Mendeley Certification Program for Librarians
- Instructions for your Premium Upgrade Link -

Your free upgrade includes:

- 5 GB personal storage
- 20 GB group/team storage
- Unlimited private and invite-only groups with up to 25 members in each group

**Workflow for researchers who already have a Mendeley Account:**

**Note:** If your Mendeley account is associated with a personal email address, please take a moment to log into Mendeley.com and update your email address to your institutional email BEFORE you try to login using the upgrade link. The upgrade link will only work to upgrade your Mendeley account if you are using your institutional email.

**To receive your free Mendeley upgrade:**

**Step 1:** Click on the upgrade link provided to you by your librarian

**Step 2:** Click on “Sign in“ and enter your Mendeley email and password

**Step 3:** Re-enter your (institutional) email address to receive your free upgrade and click “Confirm.”

**Step 4:** You will receive a confirmation email from Mendeley. Please click on the link provided to complete your upgrade.
Troubleshooting Tip:

If you do not receive the upgrade confirmation email, please re-click on the upgrade link and click on “Request new verification.” Check your email once again and click on the link contained therein to complete your upgrade.

Problems? Questions? Please contact support@mendeley.com.
Workflow for researchers who do not already have a Mendeley Account:

To receive your free Mendeley upgrade:

Step 1: Click on the upgrade link provided to you by your librarian.

Step 2: Create a Mendeley account by entering your email address (must be your institutional email to receive upgrade), first and last name, and password. Click on “Continue.”

Step 3: Choose your field of study and academic status using the drop-down menus and click on “Create Account.”

Step 4: Enter the name of your institution.

Step 5: Re-enter your (institutional) email address to receive your free upgrade and click “Confirm.”
Step 6: You will receive two (2) confirmation emails from Mendeley. The first email will confirm your Mendeley account:

Congratulations on creating a Mendeley account!

You’ve joined a global community of over 5 million members who trust Mendeley to help them organize, share, write and collaborate on their latest research.

What happens now?

It’s easy to get started with Mendeley:

- Download Mendeley desktop and access a full range of features to speed up your research and writing process.
- Update your profile to showcase your work and connect with the global community. Don’t forget to add your picture so others know that it’s you.

We’re looking forward to seeing you in our community!

Questions?
Tweet us @MendeleySupport or contact our friendly support team and we will get back to you as soon as possible.

The Mendeley Team

PS: Forgot your password? Reset it here
The second email will ask you to click on a link to confirm your upgrade.

[Image of an email]

**Hi upgrade,**

You're almost done! Click the link below to receive your premium upgrade.

http://www.mendeley.com/join/verify/65a5712a52/upgradelinktest1%40mailinator.com/

Use Mendeley to organize your research, collaborate with others online, and discover the latest research.

- Automatically generate bibliographies
- Collaborate easily with other researchers online
- Easily import papers from other research software
- Find relevant papers based on what you’re reading
- Access your papers from anywhere online
- Read papers on the go, with our new iPhone app

*(If the link above doesn’t work, just copy and paste the link into your browser)*

[Images of social media follow buttons]

**Troubleshooting Tip:**

If you do not receive the upgrade confirmation email, please re-click on the upgrade link and click on “Request new verification.” Check your email once again and click on the link contained therein to complete your upgrade.

[Image of a verification email]

**Problems? Questions? Please contact support@mendeley.com.**