

Publishers: View My Applications & Reviewing Application Data

Last update: August 13, 2024

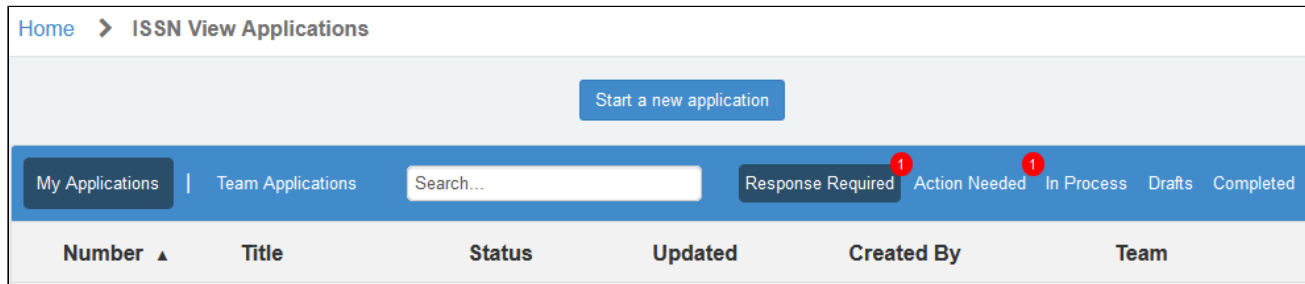
This set of instructions provide information on how to navigate the "ISSN View Applications" and submitted "ISSN Application Request" pages.

Overview of the ISSN View Applications page

To access the "ISSN View Applications" page, select "View my Applications" under the "Applications" section of the menu. This page gives you access to applications submitted by you and your Team(s) members, and your draft applications. There are two sets of filters available on the page: one set to show your applications or all applications submitted by your Team(s); a second set to show subsets of those applications. You can view the application by clicking the application/draft number.

✔ Selected filters are highlighted with a dark blue background. To change filters, click on the filter name you'd like to use.

My Applications



The page defaults to the "My Applications" filter. This filter displays applications you initiated. When the filter is turned on, you can then select from a subset of filters to view your applications:

- Response Required
 - This is the default filter when you access this page. When turned on, it lists any application where the U.S. ISSN Center is awaiting for a response from you before moving forward with processing.
 - If no application requires a response, the results list will appear as "No Results Found."
 - When an application is awaiting a response, a red icon will appear next to the filter name. The icon includes a count of how many applications are under the

filter. You or any Team member associated with the application can respond directly to the email you received, or you can respond directly through ISSN Uplink.

- Action Needed


- When turned on, this filter lists applications which require action. The required actions may include sending a sample of a published print publication necessary for print ISSN requests, or submitting the "Update Publication Status" form for provisionally assigned ISSN.
- If no application requires action, the results list will appear as "No Results Found."
- When an application requires action, a red icon will appear next to the filter name. The icon includes a count of how many applications are under the filter. If there is any question as to the required action, please refer to messages you received from the U.S. ISSN Center. If you need additional assistance, contact the U.S. ISSN Center.
- If a Provisional ISSN is assigned, the application will appear here as soon as the assignment is made. It will remain here until you have provided proof of publication to the U.S. ISSN Center. For instructions on how to do so, please refer to the notice of assignment sent at the time of assignment or the *Update Publication Status* document on the U.S. ISSN Center [website](#).

- In Process

- When turned on, this filter lists your submitted applications which are in process and do not currently require action or response from you.

- Drafts

- When turned on, this filter lists drafts you saved. To continue working on a draft, click on the Draft number to open the application form. Once submitted, the application will no longer appear under the Drafts filter.

 Please note you can only access your own drafts, and you must have the Drafts filter turned on to see your drafts.

- Completed

- When turned on, this filter lists all applications which have been processed. No further action is required for these applications.

- All

- When active, this filter lists all your submitted applications regardless of their status.


Team Applications

Number	Title	Status	Updated	Created By	Team
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You must manually select the "Team Applications" filter to turn it on. This filter displays applications submitted by you or your Team(s) Members. When the filter is turned on, you can then select from a subset of filters to view the applications:

- Response Required
 - This is the default filter when you turn on the "Team Applications" filter. When on, it lists any application submitted by you or your Team(s) members where the U.S. ISSN Center is awaiting a response to a question before moving forward with processing.
 - If no application requires a response, the results list will appear as "No Results Found."
 - When an application is awaiting a response, a red icon will appear next to the filter name. The icon includes a count of how many applications are under the filter. You or any Team members associated with the application can respond directly to the email you received, or respond directly through ISSN Uplink.
- Action Needed
 - When turned on, this filter lists applications submitted by you or your Team(s) members which require action. These actions include sending a sample of a published print publication necessary for print ISSN requests, or submitting the "Update Publication Status" form for provisionally assigned ISSN.
 - If no application requires action, the results list will appear as "No Results Found."
 - When an application requires action, a red icon will appear next to the filter name. The icon includes a count of how many applications are under the filter. If there is any question as to the required action, please contact us via ISSN Uplink.
 - If a Provisional ISSN is assigned, the application will appear here as soon as the assignment is made. It will remain here until you have provided proof of publication to the U.S. ISSN Center. For instructions on how to do so, please refer to the notice of assignment sent at the time of assignment or the *Update Publication Status* document on the U.S. ISSN Center [website](#).
- In Process
 - When turned on, this filter lists applications submitted by you or your Team(s) members which are in process and do not currently require action or response.
- Completed

- When turned on, this filter lists all applications submitted by you or your Team (s) members and which have been processed. No further action is required for these applications.
- All
 - When turned on, this filter lists all applications submitted by you or your Team (s) members regardless of their status.

 Please note you do not have access to your Team(s) members' drafts, and you cannot access your own drafts when the Teams Application filter is turned on.


Searching

The Search bar is a tool you can use to find a specific application you or your Team submitted. You may search by **Number** (identifier assigned to each application), **Title** (the title submitted in your application), **Status** (the current status of the application), **Updated** (date and time of the last update), or **Created By** (email of the user who created the application).

Search terms apply so long as they are in the search bar. This means if you switch filters, you do not have to reenter the same search term over and over. To clear out a search and see all available applications, remove the search terms from the search bar. The search is dynamic, so the search results will update as you add/remove text.

Number ▲	Title	Status	Updated	Created By	Team
APPL0009609	Example Quarterly Magazine	Provisional ISSN Assigned	2024-08-12 12:13:05	Editor2@ExamplePublis her.gov	Our Example Publishing Team
APPL0009607	Example Quarterly Journal	Application Received	2024-08-12 12:06:20	editor3@ExamplePublis her.gov	Example Publisher Journals Division

Showing 2 of 2 records < 1 >


 To search across all your applications, select the "My Applications" and "All" filters.


To search across all applications submitted by you or your Teams, select the "Team Applications" and "All" filters.

Searches are not retained if you leave the page, including if you click to view an application.

Overview of an ISSN Application Request page

To view a submitted application, click on the application number to open an individual "ISSN Application Request" page. The page will provide an overview of your submitted application, including submitted data, attachments, and current status. The "ISSN Application Request" page is divided into main two sections.

 When viewed on a small screen, the following sections stack, with the Left Column section on top and the Right Column section stacked below it.

 If you see the message "Please send your hard copy issue or complete the "Update Publication Status Form" at the top of the ISSN Application Request, it means action is required before the U.S. ISSN Center can move forward with the application.

[Home](#) > [ISSN Application Request](#)

Please send your hard copy issue or complete the "Update Publication Status Form"

If you have requested ISSN for an existing Print publication, please send your sample copy to the office so we may complete the assignment.

If you received a provisional ISSN assignment and have published the first issue, please complete the "Update Publication Status Form." You may also use this form to let us know your publication has been delayed.

Left Column


This column includes a messaging box you can use to submit a question or respond to a query directly in Uplink, and a paperclip icon you may use to attach additional documentation:

Send a message to U.S. ISSN Center staff...

Send



Below the messaging box is a timeline which records when an application was submitted, a record of documentation provided, a copy of submitted Publication Status updates, and a copy of any messages the you send directly via ISSN Uplink.

 Messages and attachments must be sent separately. For example, type the message text first, and click "Send." Then add the related documentation with the paperclip.

Only responses sent directly in ISSN Uplink appear on the "ISSN Application Request" page. Responses sent by email do not appear on this page. For copies of responses sent by email, please refer to the sent folder of your local email program.

Right Column

The right column has 3 primary components:

- Application record details


- This section displays the application number, publication title, the current status, the associated Team, when the application was submitted, and when the application was last updated.

Application record details	
Application Number	APPL0009607
Title	Example Quarterly Journal
Status	Application Received
Team	Example Publisher Journals Division
Created	16m ago
Updated	15m ago

- View Application Details button
 - This button opens a new tab with the submitted application data. Any assigned ISSN will be available in the new tab.

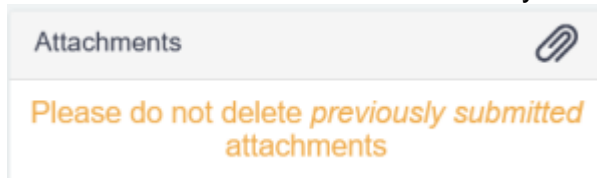


- This is a printer friendly copy of the submitted application.
- From the details page, you can return to the overview page by closing the new tab.

 Application data cannot be edited after submission. If you notice there is an error in your submitted application, please contact the U.S. ISSN Center.

- Attachments

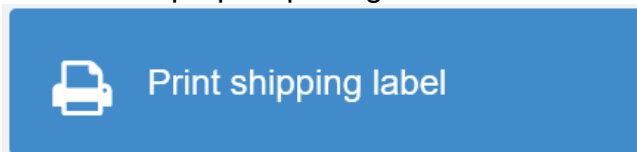
- This section shows all files attached to the application, and provides the ability to attach additional documentation by selecting the paper clip icon.



Additional Components

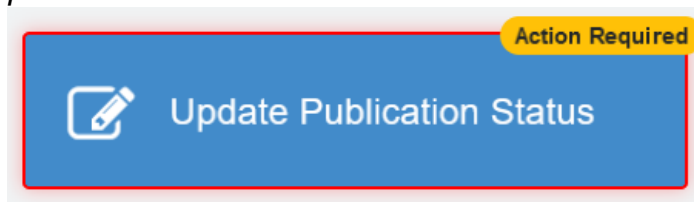
If the application includes an ISSN request for an existing print publication, you will also see a 4th component:

- Print shipping label button
 - The U.S. ISSN Center must review a sample print issue before making a print ISSN assignment. This button provides a preaddressed label you may print and use to send the print sample to the U.S. ISSN Center for review and consideration for the Library of Congress collection. Please note this label **does not** include prepaid postage.



Users who receive a Provisional ISSN assignment will also see a 5th component:

- Update Publication Status button
 - This button provides access to the Update Publication Status form. The button appears as soon as U.S. ISSN Center staff make the requested provisional ISSN assignment. For instructions on how to use this form, please refer to the *Update Publication Status* documentation on our [website](#).



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