ACCOUNT SET-UP

Setting up your account and profile on Talis Aspire

In order to begin creating online reading lists, you will need to have an account set up for you on the Talis Aspire online reading lists system. Your subject Liaison Librarian can send out ‘invites’ to named members of staff to assign them specific roles on the University’s online reading lists system.

For the purposes of creating reading lists, placing scan requests and publishing your list you will be assigned the role of ‘List Publisher’. This allows you to create and edit a list, link it to a module in the Talis Aspire University of Reading ‘hierarchy’, grant the same role to a colleague (they must also have an account on the system), publish lists, request a list review (by the Library) and place scan requests.

Accepting the invitation

Once an invite has been sent out, you will receive an email similar to this:

From: Talis Aspire [mailto:noreply@talisaspire.com]
Subject: Invitation to become a List publisher in Talis Aspire

You have been invited to accept the role of List publisher in Talis Aspire.

This will give you the following permissions:
- Attach list to node [Allows you to attach lists to a specific node or nodes of your institutional hierarchy]
- Create lists [Allows you to create lists]
- Edit lists [Allows you to edit lists]
- Grant this role [Allows you to grant this role to other users]
- Publish lists [Allows you to publish lists to make them publicly accessible]
- Request Digitisation [Allows you to raise digitisation requests]
- Request list review [Allows you to request a list review]

Click on the link below to accept the invitation.

http://readinglists.reading.ac.uk/grants/583FD266-3DED-5725-B4F5-7DB75337F06B

Just click on the link and you will be prompted to log in to the system (using your University of Reading (Single Sign-On) username and password) and accept the invitation. Once you have accepted the invitation, you will need to set up your profile (see page 2 for details).
[N.B. If you haven’t received this email and think you ought to have done, please check your junk mail folder. If you still have not received this email, see page 3 for further advice or contact your Liaison Librarian].

Setting up your profile

If you are logged in, click on your name and select the Create a profile option.

If you’re not already logged in, then first go to: http://reading.ac.uk/library/readinglists and log in using your University of Reading Single Sign-On username and password.

Complete the form.

- Although your email address is required for system generated messages, it will not display on any lists created (in draft or published).
- Only your name and role will be displayed on any published lists.
- Please set your profile to ‘public’ so existing and prospective students can search for lists created by you.

Click on Save Profile once you’ve completed the form.

Once completed, your profile will also provide you with a summary of the lists you ‘own’, your role(s) on the system, and ‘invitations’ you have received.

You can edit your Profile at any time by clicking on your name and selecting the View profile option.

You log in to the system using your University of Reading (Single Sign-On) username and password.

The URL is: http://reading.ac.uk/library/readinglists
Not received an email invitation?

If you have not received the automated email from @talisaspire.com inviting you to accept an invitation to become a ‘List Publisher’, there may be an issue with your email account settings. First, check https://www.autospam.reading.ac.uk/ to see if the email has been delivered there.

You should also ensure that @talisaspire.com is listed as a ‘Safe Sender’ in your ‘Junk E-mail Options’, then complete the following steps.

1. Go to: reading.ac.uk/library/readinglists and Log in using your University of Reading Single Sign-On username and password.

2. Click on your name (displayed in the navigation bar). If you haven’t already done so, you will be prompted to Create a profile (see page 2 for details).

3. Go to the ‘My invites’ tab.

4. Click on ‘Accept invite’.

You should then be taken to this screen, where you can accept the role of List publisher on the system.