Publishers: Manage My Teams

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Uplink users can create a "Team" to share responsibilities for an ISSN application, including viewing applications and submitting information about applications. All team members receive emails and notifications about every application that was submitted by team members. Uplink users are responsible for managing their own teams, which is done on the "Manage my teams" page.

What is a Team?

A team is a group of Uplink users that have a shared interest in a particular ISSN application or set of applications. Upon registration, each user is required to create a team of one (themselves). You can invite others to join a team by sending them an email invitation via Uplink when you register for your Uplink account, or by adding an existing Uplink user from the "Manage my Teams" page.

> ⊘ If you are a self-publisher, or you are the only person at your organization who will submit ISSN requests, there is no need to add additional team members.

If you decide that you have too many teams or your teams are too large, you can remove yourself from any team. All team members have the ability to add/remove members of a team or deactivate the team completely. Any Uplink user has the ability to create a new team.

What is the benefit of a team?

Teams are beneficial for groups/organizations that want to share responsibility for applications. All team members will be able to review the status of applications and view any ISSN that are assigned for the team's applications. Since every person on the team will receive communications about each application, it is best to keep teams small and only add individuals that need access to each application. For example, if you work in one group who requests ISSN for journals, and another group which requests ISSN for magazines, you can have a team for each and make sure your co-workers only receive emails for the applications relevant to their work.

As a team member, you can:

- leave any team that you are a member of
- access any application submitted by a team member
- send the U.S. ISSN Center a message about any application submitted by a team member

- receive emails from the U.S. ISSN Center about any application submitted by a team member
- edit team info (team name, email, website, phone, address)
- add a member to an existing team
- remove a member from an existing team
- deactivate/reactivate an existing team

Manage My Teams Page

Links to access the "Manage My Teams" page are available on the homepage, or under the "Account" area of the menu. Once on the page you can see all the Teams you are a part of, create a new team, edit existing teams, or view inactive teams.
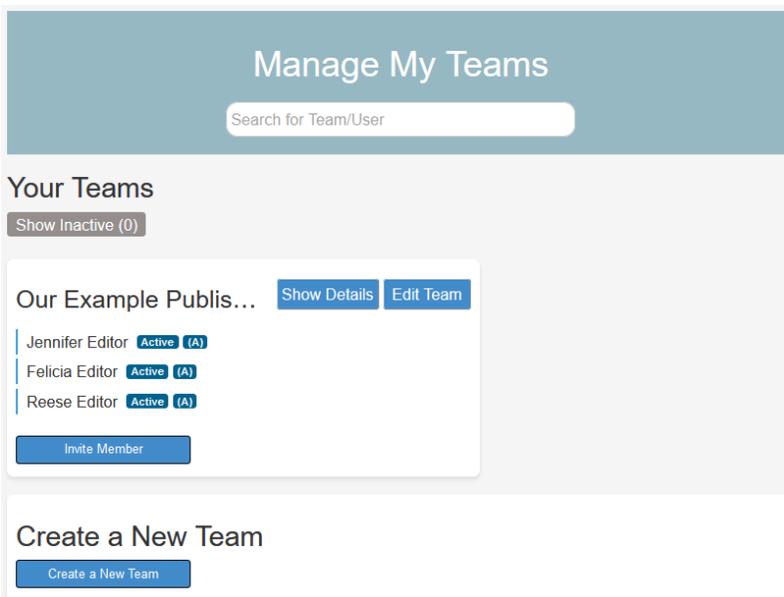
> ⊘ **Inactive Teams**
>
> If you have made a team inactive, you may access the team by clicking the "Show Inactive" button under the header and search bar. To return to your active teams, click on the "Hide Inactive" button.

Reviewing your Team Information

By default, you can see the team name and the names of all team members, including yourself. To view the details of your team, click on "Show Details" to expand the information box. Click on "Hide Details" to close the details.

Editing your Team

To edit the team information, click on "Edit Team" to open the edit form. Here you can update the team name, your organization's name, the type of organization, the general organization email and phone number, mailing address, and website.

Once you are done, click "Update" to save the changes. Click "Cancel" if you do not want to save your changes. Click "Deactivate Team" if you no longer need the team.
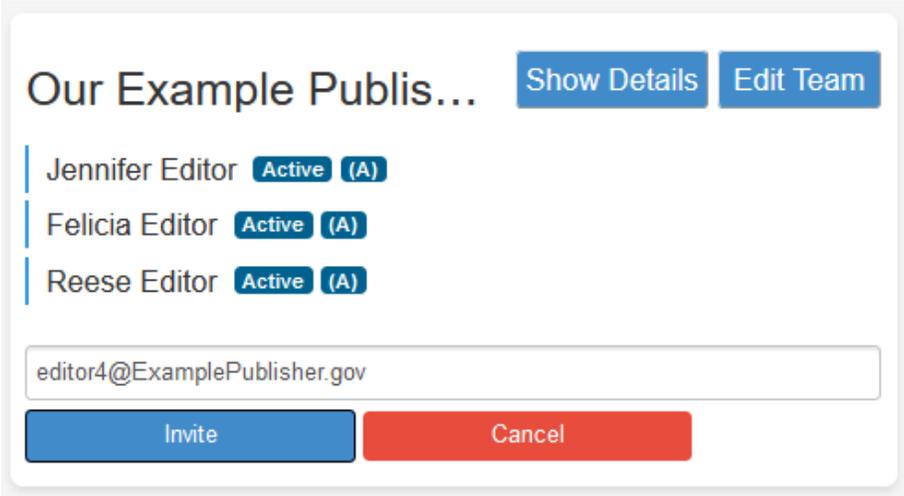
> ⊘ If you deactivate a team, you can still view submitted applications for that team. Deactivating the team means team members will no longer be able to submit new applications for that team.

Removing or Adding Team Members

If you need to remove a team member or yourself from the team, click on the red minus ⊖ button next to the team member's name.

⚠

⚠️ Once a team member is removed, they will no longer be able to access the team's applications, unless they were the submitter.

If you want to add a team member, click on "Invite Member." Enter the email of the person you want to add to the team, then click "Invite" to complete the action.

✅ If the email you enter is associated with an existing Uplink account, the user will be automatically added to the team

If the email you enter is not associated with an existing Uplink account, an invitation email will be sent with instructions on how to complete their ISSN Uplink Account registration. The email will also inform them that you invited them to the Team.

Creating a New Team

To create a new team, click on the "Create a New Team" button at the bottom of the page to open the Create a New Team form.

Create a New Team

Example Publisher Journals Division
Example Publisher
Commercial publisher or vendor ⌄
Organization website (https://)
hello@ExamplePublisher.gov
Organization phone

Required

Organization mailing address

Required

editor3@ExamplePublisher.gov

Create Team	Cancel

Required fields will be marked red. As you fill out the form, the red indicators will be removed. You may add additional members by entering their email in the last section of the form. To add more than one member, separate the emails with a comma.

Click "Create Team" to finish creating your new Team.

Team **Example Publisher Journals Division** created successfully. X

Our Example Publis… [Show Details] [Edit Team]

Jennifer Editor **Active** **(A)**
Felicia Editor **Active** **(A)**
Reese Editor **Active** **(A)**

[Invite Member]

Example Publisher J… [Show Details] [Edit Team]

Felicia Editor **Active** **(A)**
Jennifer Editor **Active** **(A)**

[Invite Member]

If you have any questions about how to use this page, you may email issn@loc.gov to contact us.