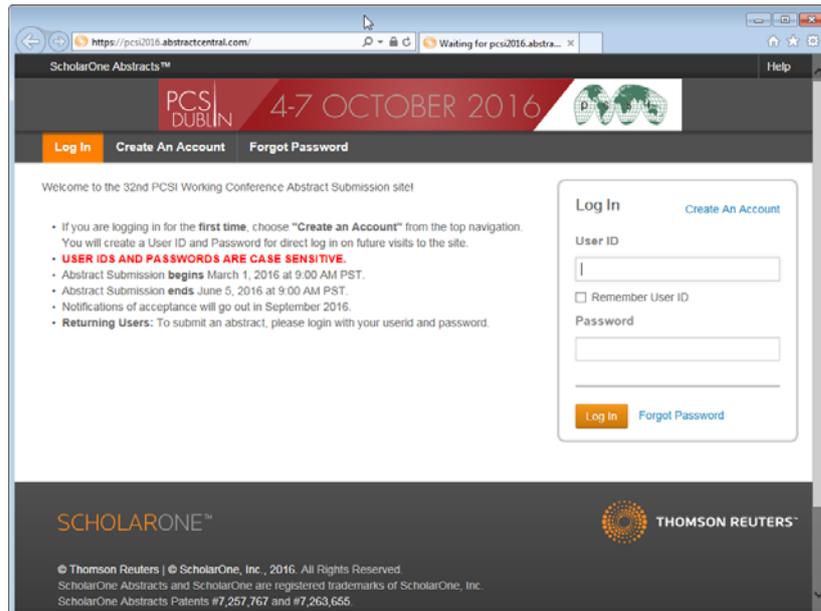
To submit an abstract for the 2016 PCSI conference in Dublin, Ireland, you will first need to create an account (if you have not already done so). Accounts that were setup for previous years will have to be re-created again. The following are the steps to set up the account.

1

Login to the abstract system using your preferred internet browser. The web address of the abstract system is

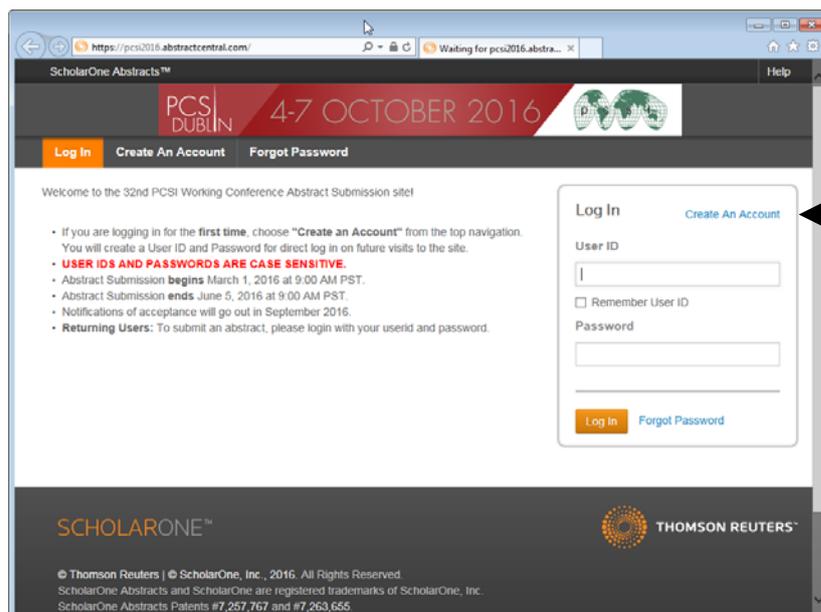
**http://PCSI2016.abstractcentral.com**

The following login screen will appear.



Click on *Create an Account* to create the account

2



When creating an account, required fields are designated by a red \*. The following are the list of required fields.

- First name
- Last name
- Email
- Institution
- Address (line 1)
- City
- Zipcode
- Country
- Territory
- Phone Number

3

The following screen will appear

ScholarOne Abstracts™

PCS DUBLIN 4-7 OCTOBER 2016

Log In Create An Account Forgot Password

Create Account Pages

- General Information >
- Contact Information >
- Access >
- User ID & Password >

### Step 1: General Information

Have you forgotten your login information?  
If you have authored or reviewed for this society in the past, you may already be registered.  
Use the [Forgot Password tool](#) to see if you have an account.

\* = Required Fields

Name

Prefix  
None selected

\* First/Given Name Middle \* Last/Family Name

Suffix

Scroll down to enter the details.

Use the [Forgot Password tool](#) to see if you have an account.

\* = Required Fields

Name

Prefix  
None selected

\* First/Given Name Middle \* Last/Family Name

Suffix

Professional Information

\* Institution Department Degree

Professional Title

< Cancel Continue >

When the details are entered click on *Continue*.

4

The next screen will appear looking for contact information

The screenshot shows a web browser window with the URL <https://pcs2016.abstractcentral.com/login>. The page is titled "Create Account Pages" and has a sidebar with options: "General Information" (checked), "Contact Information" (selected), "Access", and "User ID & Password". The main content area is titled "Address" and contains several required fields: "Address 1", "Address 2", "Country" (set to "United States"), "State/Province", "City", and "Zip/Postal Code". Below this is the "Contact Points" section with fields for "Phone 1", "Phone 2", "Fax", "E-mail" (with "email@example.com" entered), "Re-enter E-mail", "Twitter Profile" (with "@TwitterUsername" entered), and "LinkedIn Profile" (with "www.linkedin.com/linkedinusemar" entered). At the bottom, there are "Previous Step" and "Continue" buttons.

Enter the details as requested and click on *Continue*.

5

The next screen will appear looking for access requirements. You need to ensure that you have the "Author" role and that you can submit an abstract.

The screenshot shows the "Step 3: Access" page. The browser window has the URL <https://pcs2016.abstractcentral.com/login>. The page features a banner for "PCS DUBLIN 4-7 OCTOBER 2016" and navigation links for "Log In", "Create An Account", and "Forgot Password". The sidebar shows "Access" as the selected step. The main content area is titled "Roles & Centers" and contains a table with the following data:

REQUEST ACCESS	ROLE	NEEDS APPROVAL
<input checked="" type="checkbox"/>	Author	No

Below this is the "Submission & Proposal Types" section with another table:

REQUEST ACCESS	TYPE	NEEDS APPROVAL
<input checked="" type="checkbox"/>	Abstract Submission	No

At the bottom, there are "Previous Step" and "Continue" buttons.

Enter the details as requested and click on *Continue*.

# 6

The following screen will now appear

The screenshot shows a web browser window with the URL <https://pcs2016.abstractcentral.com/login>. The page title is "Step 4: User ID & Password". On the left, a navigation menu shows "Create Account Pages" with sub-items: "General Information", "Contact Information", "Access", and "User ID & Password". The main content area lists "Requirements for both User ID & Password":

- Minimum 6 characters
- May use a combination of letters and/or numbers
- May use capital and/or lower case letters. Case sensitive.

Below the requirements are input fields for "User ID", "Password", and "Re-enter Password". A "Create Account" button is at the bottom right, and a "Previous Step" button is at the bottom left. The footer includes the "SCHOLARONE" logo and the "THOMSON REUTERS" logo.

Choose the User ID and password. User ID's must be unique on the system so the system will prompt you if the user ID has been used before. When this happens, you must choose a different user ID. The user ID must be at least six characters long.

The password must be at least six characters long.

When the information is entered, click on *Create Account*.

If a problem is encountered, the following screen is shown. Click on *Fix Errors* to return and fix the problem.

The screenshot shows the same registration page as above, but with a "Step Incomplete" dialog box overlaid. The dialog box contains the following text:

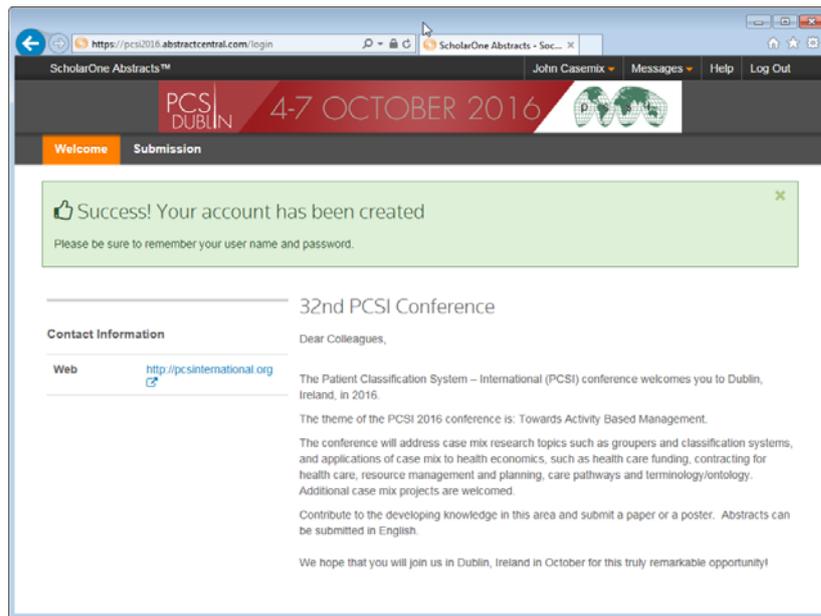
Please **Close** this window and correct the following errors or click **Continue with No Changes** to return to this step at a later time:

- You must use a combination of letters and numbers for password

At the bottom of the dialog box are two buttons: "Fix Errors" and "Continue with No Changes". The background page is dimmed, showing the "User ID & Password" section with asterisks indicating required fields.

7

The following screen will be shown



It is now possible to login to the abstract system using the User ID and password chosen.