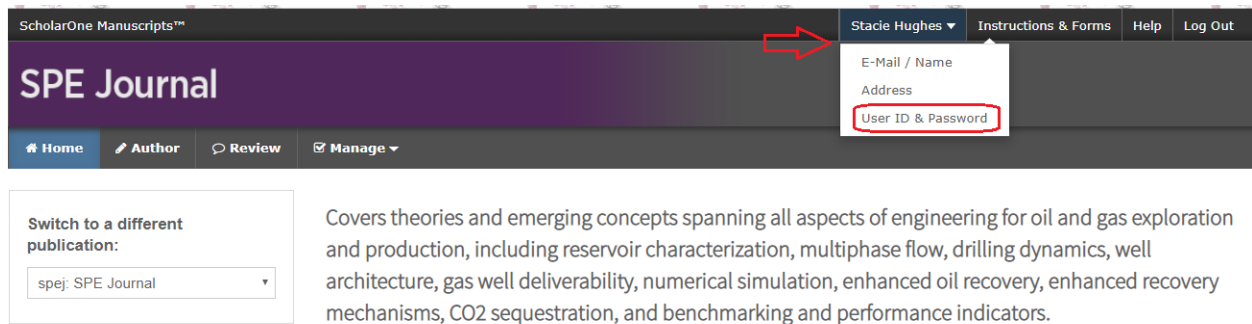


Updating Your Account Profile in ScholarOne Manuscript Central

<https://mc.manuscriptcentral.com/spej>



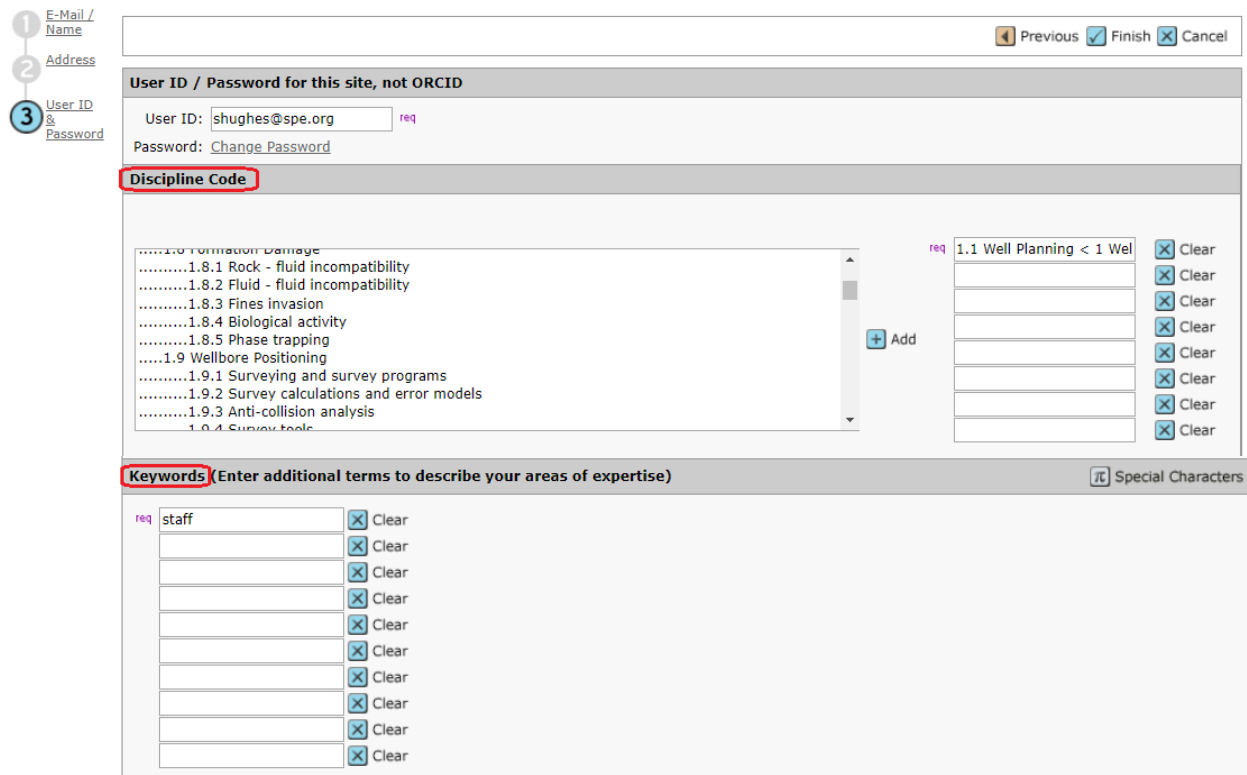
The screenshot shows the ScholarOne Manuscripts website for the SPE Journal. The user profile dropdown menu is open, showing options: E-Mail / Name, Address, and User ID & Password (highlighted with a red box). A red arrow points to the dropdown menu. Below the header, there is a navigation bar with links: Home, Author, Review, and Manage. A sidebar on the left contains a switcher for the publication (SPE Journal) and a description of the journal's focus on engineering for oil and gas exploration and production.

The User ID & Password page will allow updates for the following items:

- Discipline Codes and Keywords
- SPE membership details
- Unavailability dates
- Upload CV/resume

Edit My Account

Enter your desired User ID and Password into the boxes below. You will be asked to enter your User ID and Password each time you log in. Your User ID or Password cannot contain any spaces and your password must be at least 8 characters in length. If you are planning on being unavailable for a period of time, enter the dates into the "Unavailable Dates" area. Required fields are marked with "req." When you are finished, click "Finish."



The screenshot shows the 'Edit My Account' form. The 'User ID / Password' section is highlighted with a red box. It contains fields for 'User ID' (shughes@spe.org) and 'Password' (Change Password). The 'Discipline Code' section is also highlighted with a red box. It contains a list of discipline codes on the left and a list of selected codes on the right. The 'Keywords' section is highlighted with a red box. It contains a list of keywords on the left and a list of selected keywords on the right. The form includes navigation buttons: Previous, Finish, and Cancel.

SPE member number or nonmember ID Please complete this if you know it. If not, SPE staff will fill it in where applicable. Once staff have filled it in, please do not change it. If you believe it is incorrect, please email the peer review staff.		Special Characters
3055584		
SPE membership		Special Characters
req Are you an SPE member?: No		
req Would you be interested in peer reviewing papers for SPE?: No		
Unavailable Dates		
If you are planning on being unavailable for a period of time, enter the dates in the boxes below.		
From:		To:

Please do NOT upload your manuscript in this area. Once you have finished creating your account, you may enter your Author Center to submit a new manuscript.	
Reviewers/Potential Reviewers: Please provide a recent resume or C.V. with publications list. This information will be used in considering potential reviewers, as well as helping AEs locate appropriate review expertise for papers. You can update this file at any time by unattaching the prior version and uploading a new one.	
Choose File No file chosen	Files attached No files have been uploaded.