

## Steps to Add an Author

1. Select the "Add Author" icon

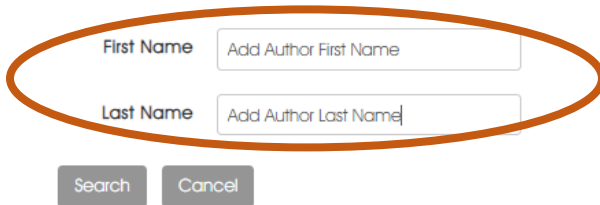


2. Input the Author's First and Last Name

### Submission Edit

#### SSO

Enter your information in the fields provided.

A form with two input fields. The first field is labeled "First Name" and contains the placeholder text "Add Author First Name". The second field is labeled "Last Name" and contains the placeholder text "Add Author Last Name". Below the fields are two buttons: "Search" and "Cancel". The entire form is circled in orange.

3. If the Author is listed in the ACAAI System, select the name from the list provided. If the Author is Not Found in the ACAAI System, click "Go Back and Fix Error(s)"

### Submission Edit

#### Oops.

The Author you have entered is not in our system. Please click the "Go Back and Fix Errors" button and enter the Author's email address in the "New Registration" box.

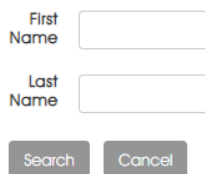
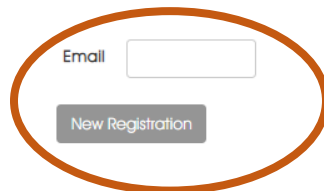
[Go Back and Fix Error\(s\)](#)

4. Enter the Unknown Author's email into the New Registration text box and complete the profile when it appears on screen.

### Submission Edit

#### SSO

Enter your information in the fields provided.

A form with two input fields. The first field is labeled "First Name" and is empty. The second field is labeled "Last Name" and is empty. Below the fields are two buttons: "Search" and "Cancel".A form with one input field labeled "Email" and a button labeled "New Registration". The entire form is circled in orange.