

User Guide My Collections

1. Registration

On the My Collections page select *Create a Login*.

My Collections

My Collections allows you to create, manage and share your own collections.

USERNAME

Enter Username

PASSWORD

Enter Password

REMEMBER ME

SIGN IN

Don't have a login?

Create A Login

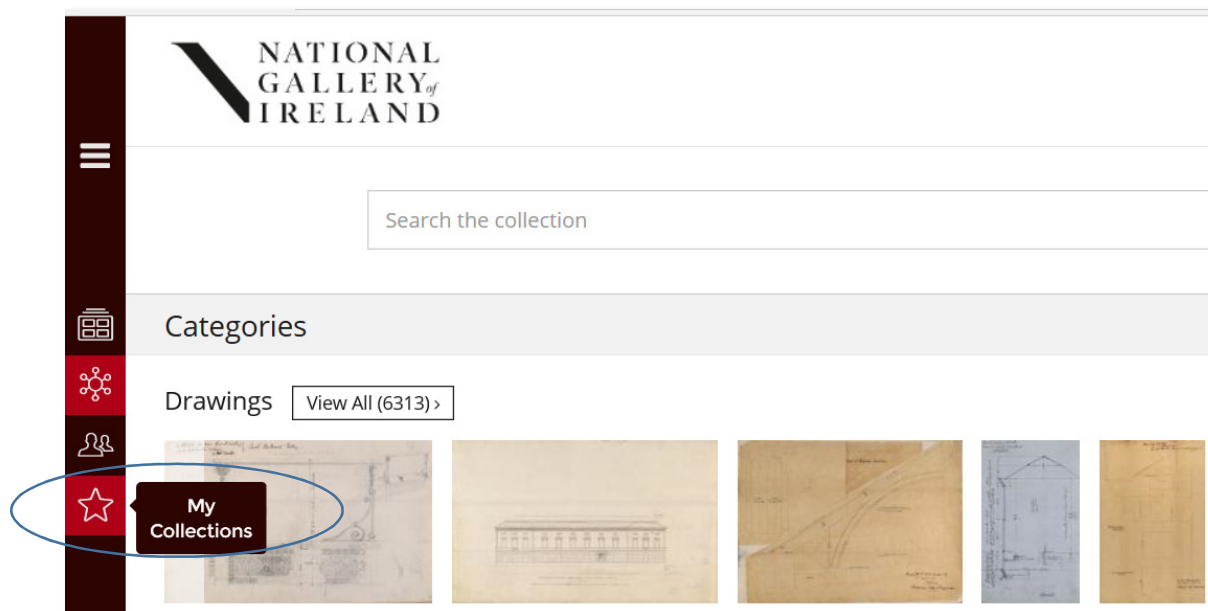
[Forgot your password?](#)

Please complete the Registration form in full and then select *Register*.

When you submit your registration, an activation code will be sent to your email address. Please enter this activation code to confirm your registration.

2. Login

Select the *My Collections* (star symbol) link on the menu bar.



On the My Collections page, enter your username and password as chosen during registration and select *Sign In*.

NATIONAL GALLERY of IRELAND

Search the collection

My Collections

My Collections allows you to create, manage and share your own collections.

USERNAME

Enter Username

PASSWORD

Enter Password

REMEMBER ME

SIGN IN

3. Create your own Collections

Once you are logged in, you will be able to create your own collections, save them, add or remove records and make them visible to other My Collections users.

Start by selecting the *Shared My Collections* (folder symbol) link on the menu bar.

NATIONAL GALLERY of IRELAND

Search the collection

My Collections

PUBLIC PRIVATE

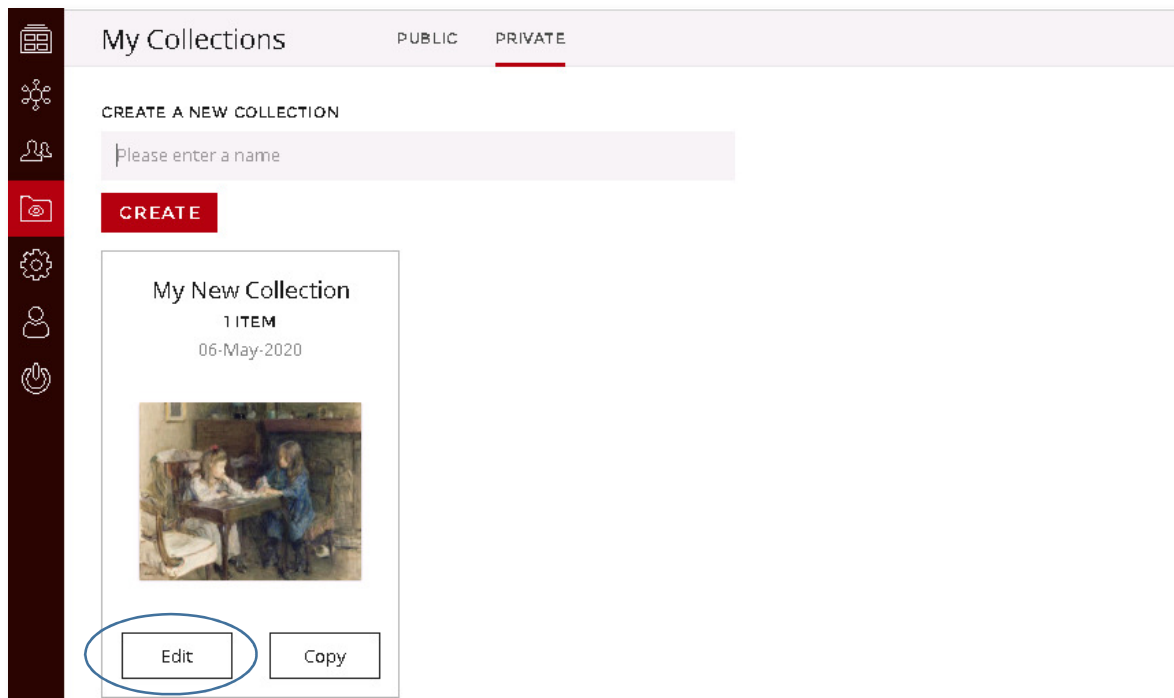
CREATE A NEW COLLECTION

Please enter a name

CREATE

Make a new collection by entering a name for your collection and selecting *Create*. Your collection will then appear as shown below.

When you create a collection it will automatically be Private (only you can see it) but you can change the setting to Public (it will be visible to other My Collections users).



Edit your collection by selecting the *Edit* button above. You can make a copy of your collection by selecting *Copy*.

From the edit page you can do the following;

- Edit your collection name
- Add a description to your collection
- Make the collection visible to other My Collections users by ticking the public tick box
- Make a copy of your collection
- Delete your collection

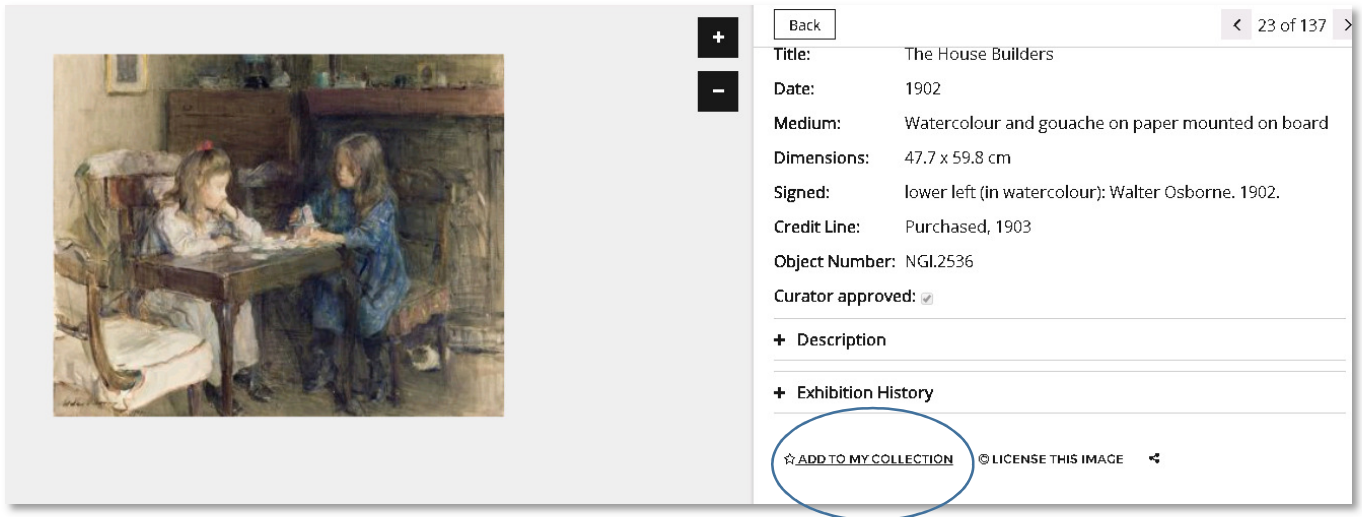
Make sure to select the *Save* button to save any changes that you make.



4. Adding works to your Collections

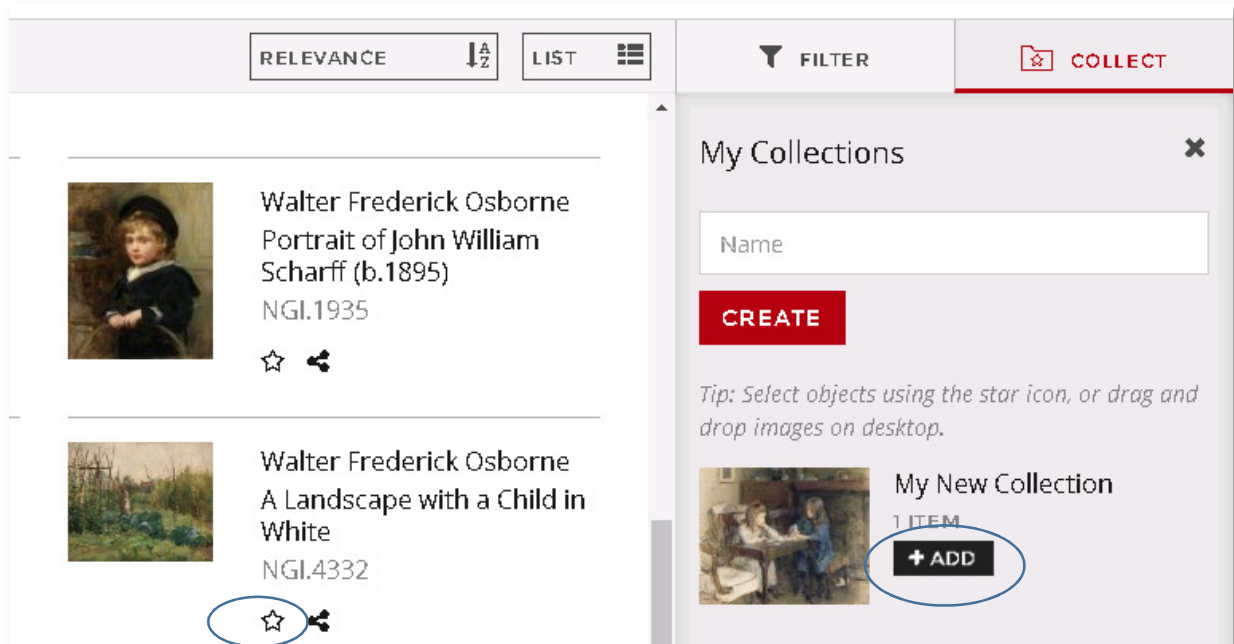
Works can be added to your collection in two ways, via the individual object record or via the search results page.

Individual Object Record - When you open an object record you can add the work to your collection by selecting the *Add to My Collection* (star symbol) link.



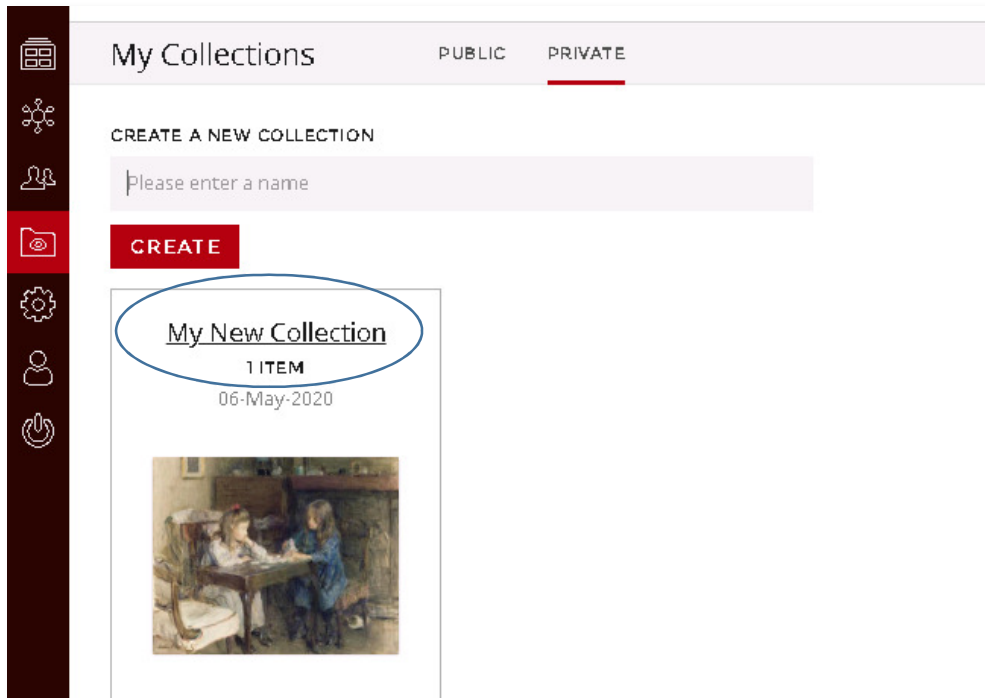
You will then be asked to select which of your collections you want to add the work to.

Search Results Page – You can add works to your collections by selecting the *Star* symbol beneath each record. Choose the collection you want to add the work to and select *+Add*.



5. Viewing and Editing your Collections

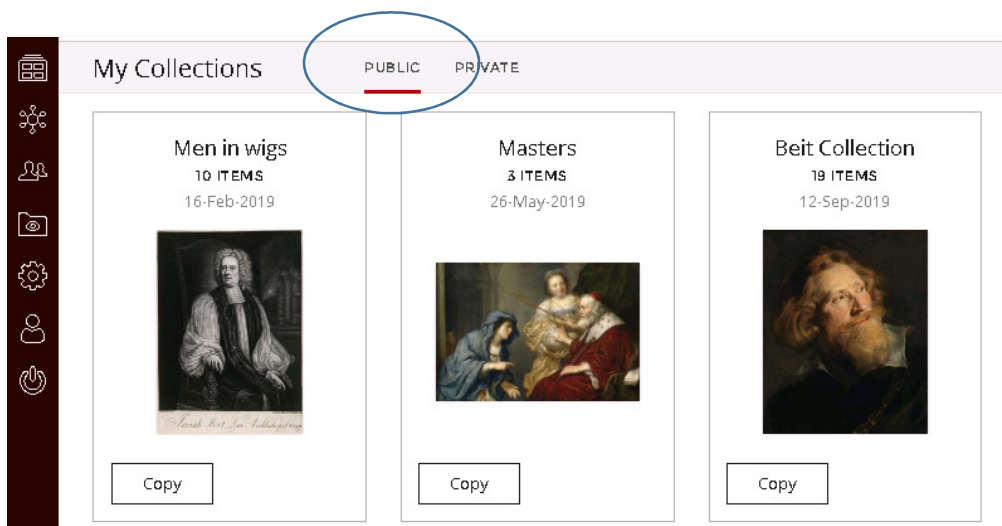
To review your saved Collections, select the *Shared My Collections* (folder symbol) link on the menu bar. To view the works in each collection, select the title of the collection. You will then be able to review and delete works.



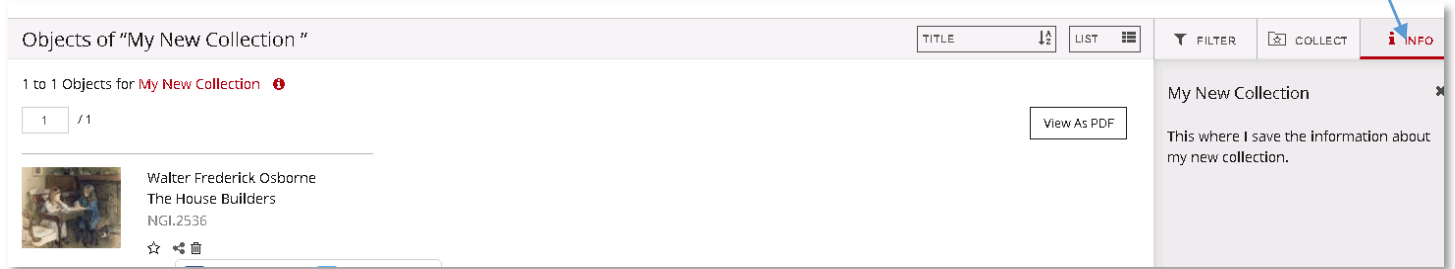
6. Public Collections

As previously outlined, you can make your collections visible to other My Collections users. Please note that only the title of the collection, description and works included will be visible. Your username etc. will not be shown.

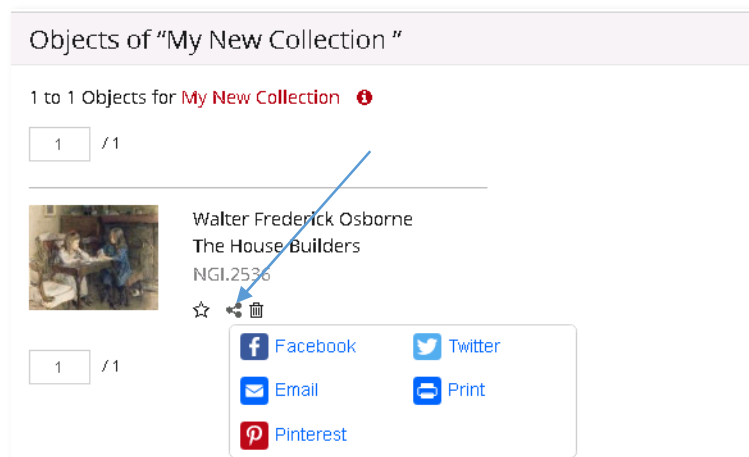
To view Public Collections, select the *Shared My Collections* (folder symbol) link on the menu bar. Then select the *Public* tab. To view the works in each collection, select the title of the collection. You can select the *Copy* button to make a copy of any of the collections.



If a collection has a description this can be viewed by selecting the *Info* tab.



Public collections can be printed and shared (individual works) by selecting the *Share* icon.



If you have any queries, please contact Caroline Clarke, Collection Registrar (E: cclarke@ngi.ie) or Raffaella Lanino, Documentation and Loans Assistant (E: rlanino@ngi.ie).